



PUBLIC TRANSIT ADVISORY BOARD

Advisory committee to the Mayor on public transit issues

Meeting Minutes

for the meeting on February 27, 2017

Members Present:	Members Absent:
Erik Gaikowski	Megan Myers
Cherie Gerry	
Brett Glirbas	Staff present:
Philip Jacobson	Amber Gibson, Planner II, SECOG
Mike Lynch	Randy Hartman, Assistant GM
Jerri Reed	Tierza Lanham, Paratransit Manager
	Robert Speeks, Operations Manager
Public in Attendance:	Sam Trebilcock, Transportation Planner
Kay Gollesch	Jennifer Tuttle, Human Relations Specialist
Jeff Wilka	Ryan Weisenbach, Maintenance Manager

Call to order

With a quorum present, Erik Gaikowski, Chair, called the Public Transit Advisory Board (PTAB) meeting to order at 3:45 p.m. and made introductory comments.

1. Meeting Procedures

Erik Gaikowski reviewed the meeting procedures.

2. Approval of Agenda

Brett Glirbas made a motion to approve the January 23, 2017, PTAB agenda. Jerri Reed seconded the motion. The motion passed unanimously.

3. Approval of January 23, 2017, PTAB Meeting Minutes

Philip Jacobson made a motion to approve the January 23, 2017, PTAB meeting minutes. Cherie Gerry seconded the motion. The motion passed unanimously.

4. Public input on non-agenda items:

There was no public input.

5. New Business:

a. Annual Operations Report

Amber Gibson presented the Annual Operations Report. Discussion followed regarding revenue, expenses, and ridership. This item was informational only.

b. Transit Development Plan Implementation

Sam Trebilcock provided an update on implementation of the Transit Development Plan. Sam stated that the City is still committed to the plan, but a decrease in sales

tax dollars and the uncertainty with federal funding may impact implementation. This item was informational only.

c. Paratransit Unattended Rider Policy

Sam Trebilcock presented a draft Paratransit Unattended Rider Policy for input. Discussion followed, including a suggestion to review a similar policy that School Bus Inc. has. Sam stated that he plans to bring the policy back to the next meeting for consideration. This item was informational only.

6. Old Business:

a. Transit Depot Reconstruction and Renovation Project

Sam Trebilcock provided an update on the Transit Depot Reconstruction and Renovation Project. Construction is planned to begin in mid-April and last through October or November. A temporary alternative location is being considered to serve as the transfer facility during construction. Discussion followed regarding sidewalks, restrooms, seating, and visually accessible signs and Sam stated that they would be planning for all of these items at the temporary transfer station location. This item was informational only.

b. Weekend Paratransit Scheduling

Sam Trebilcock explained that a live person is not answering calls on Saturdays to schedule rides, but that the voicemail messages are being monitored and reservations are being made. Staff is also in the process of implementing push notifications to notify of schedule rides the night before and possibly on the day of. This item was informational only.

7. Reports:

a. January Operations Reports

Randy Hartman reviewed the January Operations Report. Randy stated that fixed-route ridership was up 1.51% compared to 2016 and paratransit ridership was down 17.06% compared to 2016. Randy also reported that fixed route on-time performance was 99% and paratransit on-time performance was 98%, there were no reportable accidents, and there were 13 fixed route related complaints and 1 paratransit related complaint. This item was informational only.

8. Adjournment:

Brett Glirbas made a motion to adjourn the meeting and Mike Lynch seconded the motion. The meeting was adjourned at 4:51 p.m.