



PUBLIC TRANSIT ADVISORY BOARD

Advisory committee to the Mayor on public transit issues

Meeting Minutes

for the meeting on March 27, 2017

Members Present:	Members Absent:
Erik Gaikowski	Cherie Gerry
Brett Glirbas	Philip Jacobson
Mike Lynch	
Megan Myers	Staff present:
Jerri Reed	Amber Gibson, Planner II, SECOG
	Randy Hartman, Assistant GM
Public in Attendance:	Tierza Lanham, Paratransit Manager
Wendy Butler-Boyesen	Eric Meyerson, General Manager
Joe Dvorak	Robert Speeks, Operations Manager
Kay Gollesch	Sam Trebilcock, Transportation Planner
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 3:48 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 March 27, 2017, PTAB agenda. Jerri Reed seconded the motion. The motion passed unanimously.

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

Mike Lynch made a motion to approve the February 27, 2017, PTAB meeting minutes. Megan Myers seconded the motion. The motion passed unanimously.

4. Public input on non-agenda items:

Wendy Butler-Boyesen requested that notice be provided more in advance of route detours to allow the riders, who depend on the bus to get to and from work, to make adjustments.

Jeff Wilka stated that drivers are doing a very good job and that he appreciates their help.

5. New Business:

a. PTAB Obligations and Duties

Sam Trebilcock reviewed the PTAB Obligations and Duties to help the Board to understand its importance. He reiterated that staff is looking for the Board's input when an item is marked as informational. This item was informational only.

6. Old Business:

a. Paratransit Unattended Rider Policy

Sam Trebilcock reviewed the proposed Paratransit Unattended Rider Policy and stated that it had been sent to several agencies for input, including DakotAbilities and LifeScape. He stated that the unattended policy is a self-certification by the rider or their guardian to determine whether a passenger can be unattended at a drop-off point or whether a passenger must be supervised at a drop-off point. He also explained that a policy is needed to clarify that the service provided does not include the drivers serving as primary care attendants. This item was informational only.

b. Transit Depot Reconstruction and Renovation Project

Sam Trebilcock provided an update on the Transit Depot Reconstruction and Renovation Project. Bids were opened last week Thursday and came in over estimate, so various adjustments are being considered. The project is planned to begin May 1st. Wendy Butler-Boyesen inquired about the location of the temporary transfer station. Sam stated that it was planned to be located at the south end of Fawick Park and that information would be disseminated to the public after project approval. Wendy asked how long the project would last. Sam stated that it would likely go through November. This item was informational only.

7. Reports:

a. February Operations Reports

Eric Meyerson reviewed the February Operations Report. Randy stated that fixed-route ridership was down 1.76% compared to February 2016 and paratransit ridership was down 13.71% compared to February 2016. Eric also stated that the numbers had been adjusted to reflect the changes in school services. This item was informational only.

8. Adjournment:

Jerri Reed made a motion to adjourn the meeting and Brett Glirbas seconded the motion. The meeting was adjourned at 4:39 p.m.