



PUBLIC TRANSIT ADVISORY BOARD

Advisory committee to the Mayor on public transit issues

Meeting Minutes

for the meeting on July 25, 2016

Members present:

Erik Gaikowski
Cherie Gerry
Brett Glirbas
Philip Jacobson
Greg Johnson
Jeri Reed

Public in attendance:

Al Boykin Jr.
Joe Dvorak
Chad Powell

Members absent:

Megan Myers

Staff present:

Dennis Erckfritz, Operations Manager
Amber Gibson, Planner II, SECOG
Melissa Gibson, Planner, SECOG
Randy Hartman, Assistant GM
Dennis Erckfritz, Operations Manager
Tierza Lanham, Paratransit Manager
Sam Trebilcock, Transportation Planner
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. Approval of June 27, 2016, PTAB Meeting Minutes

Greg Johnson made a motion to approve the June 27, 2016, PTAB meeting minutes. Brett Glirbas seconded the motion. The motion passed unanimously.

2. Public input on non-agenda items:

Al Boykin Jr. suggested that attracting new ridership should be looked at as if a company is attracting new customers; that transit service should help the economy and not just poor people; that employers should be more supportive of the public transit system; and that transit service should grow with the community.

3. New Business:

a. Transit Budget Overview

Sam Trebilcock presented an overview of the transit budget including 2014 actual expenses, 2017 budgeted expenses, the transit fund forecast, the capital program, and capital equipment program. Sam stated that he would also be giving an informational overview of transit budget to Council during their 4:00 pm meeting on Tuesday, July 26th. This item was informational only.

4. Old Business:

a. Bylaw Revisions

Sam Trebilcock reviewed the proposed bylaw revisions. Jeri Reed made a motion to approve the bylaw revisions and Cherie Gerry seconded the motion. The motion passed unanimously.

b. Meeting Procedures

Sam Trebilcock reviewed the proposed meeting procedures. Phil Jacobson made a motion to approve the meeting procedures and Greg Johnson seconded the motion. The motion passed unanimously.

c. Transit Management Contract

Sam Trebilcock stated that an RFP was released for the transit management contract, which expires at the end of this year. Two proposals were received and a committee selected First Transit to continue managing the transit system. Sam stated that a contract would be drafted and brought before PTAB and Council for approval. This item was informational only.

d. CCTS/RCPT Pilot Project

Sam Trebilcock stated that the CCTS pilot project started proving rides for DakotAbilities clients again today after a break to do some restructuring and add staff. He also stated that they will likely be expanding to LifeScape clients in a couple of weeks. This item was informational only.

e. New Paratransit Scheduling Software

Sam Trebilcock stated that an RFP was released for paratransit software and that a review committee selected RouteMatch. Tierza Lanham stated that they are currently working with RouteMatch to customize the software and the software is expected to go live in October. This item was informational only.

5. Reports:

a. June Operations Report

Randy Hartman reviewed the June Operations Reports. Randy stated that fixed-route ridership was down 1.39% and paratransit ridership was down 1.96%, compared to June 2015. Randy also stated that fixed route ridership is down 4.55% year to date and paratransit ridership is down 1.38% year to date. This item was informational only.

b. Drive To Help Overview

Melissa Gibson reviewed the Drive To Help program and showed the updated testimonial video. This item was informational only.

6. Adjournment:

Brett Glirbas made a motion to adjourn the meeting and Jeri Reed seconded the motion. The meeting was adjourned at 4:56 p.m.