

Transit Commission Meeting Minutes October 23, 2019

The Transit Commission meeting of Wednesday, August 15, 2019 was called to order by Vice Chairperson Kathleen Cates. Other commissioners in attendance included Melissa Woodall, Caitlin Smithson and Betty McSwain. Staff in attendance included Director Ken Savage, Angela Crase, Lori Carr, Jason Haley, Mike Irwin, David Hewitt and Nancy Kain. Chairman Dustin Perceful was unable to attend. Citizens in attendance were; Keley Simpson, Melinda Fields and Director Andre Good.

Minutes of the August 15, 2019 meeting: There was no discussion. Commissioner Woodall made the motion to accept the minutes as written. Commissioner McSwain seconded the motion, all were in favor and none opposed.

Review for approval ADA Paratransit Plan revisions: The paratransit plan is simply an outline of the Federal Transit Administration's (FTA) requirements as they relate to transportation services for persons with disabilities. Paratransit services must be available for qualifying applicants that experience difficulties accessing or navigating the fixed routes. FST provides both paratransit and demand response transportation services in addition to the fixed route network. During the last meeting, staff highlighted the plan and associated changes since last approved in 2015. Some of those changes include:

- General formatting changes
- Removal of outdated language pertaining to becoming compliant and referencing more information to show the department is compliant with ADA requirements
- Bringing the fleet information up to date
- Updating the department's history information to reference grants managements awards received in 2015, 2017 and 2019
- Incorporating the latest Part 37 language

No public comments have been received to-date. Staff recommended approval of the plan. If approved, the revised plan will be posted online and remain on file for inspection during the Federal Transit Administration's triennial review. There were no questions or comments. Commissioner Woodall made the motion to accept the revisions and to present them to the board of directors for approval. Commissioner McSwain seconded the motion, all were in favor and none opposed.

Transit Holiday and Free Ride Schedule: This item is a review of the 2020 Holiday and Free Ride Day Schedule for the commission's consideration. Also for the commission's consideration is an addition to the 2019 Holiday and Free Ride Day Schedule of December 20th as the Hanna free ride day sponsored by the employees of Hanna Oil and Gas. After Director Savage gave a brief explanation about what dates were covered, especially the two voting days, the Arkansas primary election and the general election. Lori Carr, Superintendent of Transit told the commission that Hanna Oil & Gas employee asked to sponsor another free ride day on December 20, 2019. Staff asked the commission to vote separately on these items.

On the Hanna Oil & Gas Free Ride Day 2019, the commission expressed their appreciation for Hanna employees providing the free rides again this year. Commissioner Woodall made the motion to approve. Commissioner McSwain seconded the motion, all were in favor and none opposed.

On the 2020 Holiday and Free Ride Day Schedule, Commissioner Smithson made the motion to approve. Commissioner Woodall seconded the motion, all were in favor, none opposed.

Other Business

- Transit Update
 - Scheduling Software: This project has been a little behind schedule. Routematch is on their 3rd representative. It is close to having the cradlepoints (wifi equipment) installed on the buses. Passenger automated notifications will start as soon as possible, after we go live. Training will take place November 4th – 8th. Commissioner Cates asked if it was a new system. Staff informed her that most of Arkansas transits use the Routematch software. Commissioner Woodall asked if there was a module

for the debit and credit cards. Staff explained it is not part of the software but the department will soon be accepting debit and credit cards in the office.

- Shelter Update: Staff recently installed another shelter at North 27th and Midland last week. Commissioner Cates asked if we had very much vandalism. Staff replied, a couple of trashcans and panels have been damaged. The change to expanded metal decreased the vandalism immensely. Commissioner Woodall stated that it helped deter vandalism in high traffic areas.
- CNG Fueling Station: Director Savage informed the commission the compressor and related parts would be delivered by the first of November, which is the only reason the project is not completed already. After the compressor is installed there will be a fence installed around the infrastructure.

Commissioners Forum: Commissioner Woodall asked for an update on the driver shortage. Staff replied they were in the hiring process for the last driver position. They are still trying to fill the mechanic position that was vacated when Jason Haley left maintenance to become the Driver Supervisor.

Commissioner Woodall stated she would like to see the price of the fares on the outside of the bus, so passengers who do not currently ride can see how affordable it is. She also wanted to know if we could have that done by city employees. Staff informed her it would have to be outsourced.

Citizens Forum: Ms. Keley Simpson asked how many shelters would there be once they are all installed. Mike Irwin, Driver Leadperson stated there are currently 54 installed and 12 more to be installed for a total of 66 shelters.

Ms. Simpson asked about the bike racks. Staff said they chose the oak leaf design and the racks have been proposed in next year's budget.

Ms. Simpson asked for an update on the 100 families' project. Director Savage informed her he had reached out to Charlotte Douglas who is working on

an application for TANF funds that we could use to leverage federal funds for the project. Director Savage also stated the department staff is working with the Frontier MPO on determining industry shift times and employee in need of transportation.

Commissioner Woodall stated tourists do not know about the free trolley service. She said there was a drastic lack of signage on the trolley.

After a brief discussion, the next meeting date was set for Wednesday, March 18, 2020.

With no further business, the meeting was adjourned.