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PTAC - Teleconference Meeting Minutes

October 1, 2020 9:00 am – 3:00 pm

Idaho Transportation Department, 3311 W. State St, Boise, Idaho 83703

Webex Meeting

1. Call to Order (Chair) at 9:05 am
2. Roll Call (Chair)

PTAC MEMBERS	ITD-PT STAFF	OTHER
Ryan Luttmann – D1 PTAC	Ron Duran	
Alisa Anderson – D2 PTAC	Shauna Miller	
Jeff McCurdy – D4 PTAC	Taylor Bothke	
Kathleen Lewis – D5 PTAC	Ada Finlayson	
Rick Miller– D6 PTAC	Kristina Larkin	
	Summer Hirschfield	

3. Approval of Minutes (Chair) Vote – Approved
 - Member Lewis motions, Member Luttmann seconds.
4. Public Comment – None
5. Safety Share (Miller) – Wildfire smoke: Can it make me sick?
6. Chair & Vice Chair Appointments
 - Nominations: Member Luttmann nominates Member Lewis for Chair, Member Anderson seconds.
 - Nominations: Member McCurdy nominates Member Luttmann as Vice Chair, Member Lewis seconds.
 - Member Lewis calls for a vote. None opposed, leaving Member Lewis as Chair and Member Luttmann as Vice Chair.
7. PTAC Report Out
 - a. Member Luttmann (D1 & Vice Chair) – Ridership is increasing, in regards to paratransit, fixed and demand response, but these shifts are often associated with local businesses being open or closed. This will truly determine how the upcoming months look and play out.
 - b. Member Anderson (D2) – With the U of I starting back up, SMART has found they are limiting ridership so riders are having to wait for another bus to come through. 30-minute headways have made this difficult, and therefore, they are using an additional bus to run at 15-minute increments for some high traffic routes. D2 has turned into a hot spot over the last few weeks, but we are all hoping for a turn around.
 - c. Member McCurdy (D4) – District has seen a decline in services and that is mainly due to a decrease in outings for public safety. Currently delivering in home meals to remain flexible as things are changing, but have hopes of returning to normal ridership.



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- d. Member Miller (D6) – START continues to have transportation through Teton and they are looking at a new ride and share. Have not slowed down services from what Member Morris understands. Staffing is looking great. Member Morris mentions his excitement for the work that is being put into TRPTA and is eager to hear more about this project moving forward.
8. PT Office Updates (Duran)
 - a. Continuing to work remotely with travel restrictions
 - b. Idaho Falls/CTAA
 - c. TSI Classes, ITD-PT to host 4 classes in 2021.
 - d. General CARES Update
 9. PTAC Charter Review (Miller) - Approved
 - Inclusion of the Chair and Vice Chair
 - Member McCurdy suggests adding July 1 – June 30 term dates.
 - Chair Lewis asks to correct D3 & D5 dates. Shauna to verify dates and make corrections.
 - Member McCurdy motions to approve, Member Miller seconds the motion. None opposed.
 10. Ops and Capital Program Update (Finlayson)
 11. One- Time Funding Applications (Miller)
 - a. Applications are out on the website closing November 30.
 - b. Special session at the Summit to do a walk-through of the application.
 12. CARES One- Time Funding (Duran)
 - a. Transfer of \$2,000,000 from CARES State Admin for one-time funding opportunity.
 - b. Technology Projects that are capable of improving operational efficiency and ensuring seamless, high quality customer experiences.
 13. Summit Update (Miller)
 - a. Meeting invites have went out. 24 sessions and currently sitting at 73 registrants.
 - b. Human Trafficking- ITD Initiatives and commitment from providers.
 - c. District Round Table Discussion Prompts
 14. Provider Funding/ Data Barriers (Duran)
 - a. ITD-PT doing outreach on currently secured local match resources
 - b. Will revisit at February 20201 meeting
 15. PTAC Application Review & Approval (Miller) – Approved
 - a. Added Roles and Responsibilities of PTAC
 - b. Reworded the application, specifically in reference to the resume portion.
 - Member McCurdy motions to approve, Member Anderson seconds. None Opposed.



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PTAC 10/01/20 Meeting Minutes Continued

16. PTAC Guidance (Duran)

a. \$6.8 unallocated CARES funds

- Do we have a reserve built up? What do services currently look like?
- Are we looking at ways these funds are not just getting us by, but also that are setting us up for the future?
- Are we using these funds for a vision? Are funds being used to explore new and unidentified ways of dealing with COVID?
- How can we use these funds to help improve our local match situation over the long-term?

17. Annual Transportation Board Presentation (Miller)

a. December 17th

b. PTAC to present on

- Goals established and progress made
- Any changes or streamlining completed. (i.e. the Charter)
- Noteworthy projects done throughout the year.

18. Next Meeting Agenda Review (Chair)

19. New Business and Future Business (Chair)

20. Motion to Adjourn (Chair)

- Member McCurdy motions, Member Miller seconds. None Opposed.
- Adjourned at 12:30 pm.

Action Items:

- Duran to provide preliminary data on reporting to PTAC members in October for PTAC Round Tables.
- Miller to check D3 and D5 dates on the PTAC Charter Review and make corrections in needed.
- Miller to provide information on what providers PTAC members have in their area with registered participants.
- Miller to send out newly adopted PTAC Charter to providers prior to District Round Table Sessions.