



## **Greater MN Transit Provider Advisory Committee (GMTPAC)**

Mn/DOT Central Office, St. Paul

Thursday, February 24, 2011

**Mn/DOT Staff:** *Mike Schadauer, Tom Gottfried, Sarah Lenz, Charles Morris, Keven Anderson, Noel Shughart*

**Advisory Committee:** *Cathleen Amick Community Transit, Mark Anderson Mankato Transit, Chad Gessel RiverRider Public Transit, Tony Kellen St. Cloud Metro Bus, Jack Larson Arrowhead Transit, Greg Negard Paul Bunyan Transit, Daryn Toso Transit Alternatives. Absent: Amy Repinski Three Rivers Hiawathaland Transit.*

### **Call to Order:**

Tom Gottfried called the meeting to order at 1:07 pm and welcomed everyone.

### **Committee Administration**

Tom G. informed the group that he would be facilitating to start and a volunteer will be chosen to take notes for minutes. Once we get established the facilitator may rotate. Tony K volunteered to take minutes for the meeting.

### **ReCap : Vehicle Maintenance and Repair Reporting, Mn/DOT Final Determination**

Keven A. provided information on the final determination with regard to individual vehicle maintenance reporting. Systems will no longer be required to report individual vehicle costs through PTA. Grantees will be required to demonstrate that they are complying with their individual maintenance plans, have a verifiable system in place for monitoring individual vehicle costs, or may continue to use the PTA system as the monitoring tool.

The group had discussion with regard to written Vehicle, Facility, and Equipment Maintenance plans. Jack L. suggested that he had recently used Duluth's document. Tony K related that the Duluth and St. Cloud plans were very similar and included all facets in one document. Tony K. agreed to provide Keven A with a copy of the St. Cloud plan as well as sample checklists.

### **ReCAP: Annual Application Service Design, Mn/DOT Final Determination**

Sarah L. handed out and presented a sample summary of Duluth's fixed route service design using PTA. Feedback since the last meeting has been that there is mixed reaction with some having/not having issues entering service design. There was considerable discussion with regard to the need for proper service design information and keeping project managers current on any changes. Additional modifications will be made to accommodate days of service per day of operation to adjust for seasonal variations, over-riding or hard coding of revenue hours, allowing a service timeframe that goes beyond midnight. Tom G. noted that the system will be made more flexible to allow any size system to be accommodated. It was noted that there will be no changes in program monitoring.

### **Annual Program Application Schedule Update**

Tom G. noted that Job Access Reverse Commute (JARC) and New Freedom (NF) applications will be available May 31<sup>st</sup> and due 29<sup>th</sup> of July. The State Transportation Improvement Program (STIP) process will be changed to prevent delays in allowing obligation of funding by January 1<sup>st</sup> next year. Application final deadlines for 5307 and 5311 will be September 2<sup>nd</sup>, 2011.



### **Planning and Studies Update**

Noel Shughart arrived at this time and gave an update on the various planning activities that were recently completed or are currently in process including the Greater Minnesota Transit Investment Plan and the start of the 5 year updates to the local coordination plans that are required throughout the state. Noel also gave an update on recent best practices activities that are being conducted by the Minnesota Council on Transportation Access (Interagency Committee on Transit Coordination), specifically with regard to a recent visit with Scott County and non-medical emergency transportation practices.

### **Annual Spring Workshops: Agenda Review**

Tom G and Sarah L. reviewed a number of items that may be included such as “What’s in your contract?”, contract revenues, audit questions, safety and security, volunteer drivers, limited English proficiency (LEP) plans, Title VI, ADA, etc. The Mn/DOT Spring Workshops will be two day events in April held in Bemidji and Mankato. Public Transit Application workshops will also be held in June. Dates will be announced.

### **2012 and Beyond: Brief Overview**

Tom G. gave an update on work in progress on performance measures and funding considerations with regard to the recently completed Transit Investment Plan. Mn/DOT Central Office staff and the Project Mangers have started an internal working group to develop operational and funding documents to expand upon the practices currently in place that have guided service expansion and contraction decisions and the funding issues that necessarily flow from those decisions. More information on this be available in future months.

### **Future Topics and Advisory Committee Schedule**

It was agreed that the committee will meet again on March 28<sup>th</sup> from 10:00 am to 2:00 pm at St Cloud.