

**Pierce Transit  
Community Transportation Advisory Group  
Pierce Transit Training Center  
Rainier Conference Room  
Minutes – May 28, 2015**

**CALL TO ORDER**

Meeting called to order at 5:31 p.m. by Chair, Penny Grellier.

**ROLL CALL AND ATTENDANCE**

CTAG members present: Paul Bala, Penny Grellier, Bridgett Johnson, Sandy Paul, Hongda Sao, Steven Schenk and Richard Zalucha

CTAG members absent: Chris Beale, Chris Karnes, and Tyree Smith

Pierce Transit employees present: Sue Dreier; Chief Executive Officer, Deanne Jacobson; Clerk of the Board, Ron Mackenzie; Standing Files Supervisor, Tim Renfro; ADA Eligibility Administrator, Ryan Wheaton; Business Partnership Administrator and Van Sawin; Business Development Officer.

**INTRODUCTIONS**

Introductions between CTAG Board Members and Pierce Transit staff were exchanged.

**APPROVAL OF MINUTES**

Paul Bala moved to approve the April 23, 2015 minutes. [REDACTED] seconded. Motioned carried.

**CTAG MEMBERS AND STAFF REPORT ON ACTIVITIES**

Penny Grellier asked the members to think of what the mission of the Community Transportation Advisory Group is. She also wanted member's to think

Sue Dreier gave an overview of her career and thanked the members for being here.

**PUBLIC COMMENT**

Betsy Elgar, local business woman and caregiver read a statement regarding Pierce Transit service. Her statement included topics on fares, salaries of employees and safety of passengers and drivers in terms of installation of cameras on buses.

**DISCUSSION ITEMS**

1. Open Public Meetings Act– Deanne Jacobson: Deanne Jacobson gave an overview of the Open Public Meetings Act, Public Records Act and retention guidelines that impact CTAG. Deanne also distributed documents explaining the importance of each act and how to abide by them. Ryan Wheaton also sent out a tutorial to members informing them what the guidelines are of the Open Public Meetings Act.

Penny Grellier asked if a phone list of member's numbers could be populated for contacting each other. Ryan Wheaton informed he would create a phone list.

2. SHUTTLE Service – Tim Renfro and Ron Mackenzie:

Tim Renfro and Ron Mackenzie spoke on the history of the Americans with Disabilities Act (ADA) and how it's helped increase Pierce Transit's bus accessibility for people with disabilities. Tim also informed on how ADA helped establish paratransit service for transit agencies across the country. Tim distributed a flyer highlighting these items.

Tim gave an overview of Pierce Transit's SHUTTLE eligibility service. The three main questions they ask during eligibility are; does this person have the ability to board, ride and disembark our buses, is the regular bus system accessible and does this person's disability prevent them getting to or from a bus boarding area. The coordinator and eligibility team take into account the both applicants cognitive and physical disabilities.

Ron Mackenzie spoke about SHUTTLE reservations, service areas and service frequency once an applicant has been granted eligibility. In 2014, SHUTTLE serviced 372,800 passengers (including Personal Care Attendants and companions).

Penny Grellier asked if the majority of SHUTTLE riders are riding constantly or sporadically. Tim Renfro reported in 2014, on average, SHUTTLE riders who had conditional eligibility rode 38 times compared to fully eligible riders who rode 84 times. These numbers consisted of boardings, not passengers.

Ron informed Pierce Transit SHUTTLE will be implementing a virtual pass on August 1, 2015. This new virtual pass will save on costs associated with the production and distribution of the current paper passes.

3. Strategic Plan – Van Sawin: Van Sawin distributed the updated Pierce Transit Strategic Plan 2015-2020. He spoke on the new mission and vision as well as each individual goal mentioned in the plan.

Van informed members to direct any comments they may have to either him via e-mail or to Ryan Wheaton.

4. BDO Update – Ryan Wheaton: Ryan Wheaton distributed an updated document referencing Route 62. Included in the document was project information and background, service options, solutions, benefits, concerns as well as a timeline. One of the potential solutions mentioned would be implementing a PT express service from QFC in Northeast Tacoma to downtown Tacoma. It would cut the commute time in half from what it currently is. Another solution would to create a partnership with King County Metro on a contract basis and have them handle service from QFC to Federal Way Transit Center. The Business Development Office will ask the Board of Commissioners for \$160,000 over 12 months for this King County partnership for a potential start date in September 2015. Any questions or comments can be directed to Ryan via e-mail or phone.

5. CTAG Operating Guidelines – Ryan Wheaton: Ryan Wheaton informed for the new CTAG operating guideline. Items which were updated include; frequency of meetings, CTAG Officers and charter review. Ryan asked members to review the quorum and attendance section for June's meeting to decide if they would like to include any new information. Decisions regarding all updated CTAG operating guidelines will take place at the June 25<sup>th</sup> meeting.

**PIERCE TRANSIT NEWS AND ANNOUNCEMENTS**

Ryan Wheaton reported on the following news articles and announcements:

- Monthly Ridership for March 2015
- Camera on Buses

**ADJOURNMENT**

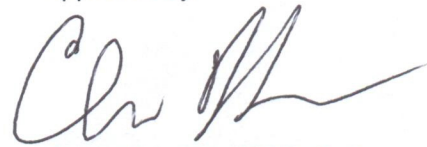
The meeting was adjourned at 7:18 p.m. by Penny Grellier.

Submitted by:



Ryan Wheaton, Business Partnership Administrator

Approved by:



Penny Grellier, CTAG Chair