

Transportation Committee Meeting Minutes  
Wednesday, January 22, 2020, 4:00pm  
Clarksville Transit System, Conference Room

#### MEMBERS PRESENT:

Wanda Smith, Committee Chairperson  
Gary Norris  
Vondell Richmond

#### EMPLOYEES PRESENT:

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

#### CALL TO ORDER:

January 22nd at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Gary Norris and Vondell Richmond. The members not present are Richard Garrett and Jeff Burkhart. Chairperson Wanda Smith entertained a motion for approval of the October 2019 minutes. All were in favor and the minutes were approved.

#### RIDERSHIP REPORT:

Paul Nelson explained, "The Ridership for December 2019. It was 50,617 fixed route and demand response combined, that makes 3247 for demand response alone. We had 229 rides for our special service in December, which was the Warm Soul's event that we do every year. Austin Peay ridership was 1,272 which was a little low obviously because they were out for most of the month. I will also point out that the weather in December also made ridership suffer." Chairperson Wanda Smith said, "I know you said your average is 4,340 riders a month?" Paul Nelson answered, "We average about 50-60 thousand riders per month."

#### FINANCIAL REPORT:

Lori Wallis said, "For the month of December, for year to date, our expenses were under budget \$263,211.68 and our revenues were under budget \$18,747.88, for our monthly under budget of \$244,463.80. That's mostly wages and fuel."

Chairperson Wanda Smith asked, "Are we full staff down here?" Paul Nelson answered, "We are not. We currently have one position vacant which would be my previous position in the office. Due to Arthur's announced retirement after the budget was completed, his entire salary was budgeted for the year. So that's a little bit of an overage there, and drivers. We're short. We're doing a little better now, with more drivers than we've had in the past year." Chairperson Wanda Smith asked, "How many drivers do we have?" Paul Nelson said, "Right now we're at 55 full time drivers, which is just one short of what we're budgeted for, and 4 part-time drivers, which is just 2 short of what we're budgeted

for.” Chairperson Wanda Smith stated, “So just 3 short.” Paul Nelson said, “Yes, but for a lot of the year we were up to 7, 8, or 9 short of what we needed.”

Chairperson Wanda Smith stated, “There are no new motions, but I would like for members to make note of the date. This is the new date that the Transportation Committee will be meeting. It will be the 4th Wednesday each month. Unless it falls on a holiday and then we will discuss it.” Paul Nelson explained, “We looked ahead and we only have two conflicts for the entire year. In March, I’ll be going to DC for our annual legislative trip. In October, the 4th Wednesday falls during our annual Public Transportation Conference so we’d be more than happy to move it to the 3rd Wednesday for those weeks.”

### COMMITTEE ACTION:

None

### CITY COUNCIL ACTION:

None

### NEW BUSINESS:

Paul Nelson explained, “Just to keep you up to date. For the Transit Center, there’s really no new updates on moving the Transit Center. It is back open now. The punch list is completed, and we’re looking at closing out the contract.” Gary Norris asked, “What’s a punch list?” Paul explained, “It’s those little items that needed to be completed. We had some loose handrails, things that they needed to come back and finish up before we closed out the contract.” Gary Norris asked, “Is everyone excited about it? The drivers and Staff?” Paul said, “Our staff and drivers were most certainly excited to be back in there. We’ve gotten a lot of really positive comments from the riders.”

Paul Nelson stated, “If you look in your packets, I’ve included a list. What we decided to do in these winter months is slow down on the new shelters. What you’ll see when you’re driving around, there the black-framed Columbia shelters. Like the one on Highway Drive meets Pageant right before Summit Heights. The old style shelters are square, metal frames, with Plexiglass on all four sides.” Gary Norris said, “I’ve seen the one by the movie theatre off of Needmore, there’s one there that I’ve noticed.” Paul Nelson answered, “That would be a new one. So the old one, they have plexiglass, over time the sun fades the plexiglass. They’re very easy to vandalize, so many of them have been in the past. The chemicals we use to clean them end up diriting them worse and making them opaque. Many of them are 20 years older or more, so they have rust, or panels missing. So what we’re doing is looking at the ones that we can replace with the new ones. In the case that the pad is big enough, we can keep that, or if needed we can extend the concrete pad. Our Operations Supervisor compiled this list of shelters, ranked in condition of how bad they are right now. The reason for that is that they’re probably missing plexiglass, or the glass that is there is in terrible shape, plus the ones that are there don’t have solar lighting.” Gary Norris said, “That’s what I think it was, I think I saw a prototype on Facebook.” Paul Nelson stated, “All our new shelters have that, the solar lighting.” Chairperson Wanda Smith said, “All our new shelters have that, the solar lighting?” Paul Nelson answered, “Only on three sides. The front is

