



2205 Commerce Drive ♦ P.O. Box 185 ♦ Carrollton, OH 44615 ♦ Fax: 330-627-1088

TRANSPORTATION ADVISORY COMMITTEE (TAC)

AGENDA

Date: Wednesday, July 25, 2018
Time: 9:30 am
Location: Carroll County Transit Conference Room

- Call to order and roll call
- Approval of minutes from 10/25/17 & February 2, 2018
- Old Business
 - New Routers – up and running
- New Business
 - Purchase of CTS ParaPass (digital fare collection interface module system) 3 years' annual maintenance and support, and for training costs at a cost of \$15,396 through the TIGER Grant at no cost to the Transit.
 - OMEGA is working on a Coordination Plan for the Transit and we held our first Stakeholders meeting on June 21st. Public Meeting/Workshops will be held Wednesday, August 22, 2018 at 10 am.
- Other Business
 - ODOT was present on July 11th & 12th to complete a TAR (Technical Assistance Review) they go over policies, maintenance records, employee records, financial records etc. and Carroll County Transit had no findings.
- Adjourn



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**TRANSPORTATION ADVISORY COMMITTEE
(TAC)**

MEETING MINUTES

Date: July 25, 2018

Time: 9:30 am

Location: Carroll County Transit

NAME	AGENCY	PRESENT	ABSENT	NAME	AGENCY	PRESENT	ABSENT
Cindy Black	CCVSC		X	Tonya Myers	CCCOA	X	
Mathual Campbell	CCBDD		X	Kate Offenberger	CDJFS	X	
Tricia Green	CEVSD		X	Vicky Peoples	Transit	X	
Laura Hanna	CVCC		X	Rachel Rinkes	Prob/Juv		X
Ray Heaston	CCBDD	X		Jodi Shaw	CHCC		X
Sonja Leggett	Transit	X		Weslee Warner	Southeast	X	

Other(s) present: Kristen Yeager; Barbara Plunket

Ms. Leggett opened the meeting asking for approval on previous minutes from October 25, 2017 and notes from February 2, 2018.

Motion was made by Mrs. Offenberger and seconded by Mrs. Myers to approve minutes from October 25, 2018 and notes from February 2, 2018, all in favor, motion carried.

OLD BUSINESS:

Ms. Leggett advised the new routers are in place but I'll let Vicky speak on how they are working. Mrs. Peoples advised the routers were installed by TPI (Transition Products, Inc.) in every vehicle with 2 sim cards with Verizon as the primary and T-Mobile as the secondary. The tablets are working off of the routers. We are still having issues with loss of connection since there are many areas that neither Verizon nor T-Mobile are working so our app, on the tablets, that the drivers use has been kicking them out lately. CTS is working with TPI currently on trying to figure out the issue.

NEW BUSINESS:

Ms. Leggett advised the following:

- ODOT has amended our 2016 TIGER VII Program Grant contract to add \$15,396 to purchase ParaPass this is a (digital fare collection interface module software), three years annual maintenance and support and for training costs. The total contract is now \$140,811 (previous \$125,415) This is a preloaded card system where you will set up an account and every time you ride the driver will scan your card and it will deduct the cost from the card and the passenger will be able to know every time they use it how much is left on it. (Sort of like a debit card for the

Transit) They will be able to re-load the card either in the office or the driver can call in and advise how much money was given to put it on the card.

- OMEGA is working on a Coordination Plan for the Transit and we held our first Stakeholders meeting on June 21st. OMEGA has set up Public Meeting/Workshops and they will be held Wednesday, August 22, 2018 at 10 am at the Carroll County District Library.

Mrs. Offenberger advised the Medicaid service that is for non-emergency transportation was to start on July 1, 2018 and now has been held off until further notice.

Mr. Heaston advised that DD have been helping with transportation because a Job Coach has to go with the individual. Therefore, they have not been utilizing Transit at this time.

Mrs. Myers advised that Caring Hands were willing to help on the cost for transportation.

OTHER BUSINESS:

Ms. Leggett advised the following:

- ODOT was present on July 11th & 12th to complete a TAR (Technical Assistance Review) they go over policies, maintenance records, employee records, financial records etc. and Carroll County Transit had no findings) I am very excited to advise that there were NO Compliance Findings or deficiencies! Areas they monitor include: Financial Management, Technical Capacity (Grant Management, Reporting, Staffing etc.), Asset Management, ADA, Title VI, Procurements, DBE, Legal, Real Property and Vehicles/Equipment Maintenance, Public Comment on Fares and Service Changes, Charter Bus (don't use), School bus (transport public w/school children) Safety and Security, DFWP and Alcohol Program, EEO, along with other requirements like TAC committee, Driver assignments etc. However, out of all the areas reviewed there were 2 recommendations.
- 1st being how we report our local cash. It is given to us at the beginning of the year, however they want us to report it when it is used rather than when it is made available to us in order to balance with BlackCat which is our reporting system used by ODOT. They recommended we use a spreadsheet to advise when we receive it and then subtract the money from that when it is actually used.
- 2nd – Our vehicle maintenance is very good as well, however there was one time a vehicle had its oil changed a little late. This was not an overall finding due to the percentage being less than 15% of the fleet. It was recommended we should monitor the vehicle maintenance closely to ensure +/- 10% of the stated interval is met. For example if an oil change is due every 5,000 miles it could be changed at 4,500 or 5,500 but no earlier or later.
- I just want to thank and give kudos to all my employees which include drivers, dispatchers, operations manager, IT/Admin Supervisor and maintenance because with everyone doing their job, Transit received a review without any findings! This is just amazing to me because in 2015 when we had this review I was still getting my feet wet and we had 12 compliance findings therefore Carroll County Transit has come a long way!

Ms. Leggett questioned if anyone had anything else to present to the committee, nothing was presented.

Motion was made by Mrs. Offenberger, seconded by Mrs. Myers to adjourn @ 10:09 a.m., all in favor, motion carried.

Minutes by: *Vicky Peoples*