



PUBLIC TRANSIT ADVISORY BOARD
Advisory committee to the Mayor on public transit issues
Meeting Minutes
for the meeting on April 24, 2017

Members Present:	Members Absent:
Erik Gaikowski	Mike Lynch
Cherie Gerry	Jerri Reed
Brett Glirbas	
Philip Jacobson	Staff present:
Megan Myers	Amber Gibson, Planner II, SECOG
	Randy Hartman, Assistant GM
Public in Attendance:	Tierza Lanham, Paratransit Manager
Jennifer Geffre	Eric Meyerson, General Manager
Margaret Moxnes	Robert Speeks, Operations Manager
Chad Powell	Sam Trebilcock, Transportation Planner
Stacey Tieszen	
Karen Waller	

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

Cherie Gerry made a motion to approve the April 24, 2017, PTAB agenda. Brett Glirbas seconded the motion. The motion passed unanimously.

3. Approval of March 27, 2017, PTAB Meeting Minutes

Brett Glirbas made a motion to approve the March 27, 2017, PTAB meeting minutes. Megan Myers seconded the motion. The motion passed unanimously.

4. Public input on non-agenda items:

There was no public input.

5. New Business:

a. Update on RouteMatch Software

Sam Trebilcock and Tierza Lanham provided an update on the RouteMatch Software used for paratransit. Staff began using the software last year to schedule rides. The second phase of the update began recently with automated 10 minute and next day reminder calls for scheduled rides. Brett Glirbas inquired as to whether there is an option to send notifications via text and Tierza is going to look into that further.

Sam stated that the intent of the reminder calls is to cut down on the number of no-shows and will provide an update to the Board at an upcoming meeting. This item was informational only.

b. Pass-It-On Program Annual Report

Stacey Tieszen reviewed the Pass-It-On Program Annual Report. Out of the 40,000 passes available annually, 38,824 passes were issued to the participating agencies and 35,411 were redeemed. Karen Waller, Carroll Institute, explained how Carroll Institute distributes the passes to their clients and how their clients benefit from the passes. Stacey asked the Board whether additional agencies could be added to the program. Sam stated that a request could be brought before the Board for consideration at a future meeting. 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 scheduled to begin the end of May and be complete by October 1st. While construction is taking place, a temporary bus depot will be located on 3rd Avenue, at the south end of Fawick Park, between the viaduct and 2nd Avenue. Brett Glirbas asked whether informational signs would be posted on the buses and Sam stated that yes, signs on the buses would be part of the public outreach process. This item was informational only.

7. Reports:

a. March Operations Report

Eric Meyerson reviewed the March Operations Report. Eric stated that fixed-route ridership was down 2.21% compared to March 2016 and paratransit ridership was down 4.52% compared to March 2016. Year to date, fixed route ridership is down 1.39% and paratransit ridership is down 8.51%. This item was informational only.

8. Adjournment:

Brett Glirbas made a motion to adjourn the meeting and Philip Jacobson seconded the motion. The meeting was adjourned at 4:28 p.m.