

Helena Transportation Advisory Council  
City County Building, 316 North Park  
Room #426  
January 21, 2014  
3:00 PM

**Attendance:** Vivian Crabtree (Chair), Cindy Baril (RMDC), Steve Larson (HATS), Walter Hanley (RMDC), Bob Allen (Citizen at large), Matthew Cramer (SAVE), Elizabeth Andrews, (Helena Citizens Council #2), Les Clark (MILP), M.C. Beebe (Helena Safe Schools), Lloyd Sparks (MILP), Paul Kindt (PEERS), Karen Lane (L&C County Health Dept.), Jennie Ekwortzel (RMDC Consumer), Deborah Swingley (MTCDD), Susan Pesta (WestMont), and Barbara Sheridan (HATS).  
Conference Phone: Judy Harris (Citizen at large), and Bob Maffit (MILP).

**Introductions:** Meeting started with introductions.

Steve Larson talked about the active membership. Referring to the HTAC By-Laws of attending 4 meetings to be in good standing, he said HATS will keep an attendance roster.

**Approval of minutes.** Elizabeth Andrews said in November, the TAC had two discussions concerning the outcome of the Transit Planning for All stake holders meeting. During November's meeting she had asked the group which one of the action areas the TAC should take on for the coming year. She thought a sub-committee would be in order. She said the issue should be on today's agenda under old business. Elizabeth would like the minutes to reflect, she feels the TAC needs to review the recommendations, or table them. She wanted the meeting minutes amended to reflect the TAC needs to review those recommendations and make the decision if they are going to work on them, or decide to table them as there are other grants being applied for. She said we as a TAC should be moving forward on previous grants.

Elizabeth does not approve the minutes as written – amended to: under new business Elizabeth suggested a sub-committee may be in order. She would like the minutes to reflect that the TAC may need to review those recommendations and make a decision of moving forward. She suggested the TAC review the recommendations concerning the inclusive planning grant, action area one and decide if they should be tabled or moved forward.

**Cindy Baril moved to accept the minutes as amended and approved.**

**Bob Allen seconded**

**All in favor.**

**Old Business:**

- a. Call for elections, Chair and Vice Chair
  1. No applications received to date

Vivian Crabtree nominated Cindy Baril as the new Chair person.

Les Clark nominated Elizabeth Andrews at the new Chair person.

Elizabeth has concerns of elections, under the By-law rules. She noted By-law rules and also said no nominations will be accepted from the floor during a TAC meeting. She also mentioned the By-law rules procedure prior to the Coordination plan being accepted.

Bob Maffit said he also reviewed the By-laws and noticed this too.

Vivian said elections were mentioned during the last meeting, and no nominations were made. Vivian said only written nominations will be accepted and elections will be held at the next HTAC meeting.

Cindy Baril explained last winter, when the elections were to be held there was no quorum to vote. She said Vivian agreed to stay on as Chair until elections could be held.

**Elizabeth motioned the elections be delayed until March's meeting so we can follow guidelines as per the By-Law procedure.**

**Cindy Baril seconded.**

A nomination form will be sent out with February's minutes. The Chair will verify permission that the nomination was accepted. March, will call for nominations, the nominations need to be back by the week before the April meeting. Voting will take place during the April meeting. Paper ballots will be handed out and voted on during April's meeting.

**Cindy Baril motioned, that the nominations be sent to Barbara Sheridan before the March 18<sup>th</sup> TAC meeting. The nominations will be given to the Chair; the nominations will be announced on the March 18<sup>th</sup> meeting. Council members will have the opportunity to pose questions to the nominee's. The election will be held on April 15, 2014. Les Clark seconded with the nominations be mailed to Barb Sheridan before March 7<sup>th</sup>, to be passed on to Cindy Baril.**

Steve said any nominations we received will be date stamped.

Bob Maffit talked about the nominations and compliance.

**Cindy Baril asked to withdraw her motion.**

**Vivian motioned the nominations will be called for March 18<sup>th</sup>. The nominations have to be received by April 8<sup>th</sup>, and presented at the HTAC meeting April 15<sup>th</sup>.**

**Les Clark seconded the motion.**

**All in favor**

Steve said to look at the voting eligibility before the elections in the By-Laws.

**Ridership update:** The total ridership for December was 7,356. Breakdown – East Valley 1,216, Head Start 315, HATS Checkpoint 2,436, HATS Curb to Curb 2,875, Rec-connect 0, RMDC 514.

**New Business:**

- a. Fare sub-committee report
- b. FY 15 Coordination plan objectives

Les talked about HATS fare and fare comparisons of other Montana Cities of similar size to Helena. He said fare box money cannot be used for match, but can be used as match for any MOU's. Elizabeth asked if a business could give sponsorship money, for exchange for rides.

Vivian said the State DOT needs to provide training to the TAC as to what can be used as match money.

Les said HATS anticipates leaving approximately \$100,000 available funding because there is not enough match money.

Elizabeth talked about a no fare system. She said this is a complex issue, and agreed the TAC needs better training; she also talked about a Mobility Manager. She said no fare systems have higher ridership within the community. Increasing fares decrease ridership.

**Les Clark made a motion that the sub-committee on fares, continue their activities and arrange education and training pertaining to MOU's, issues around fares, and match funds for the TAC members.**

**Deborah Swingley seconded**

**All in favor.**

Steve said the coordination plan is the TAC's work plan for the next coming year. The past TAC has not been proactive for what is going to happen for the year. He said for the sake of time limits, he took the key issues from the inclusive

transportation plan, and put together the FY 15 Coordination plan. Steve said this is the time when outside agencies should ask for (Capital) buses. Steve said the draft document will be presented to the Admin Meeting February 5<sup>th</sup>, and the City Commission February 24, 2014. The 5<sup>th</sup> and 13<sup>th</sup> legal notices will go out.

**Elizabeth motioned that the TAC set up a sub-committee to review and provide input and produce a near final document through email or other sources for the 2015 Coordination Plan effort. She would also like to look at the January 10<sup>th</sup> memo sent to the Public Works Director, Randall Camp. The document needs to be in by January 31, 2014.**

**Les Clark reminded everyone that electronic mail voting is admissible per our By-laws.**

**Les Clark seconded**

**All in favor.**

Sub - committee will be: Elizabeth Andrews, Cindy Baril, Deborah Swingley, Les Clark, Bob Maffit, and Bob Allen. Elizabeth will be the Chair person.

**Next meeting:** Proposed date – February 18, 2014 at 3:00 P.M. in room #426 of the City County Building, 316 North Park Ave.

NOTE\*\* All agenda items/issues must be turned into Barbara Sheridan or Vivian Crabtree no later than February 07, 2014. All materials for the upcoming meeting are posted on the city web [www.helenamt.gov/public-works/hats.html](http://www.helenamt.gov/public-works/hats.html)  
Please print your materials and bring them with you to the meeting.  
Thank you