

Helena Transportation Advisory Council
Helena Area Transit Service
1415 N. MT Ave.
September 17, 2013
3:00 PM

Members present: Vivian Crabtree (Chair), Steve Larson (HATS), Matthew Cramer (SAVE), Walter Hanley (RMDC), Bob Allen (Citizen at large), Judy Harris (Citizen at large), and Barbara Sheridan (HATS).
Conference Phone: Cindy Baril (Vice Chair).

Introductions: The meeting started with introductions.

Approval of minutes:

The minutes for July, were accepted by majority without a motion.

Old Business:

- a. 5 year Transit Plan Update
- b. East Valley Bus Service
- c. T4 America/CTAA County grant

5 year Transit Plan Update:

Steve said we are moving towards getting the plan in front of the City Commission. We are currently scheduled for the second go around of the TDP product to be handed out City Commissioner's about September 23rd. The next Administrative meeting is scheduled for Oct 2nd. We will be available to answer any questions or comments between those dates, and if all is well with the final plan product the City Commission will make acceptance October 21st. Once the Commission accepts the document we can start moving ahead on the plan.

East Valley Bus Service:

Steve said he just received the number for New Freedom's it is about \$66,000.00, to be used till expended. The East Valley bus funding is still unknown. It is still being discussed between the County Commission and the City. The State told Steve he should be receiving a contract any day. He said it may be \$40,000 to \$45,000 dollars, which is about 2/3 of funding that was received in the past. This again is to be used till expended. NOTE: prior to sending out the minutes, the State advised the amount is \$40,782.82.

T4 America/CTAA County grant:

Steve said he had a meeting with the core group folks of the T4 America/CTAA, about putting a Mission Statement, and the rules and procedures together. They focused on the different groups they would like to meet with. They discussed wanting to get key interviews with approximately 10 people. They would also like to set up group meetings for about 5 businesses. They would like to have business groups that need and use the transportation services. Some of the groups will be Helena Industries, and the Association of the Blind.

Ridership update: The total ridership for July was 7,246. Breakdown – East Valley 1,062, Head Start 0, HATS Checkpoint 3,028, HATS Curb to Curb 2,922, Rec-connect 234, RMDC numbers not available.

August was 7,032. Breakdown – East Valley 1,090, Head Start 0, HATS Checkpoint 2,942, HATS Curb to Curb 2,896, Rec-Connect 104, RMDC numbers not available.

New Business:

- a. Leadership Elections - Tabled from April's meeting
- b. JARC, New Freedom funding
- c. ADA Complimentary Plan update
- d. Transit Functional Needs Evaluation

Leadership Elections: To date no new nominations for Chair or Vice Chair have been received. Vivian Crabtree said she would continue to Chair however, the by-laws read a “one year” term. She suggested changing the language of the by-laws, or electing a new Chair or Vice Chair. The by-laws will be examined at our next meeting. See H.T.A.C. By-Laws Article V below:

ARTICLE V

A. Election- Will be held the month following the deadline date for completion of the Coordination Plan and MDT Application for Financial Assistance. The members shall elect officers (Chairperson, and Vice Chairperson) for **one year terms of office**. The Recording Secretary, will run consecutively until written notice is given requesting the position be re-assigned.

JARC, New Freedom Funding: JARC funding has been combined with the 5311 grant program. The New Freedom’s program will go away.

ADA Complimentary Plan Update: Steve started with background information; he said when he first started working for HATS, no one at HATS, knew what the ADA Complimentary Plan was. Steve studied the document for changes that had to be made with the current HATS service. Steve said the City Commission discovered that everyone is eligible for the curb to curb bus and requested Steve’s attention to limit the service to ADA eligibility for the curb-to-curb buses. The ADA Complimentary plan will have to be accepted by the City Commission, and then submitted to the State of Montana.

Steve would like everyone to go over the document and he would like a vote of the plan by October’s meeting. The ADA Complimentary Plan document will have to be accepted by the City Commission, State of Montana Department of Transportation, then moved up to Federal level by January 2014. If you have any questions please call Steve at 447-8064.

The group briefly went through sections of the plan and talked about - bus ID cards, reversed discrimination or separation, and fixed routes. Looking further, the group talked about reservation date and time schedules, office window hours, voice message schedules, and non-service on legal holidays. They talked about offering complimentary bus passes for a bus being 30 minutes or longer late in picking up passengers, passenger responsibility, before and after pick up time intervals, and a title for the bus service. The group discussed “no shows” and bus suspensions, ligament safety reasons not to transport, or to transport mobility devices dependent on weight and size. If the bus lift will lift the device the passenger will be transported, - if not – no transportation.

Transit Functional Needs Evaluation: Steve explained this document explains ADA Para-transit, and what qualifies an individual’s functional needs disability. He said there are two evaluation forms in the package. One is filled out by the passenger and the other by their Medical Professional. The law requires the form be processed within 21 working days of receipt. After receipt of the document, a committee will look through the information to determination qualification.

The group talked about the possibilities of a future Transit District

Next meeting: Proposed date – October 15, 2013 at 3:00 P.M. in the HATS meeting room.