completely open. On three sides it's got perforated metal panels, but the perforation is very small. So it does act like a little bit of a wind breaker." Chairperson Wanda Smith asked, "Do the old ones have that?" Paul Nelson stated, "The old ones just have the plexiglass." Paul Nelson explained, "The reason we went to that one is that it's much harder to vandalize with those perforated sides and most transit agencies use this style now. With the old ones, you can see, if a bus was driving by you might not be able to see it because of the front being covered, especially at night." Vondell Richmond asked, "How much do these new ones cost?" Paul explained, "Fully equipped, with the ad panel and solar lights, runs right in the neighborhood of \$9,000. The shelter pad usually runs us about \$600-\$1,000 to pour. We didn't on this case, but in some instances we may have to lay a little bit of sidewalk or cut into the curb to be ADA accessible." Vondell Richmond asked, "Have these been prioritized as far as use goes? Or in how bad of a condition with use?" Paul Nelson said, "We honestly have not cross-checked the condition with use." Vondell Richmond asked, "Might help you decide which ones you want to do first." Paul Nelson said, "Yeah, that's a good idea. I'll have Scott take a look at that." Gary Norris asked, "Is there a way to look at that, I'm not sure what the technology is there, but someone who is elderly, or has bad circulation issues, may not be able to sit on a hard surface for as long." Vondell Richmond said, "They shouldn't be sitting that long." Veronica Williams answered, "No more than 15-20 minutes max." Vondell Richmond asked, "Can they track the buses on their iPhones?" Paul Nelson said, "They will be able to this summer. Honestly it's just two different styles of metal benches." Gary Norris asked, "I have another question. Right at Ward 2 there's a sign right by Kleeman, what determines if they get an ad panel versus not?" Paul Nelson stated, "There's several things. One is these are advertising opportunities, these won't go on a side street, (those will have a two sided shelter), and is there a line of sight issue. Does it block the visibility coming out of a subdivision or street?" Gary Norris asked, "Is there anything emergency related? Like on college campuses they have stations where you can hit a button to alert security. Do we have anything like that?" Paul Nelson said, "We do not. That would be a CPD thing really because anything that would alert the police would have to go through them for approval. As a matter of fact, we use the same radios as they do and there's a button that gets pushed it alerts the police department." Gary Norris said, "Yeah, but you know what I mean. Just something so that people would feel safe." Paul Nelson answered, "It's a great idea to have. The question is where would it go and who would it alert?" Gary Norris said, "I guess I was thinking more health risks versus safety. Like I was having an incident and couldn't get to my phone, how could they get help?" Paul Nelson explained, "It's a good idea, I just don't know if CPD has alert boxes anywhere in town. Bus shelters would a great place to have something like that." Vondell Richmond said, "Maybe talk to Austin Peay and get a price on that and then talk to the police department." Gary Norris stated, "And find out how they manage it, because I hear your concern. You wouldn't want people randomly hitting it or playing around." Chairperson Wanda Smith asked, "Do you have any complaints from people about the shelters?" Paul Nelson answered, "Yes, the same concerns that you all have brought up. That it's not completely enclosed. That's just par for the course." Gary Norris said, "If you think about it, on a day I'm getting back on my feet. The last thing I want is for that 20 percent of rain to get on my new clothes, new shoes."

Paul Nelson reported, "Policies, I don't know that you'd had a chance to look at them. I apologize that you didn't get a copy of our Purchasing Policies ahead of time, but you have it now. For your reference, we updated it at the beginning of the year. A few things changed with federal or state laws and I also updated it to be with our practices. There's nothing worse than a guide that says you're doing something that you're not doing. If you look in the back, the last few pages are a summary of the changes." Chairperson Wanda Smith asked, "So this covers everything with this place?" Paul Nelson answered, "It covers everything from construction to sole source purchasing for bids; P-card policies are also in here." Chairperson Wanda Smith asked, "How many people here have credit cards here and are allowed to make purchases for here?" Veronica Williams stated, "About 15 people." Paul Nelson stated,

