

MINUTES OF THE JULY 25, 2012 MEETING OF THE CITYLINK ADA ADVISORY BOARD

A meeting of the CityLink ADA Advisory Board was held in the conference room at CityLink Transit, 1189 S. 2nd St., Abilene, Texas on Wednesday, July 25, 2012 at 3:30 p.m. Due to the absence of David Barnhill – Board Chairperson at the beginning of the meeting, Ben Herr, New General Manager called the meeting to order. The following members were present:

Patsy Daniel
Bill Daniel

Debra Turner
James Shepard

David Alcala
Donna Reiff

Mary Cooksey
Pamela Barnhill

Also present and attending the meeting: Stanley Smith, City Attorney, Ben Herr, New General Manager, Keith Benfer, Para transit Supervisor, Michelle Hurick, Para transit Dispatcher, John Mangalonzo, Abilene Reporter News, Mary Kindrick, and Mike Vandervoort.

Members not present: David Barnhill

Item 2: Approval of Minutes. The minutes from the Board meeting of February 8, 2012 were approved by general consent. A motion was made by Patsy Daniels to approve the minutes. James Shepherd seconded. All Board members present approved.

Item 3: Swearing in of the appointees to the ADA Advisory Board: Newly appointed and re-appointed members were introduced and sworn in by Ben Herr, General Manager. David Barnhill (not present), Pam Barnhill, Bill Daniels introduced as re-appointed members and Mary Cooksey as the newly appointed member. Also if any changes in contact information have changed it was requested to be changed or called in to be changed.

Item 4: Introduction of Citylink ADA Para transit staff- Ben Herr, General Manager, introduced the Para transit staff. Tanisha Forbes, Scheduler, Cynthia Mallet, newly appointed Dispatcher, Kerri Stovall, Customer Service, Michelle Hurick, Dispatcher, and Keith Benfer newly appointed Para transit Supervisor.

Item 5: Report and Discussion on Transit System Operations and Metrics- Mr. Herr discussed the increase in ridership of Fixed Route and ADA Para transit per month. The average number of ADA rides in 2012 is 7458 from 7402 in 2011. This number is higher than the previous year. Mr. Herr stated that the average rides per day are 300 with average of 12 drivers daily. Mr. Herr informed the Board that is an average of 25 riders per day and an average of 3 riders per hour. The Board was also informed that 85% (avg. 41,164, previous yr of 41,000, and the previous yr of 40,000) of riders are from fixed route and 15% of riders are from Para transit; Fixed Route costs are 40-45% of cost each year and ADA service is 55-60% of the passenger but costs 60% of operations.

Item 6: Report and Discussion on ADA Para transit Application- Mr. Herr gave a brief process of cleaning up our ADA application process. Mr. Herr explained that three people review the application and it is then determined if an interview is needed for qualification or not. Criteria of the ADA guidelines were explained as: is the client physically able to get to a bus stop; physically able to get on a bus. It was also discussed that the fixed route buses are also equipped with ramps and the bus lowers to the curb for easy access. At this point Donna Reiff was asking about the application process for the intellectually challenged clients. David Alcala was asking about the 21 day process; David then suggested that the 3 year certification be extended to 5 years for the intellectually challenged clients due to the state recognize that they are disabled. David also asked about the ADA application being changed and possibly stream lining the process. Mr. Herr explained the reason for the professional letter. Mary asked the question of the fact of some clients also using DARS and receiving service from them does it automatically approve them for ADA Para transit service? Mr. Herr stated no it does not the client must meet the ADA guidelines as stated previously. Mr. Herr then explained the process that Keith and Michelle are going through to clean up the ADA files. Donna Reiff stated that she is concerned about her students that may not be certified to ride and will be checking on that and she will get back with Keith or Michelle. Mr. Herr explained to the Board that Keith and Michelle are finding people on ADA service who did not meet the criteria and that Para transit has approximately 4800 active ADA, MTP and CDBG clients. It was also explained to the Board from Mr. Herr that ADA must mimic Fixed Route service. Mary Cooksey Mr. Herr went over the number of ADA applications.

Item 7: Report and Discussion on Vehicle Replacement Plan- Mr. Herr reported that City Council has approved for 9 or 10 new vans to replace older vans for Para transit and is in hopes to order by fall. Question was placed about using “service vehicles” to pick up one or two people instead of using Para transit vans.

Item 8: Report and Discussion on board officer elections, October 2012- Mr. Herr informed the board of the board elections for the fiscal year October 2012. Elections would be for President, Vice President, and Secretary. Question was asked about if there were special needs in between board meetings if anyone on the board can call and speak with Mr. Herr. Mr. Herr replied yes and Mr. Smith stated that special meetings can be called if needed. Mr. Herr agreed to be the contact person for the board.

Item 9: Discussion of future topics and agenda requests from board members- Mary Cooksey proposed a topic of potential plans for bus stop improvements and possibly changing the route to go by the WTCOG. Debra Turner proposed the topic of Voice Enunciators for the fixed route busses. It is what brought up by some of the board members who ride fixed route that the route drivers are not announcing the stops or the upcoming stops. The board members also stated that ADA clients don't want to depend on other people on the bus to ask what stop they are coming to. Board members would like feed back and update on the Enunciators in the October meeting. Mary Kendrick, Debra Turner and Mike Vandervoort would like to have a meeting with Mr. Herr about how to get the word out about the food for fare. October agenda set for the 3rd Wednesday October 17 @ 15:30. With no further discussion concerning Agenda items, the meeting was adjourned at 5:07 p.m.

The minutes approved this _____ day of _____.

_____ Chairperson, CityLink ADA Advisory Board