

## **TRANSIT COMMISSION MINUTES**

February 6, 2013

*Attendees: Sara Anees, Kevin Hundelt, Mary Murphy, Kait Perry, Carlye Yanker, Mary LeGresley, Peg Livingood, Julie Loring, Chris Keary, Robert Nugent, Mike Sweeten, Marcus Tetwiler, Tomas Lindheimer, Callie Long, Donna Hultine, Danny Kaiser, and Margretta de Vries.*

The meeting was called to order at 2 p.m. Murphy made a motion to approve the minutes from November 30, which was seconded by Hundelt. The minutes were approved without objection.

### **Reports**

#### Staff

Tetwiler reported that Kaiser and Nugent are working on the request for proposals (RFP) for the new contract, since our existing contract ends in December 2013. Meanwhile he is working with the Buddy System to do a SafeRide survey and hand out water bottles on Wescoe Beach next week. Perry asked about the new app for students to know when the next bus is coming, and Tetwiler answered that we had met with the engineering student who is working on his research project today to work out how he is doing his research. There was discussion about technical specifications and that it is too soon to project an actual completion date.

#### Ridership

There was discussion about the overall trend of ridership shifting between routes with the dramatic changes that were made to routes this year, and Kaiser pointed out that the overall decrease is less than the decrease in enrollment.

#### City

Nugent reported that the city is moving forward with the nighttime demand response service pilot project, and working with a consultant on a Transit Location Study Analysis regarding a hub. He also explained that no date has been set yet for the downtown bus stop location from 9<sup>th</sup> & New Hampshire to the 800 block of Vermont.

#### Service Provider

Sweeten reported that MV is working on projects and year-end processes, such as upgrading and getting new console/headset equipment for dispatch radio and phone systems. His staff is also working on setting up the city's new nighttime service, and upgrading the dispatch software. Finally, Sweeten informed the commission that he is implementing a new personnel development process, where he met with staff at all levels to discuss their professional goals and how the company can help them meet those goals.

### **New Business**

#### Route 42

Kaiser explained that route 42 has not been changed since its inception, and that the figure 8 pattern continues to be confusing. Staff proposes that the route be renumbered with two route numbers, and either be handled by simply changing the signs (as we do now), or split into two smaller loops that only circulate from one side of the hill or the other. There was discussion about pros and cons of each

approach, and Kaiser said that this would be presented at upcoming public meetings for public comment.

Budget

Kaiser described the fee review process, and asked Long to explain the budget. Long pointed out that the healthy carry forward was the result of two years of great deals on the fuel contract, but while this is extremely unpredictable, with fuel prices going up an average of 17% per year over the last three years, the contract has rather miraculously stayed flat. For the purpose of fee review, the budget shows inflationary increases of between 3-7%, based on the status quo. An unknown factor is the cost of our contract, which ends in December 2013, and could be very different starting in January. de Vries explained how an RFP relates to contract. Perry asked for clarification, and Long verified that the request is for a \$1.55 increase for inflation, with an additional \$0.55 to extend service past 6 p.m.

There is no request for an increase in the bus procurement fee, because there is no need for additional money. However, there can be no decrease, because the FY14 monies have already been committed to a purchase of three buses. Kaiser explained that there is a 14-18 month lead time required for bus purchases, and the process of piggy-backing on existing contracts from other agencies. There was also discussion about the viability of alternative fuel sources.

There is also no request for an increase to the SafeRide/SafeBus fee, due to the large carry-forward. Contingent upon favorable fuel contracts, it may be possible to hold the fee steady until FY17.

Hundelt made a motion to approve the budget as presented, which was seconded by Murphy. The Commission voted unanimously to approve the motion.

Meeting Times

There was discussion about the possibility of changing the meeting times, and Perry said that she would reevaluate and let everyone know.

The meeting adjourned at 2:53 p.m.