

MANAGEMENT ADVISORY TEAM

June 25, 2001, 10:00 a.m., Manistee County Transportation, Inc. Building

Attendees: Wynell Brush, Linda Tuttle, Trish D'Itri, Jean Ruestman, Brian Pouget, Dave Sucha, Dick Strevey. Guests - Karen Stotts

I. SubTeam reports:

1. *Master Agreement* - The master agreement has been mailed to transit authorities for signing and UPTRAN members are now working with individual program managers to ensure that project authorization forms are complete and ready for processing when program funding is available.
2. *Strategic Plan* - The Director requested the State Long Range Plan, created in Transportation Planning bureau, and the Transit Strategic Plan be presented to the Transportation Commission in June. Prior to that meeting an informational paper was sent to the Governor's Office highlighting both plans. Implementation workshops to develop action plans for Transit Strategic Plan initiatives are being planned for the fall. The Plan will be published and web posted this summer.

II. New Business:

1. *FY 2002 Service Development and New Technology applications.* Karen reviewed the five applications. A discussion was conducted on each application with the resulting comments noted.

A) Eaton and Ingham County Transit Needs and Coordination Study (CATA).

- 1) Should include an outline of the service to be delivered, and
- 2) An evaluation and report/findings to be shared with other transit interests.

B) Safety First (SMART/Lake Erie Transit).

- 1) Funds should be for development only; omit capital items, eg awards.
- 2) Check with Training Advisory regarding duplication of existing information/programs
- 3) Does LETC intend to create new elements or use existing, eg create new videos?
- 4) The resulting program, if developed, should be able to be shared with agencies statewide.

C) An In-Depth Performance Analysis of Selected Transit Agencies in Michigan.

1) There are issues concerning the consultant's willingness to work with and seriously consider input from transit agencies.

2) MAT questions transit community acceptance of the previous work completed by this consultant and which provides the foundation for this application.

3) The budget needs to be broken out by federal, state and local funding.

4) MAT supports development of a "best practices" report on Michigan transit agencies.

D) Increase the Use of Volunteer Drivers in the Specialized Services Program.

1) Consider issues of training, safety, liability, and the interface with private providers

E) A Procedure to Assess Level of Service for Transit Agencies in Michigan

1) Not recommended at this time

2. *FY 2002 Annual Application Instructions.* Four comments were received about the annual application instructions. The comments indicated that the instructions were confusing/bulky and that choices needed to be added to PTMS. MAT asked that the comments be discussed during UPTRAN's development meetings. The FY 2003 Annual Application Instructions will be provided to MAT for comments.

3. *FY 2003 Revenue and Expense Manual.* Trish presented the timetable for developing the R&E Manual, which is now included in the Application Instructions. The draft changes will be posted on the web site in mid-July. The draft and comments will be discussed at the next MAT meeting.

III. Other -Michigan Transit Conference will be October 8 through 10 at the Midland facility used last year.

Next Meeting - August 16, 2001 in Lansing. Thank you, Dick, for hosting us in Manistee!