



TRANSPORTATION COMMITTEE AGENDA

DATE: November 18, 2019

LOCATION: Clarksville Transit System Main Office

TIME: 4:00pm

1. CALL TO ORDER
2. ATTENDANCE
3. ADOPTION OF MINUTES
 - a) October 2019
4. DEPARTMENT REPORTS
 - a) Ridership Report for October 2019
 - b) Financial Report for October 2019
5. COMMITTEE ACTION
6. CITY COUNCIL ACTION
7. NEW BUSINESS
 - a) PTASP Update
 - b) Free Day on Black Friday
 - c) Christmas Schedule
 - d) Warm Souls
 - e) Shelter Update

8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)

9. ADJOURNMENT

Transportation Committee Meeting Minutes
Monday, July 22, 2019, 4:00pm
Clarksville Transit System, Conference Room 4th floor

MEMBERS PRESENT:

Wanda Smith, Committee Chairperson
Jeff Burkhart
Gary Norris

EMPLOYEES PRESENT:

Paul Nelson, Interim Director
Lori Wallis, Finance Director
Veronica Williams, Administrative Support Specialist

GUEST:

Cassie Wheeler, Internal Auditor
JoAnn Lants, Ambassador for Census

CALL TO ORDER:

October 21st at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Jeff Burkhart and Gary Norris. The members not present are Richard Garrett and Vondell Richmond. Chairperson Wanda Smith entertained a motion for approval of the July 2019 minutes. All were in favor and the minutes were approved.

RIDERSHIP REPORT:

Mr. Paul Nelson reported, "I'm going to total everything for the quarter. Ridership for bus was 164,692, on Paratransit 10,125, APSU 14,647, seniors 21,565 and for disabled 19,299. Slightly above last year. Detailed reports are in your packets." Chairperson Wanda Smith asked if there were any questions and there were none.

FINANCIAL REPORT:

Ms. Lori Wallis went over the financial report. Ms. Wallis stated, "For the month of September we are under budget on revenues for \$9058.76, under an expenses \$180,263.33, for a monthly under budget of \$171,204.57. Most of that is salaries and benefits and having trouble keeping drivers even with raises." Chairperson Wanda Smith asked, "How much are the drivers making now?" Paul Nelson said, "Starting wages is \$16.22 an hour, which is a very competitive wage for the area." Lori Wallis said, "Also we have Mr. Bing budgeted in there for the whole year, because we didn't find out he was retiring until

afterwards." Chairperson Wanda Smith answered, "At least we pay more than the school system for drivers." Chairperson Wanda Smith asked if there were any questions and there were none.

COMMITTEE ACTION:

Chairperson Wanda Smith asked if the committee would like to continue meeting on the 4th Monday of the month or move to the 3rd Monday of the month until the end of the year. Jeff Burkhart and Gary Norris both agreed it would work out better to move the meetings. Chairperson Wanda Smith entertained a motion to change the Transportation meetings of November and December 2019 to the 3rd Monday of the month. The change of meeting dates was motioned and seconded.

CITY COUNCIL ACTION:

None

NEW BUSINESS:

Mr. Paul Nelson explained, "We are 95% complete for the Transit Center, we are still waiting on the capstone for the walls. Once that's on, we can get the handrails on and do a final inspection. We turned the parking garage over to the city on Friday. For the 53-10 award, we were awarded 3 vans through a competitive application with TDOT. The 3 buses were CMAQ buses; they'll be coming in January. Next week we'll be going to the state Rodeo at the Tennessee Public Transportation Association conference in Chattanooga where our local Rodeo winners will be competing at the state level. The final item is the Public Transportation Agency Safety Plan. We went in with 11 other state agencies through TDOT to do a combined Transit agency safety plan which is mandated to go into effect by July 1, 2020. We're just getting ahead of it so we have time to implement it before the final rule takes place. We submitted everything to TDOT, they have not gotten it back to us in time for this meeting." Chairperson Wanda Smith asked, "Is this a new plan or have you all done this before?" Paul Nelson answered, "We've always been required to have safety plans. This is a new format; we have to implement a strategic safety management system that requires us to set safety targets and track safety incidents and safety hazards. We've got to update and review the plan annually. It's going to be reviewed during our Tri-Annual review from the feds." Gary Norris asked, "Does this safety plan include the passengers on the buses?" Paul Nelson answered, "It does. It includes buses, vans, the facilities, the employees, the passengers on the buses and vans, the public. Anything that could present a safety hazard we have to take into account. I don't know if anyone heard, someone tripped on a sidewalk and fell under an MTA bus a few weeks ago? Those are the kinds of things that we'll have to take into account."

Chairperson Wanda Smith asked, "What is the fate of the ridership growth study? What is the outcome? It's in the meeting minutes from last time." Paul Nelson said, "We had about 400 responses. We ended up with a little pocket on Ft Campbell that really blew up. We did some route designs and budget numbers. I wasn't pleased with the first time, so we redid the route design and once we have that finalized we'll put that out for everyone to review." Chairperson Wanda Smith asked, "When will that be

ready?" Paul Nelson explained, "It has to be presented to the MPO at the October meeting. It'll be final by the end of this month. I'll send it out to everyone. It'll have new route possibilities of areas we can serve."

Chairperson Wanda Smith asked, "Have we found a new home for transit center?" Paul Nelson answered, "There's not any significant movement since the last meeting on a new home for the transit center. We're still entertaining ideas on possible locations."

ADJOURNMENT:

Chairperson Ms. Wanda Smith entertained a motion to adjourn. Jeff Burkhart motioned to adjourn with Gary Norris seconding. Chairperson Ms. Wanda Smith adjourned the meeting.

PUBLIC COMMENT:

Ambassador JoAnn Lants from the Census came by and said, "You all may or may not be aware that the census is coming up on us, it'll be March of next year. You should receive a postcard in your mailbox with 3 options: through email online, on the phone, or by paper. The census helps give money to each state based on the number of people that live in each district. Unfortunately, ages 2 to 5 are the most unaccounted group that we've encountered. But it matters in terms of money that goes to education and things like that. If you want to participate or know any that wants to, the point of contact is Jeff Tindle with the Regional Planning Commission. I brought some gift bags for you all." Paul Nelson asked, "I just want to add that we were working with the Census Commission on getting some signs made. Did we ever get anywhere on that?" Veronica Williams responded, "We reached out, they are supposed to be calling us back."

Chairperson

Date