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## **Public Transportation Advisory Council**

### **Meeting Minutes**

March 5<sup>th</sup>, 2019  
9:00 am – 3:00 pm  
COMPASS Board Room  
700 NE 2<sup>nd</sup> Street, Suite 200  
Meridian, Idaho 83642

- I. Call to Order (Chair) – 9:05 am
- II. Roll Call (Chair)

<b>PTAC Members</b>	<b>ITD-PT Staff</b>	<b>Other</b>
Maureen Gresham – D3 PTAC	Jeff Marker	Rachel A. –VRT
Carleen Herring – D4 PTAC	Shauna Miller	Kathy Pope (Phone)
Kathleen Lewis – D5 PTAC	Drew McGuire	
Alisa Anderson – D2 PTAC	Rachel Pallister	
	Juanita Risch	

- III. Approval of Minutes (Chair) – Vote
  - Member Lewis made a motion to approve the meeting minutes, Member Herring seconded the motion.
- IV. Public Comment – no public comments given
- V. PT Update (PT Manager)
  - PT Manager Jeff Marker spoke about:
    - New role as Manager
    - New PT Vision and Mission Statement
    - New PT Office structure and org chart



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- Madam Gresham asked a question re: Why is “Governmental Affairs” listed under Working Groups category on org chart
- PT Manager Marker response: To have a closer working relationship within the Department and be able to stay engaged and keep PT on their radar
- Idaho Transportation Department Activities:
  - Legislature
  - Growth in Idaho
  - GARVEE program and incentives

#### VI. Performance Program – Goals Update (Rachel Pallister)

- Pallister discussed the recent Survey Results taken by Transit Providers on PT Office
  - Member Herring asked who the survey was for and the purpose
  - Pallister response: Sent to the primary providers who are funded through the office, approximately 30 received the survey and majority took it the same day. Purpose was to get feedback on how PT Office is doing.
- Internal Office Performance Metrics Discussion
  - Member Herring asked what kind of invoicing volume the PT Office receives and if there were lessons learned through researching performance measures specifically related to the invoicing. Also asked if we could communicate on problem areas but also highlight the wins as well.
  - Member Anderson asked how long providers have to request reimbursement from PT Office.



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- Madam Gresham asked if PT Office is looking into grant management software. Also glad to see invoicing as a potential metric. Hopes to see PT Office tie them back to statewide goals, volume, and ridership and how it is making an impact to mobility. Wants to see the value of the services that are being provided and is helpful to have when reviewing applications.
- Member Lewis gave compliments to PT Office on responsiveness with invoicing

#### VII. Quarterly Funding Report Cards (Drew McGuire)

- Discussion on the current status of projects as well as how this report out item should be done in the future
  - Madam Gresham asked about the original intent and purpose of the funding report cards and highlighted why we used to do them but expressed we could move to something different now. Helpful to see a better project value and the use of dollars on future information but no longer need to see the level of detail they're currently receiving.
  - Member Herring gave input asking if we can present more on the impacts of the funding and show more performance information such as: ridership, goals of the transit program, relation in use of dollars and services, and vehicle information.

#### VIII. One-Time Application Recommendations (Juanita Risch) – Concurrence & Comments

- Outline and summary given by Risch on all proposed awards and amounts
  - Madam Gresham asked for future application recommendations that staff provide additional information of what goes into scoring and for presentation to include more details regarding the individual applications themselves



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- Unanimous concurrence from all PTAC on all funding recommendations

IX. PTAC D1 Vacancy Applicants (PT Manager)

- High level overview of 3 applicants given by PT Manager Marker
- Unanimous concurrence from PTAC on qualification of all 3 applicants

**LUNCH**

***\*Lunch is provided to PT office and PTAC members; meals will not be claimed on reimbursements for PTAC***

X. RTAP and Multi-State Procurement Update (Juanita Risch)

- Overview of RTAP Program and a summary to date of data, 2019 trainings planned
- Update on progress being made towards the multi-state procurement

XI. Site Review Program Update (Rachel Pallister)

- Overview of program, revamping of site review packet for providers and streamlining the process, site reviews coming up for the year

XII. Share The Ride Idaho (Drew McGuire)

- Background, overview, and update on new RFP process underway
  - Member Anderson asked if we are engaging Universities

XIII. Safety Program Update (Shauna Miller)

- Summary of ISP inspections done in 2018 and look ahead for 2019

XIV. Summit Update (Shauna Miller)

- Overview of upcoming Summit and status

XV. New Business and Future Business

- PTASP



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- Future research topics
- Ridesharing demographics

XVI. Adjourn – 3:05 pm

- Anderson motion to adjourn, Herring second.

\*Call in information below:

Toll Free-888-211-0253  
Local-332-7885  
Internal-77885  
Conference #- 1234#  
Security Pin#-1234#