"I would have guessed it was a little less, but 15 is probably right." Chairperson Wanda Smith said, "15 people have cards in this department?" Paul Nelson explained, "No. We have for instance; our Maintenance Director has a parts clerk and they both have cards for purchasing bus parts. We have two supervisors of the night crew that have them for whatever purchases they might need. All of our bus supervisors have them." Chairperson Wanda Smith said, "So with the night crew supervisors, they could purchase something at night?" Paul Nelson answered, "Yeah, they could go to Lowes and buy soap, squeegees, pump sprayers, or anything that the buses need." Chairperson Wanda Smith asked, "So how do we keep these things under control?" Lori Wallis answered, "They have to bring back all of their receipts." Chairperson Wanda Smith said, "So do you look at it to make sure they're not making purchases for their homes? Because we've had that issue before. We need to make sure our tax dollars are not being abused. That's too many people with access to cards." Paul Nelson said, "We have a procedure where when you make a purchase, you have to bring the receipt in and someone else has to check it in to make sure that's what was brought back. We're under the City with our P-cards, so everything we do goes through their policies and goes back to Camille." Chairperson Wanda Smith asked, "So what's the limit for the cards?" Paul Nelson stated, "It depends on the person and the purchase. For instance, our maintenance director has the highest limit." Chairperson Wanda Smith asked, "What is the highest limit?" Paul Nelson said, "\$10,000 for a monthly limit." Veronica Williams said, "It's because he has to order bus parts." Paul Nelson explained, "A typical limit is like \$1,000 a month." Chairperson Wanda Smith asked, "Do you think we could get something to signal when they do use the card incorrectly?" Lori Wallis said, "When the receipts come in, I see everything that comes in. Then another person goes over it to make sure I didn't miss anything. Then another person from Accounting checks their work. So it basically goes through our whole department plus goes to Camille for her to check afterwards." Paul Nelson said, "And it also goes through me." Chairperson Wanda Smith stated, "So you are aware of every time they purchase something? I know you said Camille looks at it, but I want to make sure that Mr. Nelson is aware of what is being purchased daily as well. Because, things can happen and things can fall through. I think it would be a good idea for you to get a list or something to make sure." Lori Wallis said, "He does review everything as well." Chairperson said, "How often?" Paul Nelson explained, "Every month after it has all been compiled?" Chairperson Wanda Smith asked, "Can I get a copy of one of those reviews that have been compiled?" Lori Wallis said, "Like for the P-card?" Chairperson Wanda Smith asked, "Just for the monthly spending. Just for like one or two people so I can look at it to see how the spending is. Give me the one for the person who does the spending for the buses and then give me one for whose limit is \$1,000. Give it to all of the committee so they can see it as well." Lori Wallis said, "Normally, the one that does the spending for the buses, sometimes it has a lot and sometimes it doesn't. Do you still want his?" Chairperson Wanda Smith said, "Yes, because of his limit of \$10,000. I just want to review it." Paul Nelson asked if there were any other questions and there was none.

Next on the agenda CTS went over the EEO policy. Paul Nelson explained, "One of the other ones you received was our EEO policy. It's one of the practices we are required to keep up so that we can receive federal funding. It is just an annual update where we keep the metrics of the job descriptions because we obviously have turn over and we need to make sure that the descriptions are up to date. Also, I needed to sign it because previously it had Arthur's signature on it. If there are no more questions about that, we can move on to the Transit Asset Management which is another federal requirement. We have to track revenue vehicles, non-revenue vehicles and assets over \$50,000, we are required to do a condition assessment, an investment prioritization, and update it manually. We also have to set performance measures and a useful life benchmark. So that's what this plan covers." Chairperson Wanda Smith asked if there were any questions there were none.

Chairperson Wanda Smith asked about disposing or selling of CTS vehicles. Paul Nelson explained, "CTS we sell all our vehicles and any other items on GovDeals. On an average the amount that CTS get for a Transit bus is between \$1,500.00 and \$3,000.00. CTS average miles on a Transit bus before they are sold are about 800,000 miles."

Paul Nelson talked about his former job as Transportation Manager. He would like to hire someone to supervise the grant and purchasing and operations of the building and also cover purchasing contracts. Paul Nelson is working with HR to get the job posted. CTS is currently out to bid with a transportation technology package that will, among other things, include a customer-interfacing app. It'll have real time updates on where the bus is, you can select your favorite routes, alerts, etc. That should be implemented hopefully by this summer. It'll help out our employees as well because 90% of the phone calls we get at the Transit Center are people asking where their bus is.


#### ADJOURNMENT:

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

#### PUBLIC COMMENT:

None

  
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Chairperson

  
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Date