

CAPITAL TRANSIT ADVISORY COUNCIL (CTAC)
Tuesday, April 21, 2015 Monthly Meeting Minutes
(Intermountain Board Room, 3240 Dredge Drive, East Entrance)
2:30 PM to 4:00 PM

Attendance:

Shawn White Wolf (Helena Citizens Council), Jaymie Sheldahl (RMDC-Head Start/CTAC Secretary), Bob Maffit (Incoming CTAC Vice-Chair/MILP), Steve Larson (HATS), Paul Kindt (PEERS), Walter Hanley (RMDC), Mike Hruska (Capital Taxi), Saundra Lowry (RMDC/AOA), Jessica Peterson (Advocacy Coalition), Laura Erickson (L&C County), Elizabeth Andrews (Outgoing CTAC Chair), Lloyd Sparks (MILP), Patrick Sanders (DPHHS Transportation Coordinator), James Schell (Mayor City of East Helena), Adam Gill (HCC), Tracy Reich (Helena BID), Raynor Roberts (Riders Council), Mary Sherlock (Riders Council), Susan Pesta (West Mont), Andy Hunthausen (L&C County Commissioner), Charlie Briggs (Easter Seals-Goodwill)

Conference Phone: phone not operational for meeting

Introductions:

Outgoing CTAC Chair Elizabeth Andrews called the meeting to order at 2:30 pm and started with introductions. All in attendance signed sign-in sheet. Elizabeth Andrews reviewed the primary role of the CTAC as outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the lead agency/transit manager in assessing and prioritizing local needs and enhances coordination among community partners, and includes making recommendations on various transit related issues.

Approval of Minutes:

Mike Hruska moved to approve March 2015 CTAC meeting minutes; Andy Hunthausen seconded, no discussion, March 2015 minutes approved.

Executive Committee Report/Recommendations/Action Items:

- **Executive Committee Election Results/Welcome new Executive Committee**-Elizabeth Andrews shared election process and referred group to Survey monkey election results handout, shared election results and then shared that the meeting will be handed over to the new Committee after the Executive Committee Report. Elizabeth

Andrews will continue on as a member at large for HCC District 2. Deborah Swingley is incoming Chair, Bob Maffit is incoming Vice-Chair, Jaymie Sheldahl remains Secretary. Brian Johnson who was elected Treasurer no longer is affiliated with the United Way and will not continue on the Executive Committee. CTAC has twenty-two members and eighteen voted in EC elections. There were 17 of 18 votes cast for Chair, 16 of 18 votes cast for Vice-Chair, and 18 of 18 votes cast for Secretary. James Schell asked question on voting members and the number of meetings that need to be attended in order to be able to cast vote. Elizabeth Andrews shared according to our by-laws, when voting on the Coordinated Plan or Capital Ranking, attendance is a requirement. A copy of the by-laws was provided in meeting packet.

- **Annual TAC Bi-law Review/Update-Call for volunteers**-in our bylaws it states we will review and update bylaws on a yearly basis. Last year EC took on roll and TAC approved draft at meeting, or we can create an adhoc subcommittee to review bylaws. No volunteers so EC will review and bring them back to the CTAC for final approval.
- **Lead Agency April Public Meeting Outcomes**-Jessica Peterson attended the April Admin Meeting. Elizabeth Andrews attended the Joint Committee Meeting -MDT Grant application was submitted, City starting FY 16 budget process including transit funding. The City has approved rebranding as funds become available and is focusing on getting the two routes up and running. Steve presented the two route system to the Commission at Admin Meeting and is currently seeking community input on revisions.

In a memo to Commissioners and staff, Commissioner Ellison has questions regarding role and process of TAC. Commissioner Ellison has asked the City Manager to provide answers to his questions. There appears to be confusion regarding our request to include our recommendations in the MDOT preliminary grant application budget. The TAC was not asking the City to come up with the additional 400+ thousand in their budgets. Press shared the memo with the Executive

Committee and Elizabeth responded (see meeting packet item for response). City Manager Ron Alles has asked us to provide some information. Incoming Vice-Chair Bob Maffit took over meeting.

Lead Agency Presentation/Input Opportunity-Re-branding plans and Revisions to the 2 Proposed New Local Routes, Bus Stop Locations and Next Steps Steve Larson, Superintendent-(See attached power point) Steve shared Lyndale Avenue is as far West as route will go. Ray Roberts asked if the route could go to Broadwater Circle. Steve shared when it comes to routes there are two rules of thought; straight lines and loops. Straight or linear routes use less travel time, loops are not as timely. Public opinion is currently being gathered to determine if this vision of routes works or is there something else that needs to be thought of. Steve shared he does not think these routes are the end, he is looking at least four routes to serve our city and there are still lots of things we can do. This is Phase 1 of a multi-implementation of additional routes.

