



PUBLIC TRANSIT ADVISORY BOARD

Advisory committee to the Mayor on public transit issues

Meeting Minutes

for the meeting on October 23, 2017

Members Present:	Public in Attendance:
Erik Gaikowski	Wendy Butler-Boysen
Brett Glirbas	Joe Dvorak
Philip Jacobson	
Jeri Reed	Staff present:
	Amber Gibson, SECOG
Members Absent:	Randy Hartman, General Manager
Cherie Gerry	Tierza Lanham, Paratransit Manager
Mike Lynch	Robert Speeks, Assistant General Manager
Megan Myers	Sam Trebilcock, Transportation Planner
	Ryan Weisenbach, Maintenance Manager
	Glenn Wright, Operations Manager

Call to order

With a quorum present and the Chair absent, Brett Glirbas, Vice Chair, called the Public Transit Advisory Board (PTAB) meeting to order at 3:48 p.m. and made introductory comments.

1. Meeting Procedures

Brett Glirbas reviewed the meeting procedures.

2. Approval of Agenda

Jeri Reed made a motion to approve the October 23, 2017, PTAB agenda. Erik Gaikowski seconded the motion. The motion passed unanimously.

3. Approval of September 25, 2017, PTAB Meeting Minutes

Jeri Reed made a motion to approve the September 25, 2017, PTAB meeting minutes. Erik Gaikowski seconded the motion. The motion passed unanimously.

4. Public input on non-agenda items:

There was no public input.

5. New Business:

a. 2018 Meeting Dates

Sam Trebilcock reviewed the 2018 Meeting Dates. This item was informational only.

b. Paratransit RouteMatch Software Update

Tierza Lanham provided an update on the Paratransit RouteMatch Software. The scheduling portion of the software has been in use for approximately one year and

has enabled scheduling efficiencies. The notification portion of the software has been in use since April with 506 of 747 riders using the night before and/or same day notification service. The no-shows and late cancels have decreased by about half during the same time period. This item was informational only.

6. Old Business:

a. SAM Marketing Plan Draft

Sam Trebilcock reviewed the SAM Marketing Plan Draft that was introduced at the last meeting. Recommended changes to the plan included making the community survey a higher priority, currently item number eight, and preparing a draft of the survey for review at the November meeting; adding emphasis of the accessibility of the system; adding partnership with grocery stores to create a reusable grocery bag giveaway; marketing the accessibility of the transit system including fixed-route and paratransit; investigating mobile ticketing for paratransit; and adding an event for city leaders to ride the bus. Erik Gaikowski made a motion to approve the SAM Marketing Plan with the recommended changes and Jeri Reed seconded the motion. The motion passed unanimously.

b. Transit Depot Reconstruction and Renovation Project Update

Sam Trebilcock and Ryan Weisenbach provided an update on the Transit Depot Reconstruction and Renovation Project. The expected completion date is November 6th and an open house/ribbon cutting will be held soon after. This item was informational only.

7. Reports:

a. September Operations Report

Randy Hartman reviewed the September Operations Report. Randy stated that fixed-route ridership was down 5.43% compared to September 2016 and paratransit ridership was down 7.90% compared to September 2016. Year to date, fixed route ridership is down 1.61% and paratransit ridership is down 9.55%. This item was informational only.

8. Adjournment:

Jeri Reed made a motion to adjourn the meeting and Philip Jacobson seconded the motion. The meeting was adjourned at 5:05 p.m.