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**Public Transportation Advisory Council (PTAC)
Meeting Minutes**

March 3, 2020: 8:30 am – 3:30 pm
Idaho Transportation Department

3311 W. State St, Boise, Idaho 83703, Conference Room: 212

1. Call to Order (Chair)
2. Roll Call (Chair)

PTAC MEMBERS	ITD-PT STAFF	OTHER/ *On the phone
Maureen Gresham – D3 PTAC & PTAC Chair	Ron Duran	Miranda Murray, TVT
Ryan Luttmann- D1 PTAC	Shauna Miller	*Kelly J., VRT
Alisa Anderson- D2 PTAC	Taylor Bothke	*Darren, START Transit
Kathleen Lewis- D5 PTAC	Ada Finlayson	

3. Approval of Minutes (Chair) **Vote** – Approved
 - Member Lewis motioned to approve, Member Anderson seconded the motion
4. Public Comment – None
5. Safety Share – Buckle up Idaho
6. Public Transportation Office Updates (Ron Duran)
 - Introduced new staff
 - PT Office’s Roles & Responsibilities
 - D6 Update: TRPTA Bankruptcy/ PTAC Representative
 - CTAI Call & Represented providers from all district except D6 regarding technology needs.
 - 5339(c) Low No Emissions National Grant
 - 5339(b) Bus & Bus Facilities National Grant
 - IWG Update
7. RTAP Update (Shauna Miller)
 - Upcoming trainings:
 - NTI: Understanding ADA 03/31/20
 - TSI: SMS Awareness 04/08-10/2020
8. PTASP Update (Shauna Miller)
 - Safety Plan Update Deadline: July 20, 2020. FTA has made it clear: NO exceptions or extensions.
9. PTAC Appointments for D3, D4, & D5 (Ron Duran)
 - D3 & D5: Apps close 3/25
 - D4: Out for public comments
 - D6: Going to have to extend
 - Selection of new PTAC members
10. Operations and Capital Program Updates (Shauna Miller)



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- Annual Report on Operations
 - New Format
 - Nez Perce Tribe
 - Valley Vista

11. Application Recommendations (Shauna Miller) – Concurrence & Comments

- Member Anderson motion to concur with ITD-PT Recommendations, Member Lewis seconded, motioned carried
- Miller to follow up with PTAC on Idaho Transportation Board's decision

12. 2020 PTAC Goals (Chair & PTAC)

- Provider Image: Show provider profiles in ITD PT Office Annual Performance Report with input from PTAC on what should be represented. Place on future PTAC agenda.
- PTAC to review funding/ data from PT staff in order to provide input into solutions and ideas for providers. Place on future PTAC agenda.
- PTAC to act as a conduit and information resources for transit providers in their district. PTAC can share with ITD PT Office as additional outlet.
 - PT to send a reminder (monthly) asking what information do you have, what changes have occurred, what are the clear critical issues that are apparent in your district, etc.
 - Agenda item on every meeting for PTAC updates
 - Request and review board meeting minutes.
- Encourage transit providers to engage in PTAC meetings, engage with PTAC and bring up issues, concerns, or things that are going well during public comment.
 - Send invitations
 - Having PTAC meeting elsewhere possibly. We would have to ask for consideration.
 - Request ITD to bring to next meeting: Pros & Cons of meeting elsewhere, costs, and what are the things that we need to take into consideration. The value provided in this comes from providing outreach, seeing providers, and having them present are the first few things that come to mind.
- PTAC Representation and application process improved upon. PTAC members to help inform the application content and spread awareness of council.
 - Place on future PTAC agenda
- GTFS data and ongoing maintenance to help enhance awareness of transit operators as a viable option of travel.
 - Request that we have a technology agenda item on future meetings
 - TVT provider speaks on being behind on GTFS data because it does not work for their fixed route services
- PTAC to brainstorm ideas/ resources for providers with PT Office to tap into other funding sources
 - Placed on future PTAC meeting agenda
 - PTAC to bring resources to provide discussion on how we are getting that info out to others.
 - Review at the end of each meeting what next meeting looks like and what action items we have for the next scheduled meeting



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- Invite CTAI to PTAC meeting to discuss what their purpose is, what resources they provide, & what their role is.
- PTAC to review funding/data from PT staff in order to provide input into solutions and ideas for providers
 - Develop a program where we have some kind of sustainability to ensure emergency funds are set aside to provide solutions to issues that may arise.
 - This needs to be on a future meeting. PT staff to come to meeting with information on what other states do, what are the pitfalls and opportunities, and what do we need to be aware of.
- PT Office Grant Management Software
 - PT Office to send updates on standing agenda items and Grant Management Software.

13. Chair Election (Chair)

- Chair is elected for 1 year term and is allowed to serve two consecutive terms.
- Member Anderson motioned Chair Gresham continue as PTAC Chair, Member Lewis seconded, motion carried

14. PTAC Guidance (Ron Duran)

- IWG
- PTAC
- Application funding distribution
- Outreach
- ITD Office of Communications
- Continuous Improvement
- Alternative funding resources
- Idaho Transportation Board Tours & Outreach Workshops

15. New Business and Future Business

16. Adjourn

- Member Luttmann moved to adjourn, Member Anderson seconded the motion
- Adjourned at 2:07 pm