On the new routes there are no stops at the Guardian Building and Kmart, for riders affected by this change the closest stops will be Columbia and Last Chance Gulch. Most comments received so far have been around lack of service into the Great Northern Town Center. There are three stops around it, just no stops in it. Steve shared concerns on any stops where there is high congestion of service vehicles, delivery trucks and moving vans. Steve shared the website for comments on the route changes will close by end of business on May 1.

WWW.RidetheCapitalT.org to view the map and make comments.

Steve was asked about a fare review and how would the TAC work in collaboration on a fare review. Steve shared he doesn't know if CTAC wants to make comments as a group or individually. Steve shared the biggest challenge is now on the budget and getting buses changed to the new look. Steve asked if anyone wanted to donate funds to help the process along. A new paratransit bus will be arriving within the next 60 days and it will be painted the indigo blue selected earlier. The Montana Council on Developmental Disabilities will cover the cost of painting one of the buses to the new color scheme. Steve was asked a ball-park figure on the cost of painting a bus; he responded there is only one facility in town who can do it, the Wreck Room and they estimate the cost to be \$7,500 for a large bus. The choice was to either wrap the bus or repaint the bus. It was determined they would need to be wrapped twice so

painting for the long-term is a better option. Questions were asked on spending that much money on the color of the bus and not spend it on something else, why not have new buses be delivered in the new color and leave the older buses the way they are? Marketing and creating a distinct view will help the service get more known. Some buses currently in operation may not be painted as they are at the end of their usable life. 10 years of service for a bus is what is strived for but it is undefined as to how many years a bus is on the front line. They are looking at keeping buses for 10 years and replace one a year. The City is sitting well with paratransit buses with the new one soon to arrive. By years end they will get a fixed route bus in the fleet and put the other on paratransit. Steve shared they are starting to look at replacing fixed route buses as three are having issues, and bus 606 may be going out of the system this year. The reserve buses will not be repainted, just the front line buses. One new paratransit bus will be delivered in the indigo blue color but still needs support for the new logo to be added. Costs have not been determined for the logo cost but Steve will keep the group informed. Further there needs to be help with bus stop signage and those costs are not firmly determined yet. If someone wants to donate to the City for a bus sign or to paint a bus please use the in-kind form on the City's website to make donations. The in-kind form does not allow you to say what the donated money will be used for, but the Commission is looking for support for these efforts and based upon those conversations will accept the donation and put it towards the signage or bus paint. Jesse Peterson will follow up on how to designate support for a specific project and bring that information to the CTAC. **MOTION:** Elizabeth Andrews/Charlie Briggs second. CTAC Executive Committee draft a formal letter of support for the Lead Agency's plan including a summary of comments shared at this meeting for consideration at our May 19 meeting. ADOPTED.

Member Updates/Discussion

- **Lead Agency-Monthly Ridership Report**-see attached ridership report
- **MILP-Capital Taxi Concept Sketch for ADA Paratransit Service:** copy provided in meeting packet. Bob Maffit – in collaboration with City looked at option to provide more integrated, accessible transportation. Had good results. MILP and Capital Taxi heard that dual

approach for a taxi proposal and submitted it to Riders Council to take a look at and Riders Council recommended the full TAC look at it. Forwarded on to City Manager in late February. Brainstorming thing to get discussion started. See attached proposal. Big advantage would provide to greater community a paratransit service available 24/7 365.

www.accessibleride.org for more info. Haven't heard anything back from City Manager yet. Fits 3rd goal in contracting out for services.

- **Riders' Council Activities:** working with Steve Larson, working on getting comment boxes in busses. Waiting to distribute information until phone line for Riders Council calls is worked out.
- **Lewis and Clark County-HITP Grant Round 3 Project Progress:** Laura Erickson thanked Elizabeth Andrews for all her work this last year. Current grant activities are helping Steve with routes, coalition work, and regional service improvement. Look at revisions to the scope of the contract to keep Selena Barlow on board until at least November 30th since launch date will not probably be in July.

Public Comment-no public comment

Next CTAC meeting is May 19th.

Meeting adjourned at 4:00pm

As outlined by the Montana Department of Transportation, a TAC is not a governing body but rather advisory group that cooperatively assists the local transit operator (City of Helena) in assessing and prioritizing local needs, as well as discusses and makes recommendations on various transit related issues.

https://www.mdt.mt.gov/publications/docs/brochures/transit/transportation_advisory.pdf