

3. Jeffrey Agee-Aguayo suggested one minor change to the minutes of the July 15, 2014, meeting of the Maritime Metro TDP Review Committee, that change involved the correction of Ruben Reveles' last name under "members excused" (p. 1).

Moved by Jan Algozine and seconded by Marlo Kohlmann that the minutes of the July 15, 2014, meeting of the Maritime Metro TDP Review Committee be approved, as amended. Motion carried, with all voting aye on a voice vote.

4. Jeffrey Agee-Aguayo asked if there was any public input; none was received.

5. Committee members elected their chairperson and vice chairperson, as follows:

Committee Chairperson

Benjamin Nolen nominated Jim Muenzenmeyer as Chairperson of the Maritime Metro TDP Review Committee.

Moved by Benjamin Nolen and seconded by Janet Paszkiewicz that nominations be closed and that a unanimous ballot be cast for Jim Muenzenmeyer as Chairperson of the Maritime Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

Committee Vice Chairperson

Benjamin Nolen nominated Marlo Kohlmann as Vice Chairperson of the Maritime Metro TDP Review Committee.

Marlo Kohlmann nominated Pat Naumann as Vice Chairperson of the Maritime Metro TDP Review Committee.

A vote was taken, and on an 8-1 vote, Marlo Kohlmann was elected Vice Chairperson of the Maritime Metro TDP Review Committee.

Committee members suggested that the newly elected officers begin running meetings effective with the next meeting.

6. Jeffrey Agee-Aguayo distributed draft Chapter 3 of the TDP (Transit System Overview) to everyone in attendance, and indicated that he would send an electronic version of this draft chapter to all committee members soon. Jeffrey Agee-Aguayo then reviewed draft Chapter 3 with everyone in attendance.

The following comments were received from committee members:

- History of Transit Service in the Area, p. 3-1: No comments.
- Organization and Management, pp. 3-1 and 3-2: Jim Muenzenmeyer offered changes on staffing levels at Maritime Metro Transit.

- Service Characteristics, pp. 3-2 through 3-4: Benjamin Nolen indicated that the final run on Route 1 lasts a half hour on Saturdays.
- Vehicle Fleet, p. 3-4: Jim Muenzenmeyer noted that the smallest buses in the fixed-route fleet are 29 feet in length (not 25 feet). In addition, Jim Muenzenmeyer commented that the mileages reported in Table 3.1 were low, and added that he would provide Jeffrey Agee-Aguayo with updated mileage numbers.
- Other Facilities, pp. 3-4 and 3-5: Maritime Metro Transit staff noted that the new Intermodal Transfer Center has air conditioning in addition to heat, but does not have a basement. It was also noted that there is no longer a passenger shelter near the ADRC of the Lakeshore and other Manitowoc County offices.
- Fare Structure, pp. 3-5 and 3-6: Marlo Kohlmann provided updated information on ADA paratransit fare ticket purchase options, and noted that these tickets are not sold in booklet form. Jim Muenzenmeyer indicated that he would provide Jeffrey Agee-Aguayo with updated fare outlet information. Committee members discussed whether monthly passes could be purchased through the mail.
- Systemwide Ridership and Revenue Mile Trends – Annual Revenue Passengers, pp. 3-6 and 3-7: Jim Muenzenmeyer stated that implementation of the agency fare caused the large decrease in ADA paratransit ridership between 2011 and 2012.
- Systemwide Ridership and Revenue Mile Trends – Annual Revenue Miles, pages 3-7 and 3-8: Jim Muenzenmeyer explained the decrease in revenue miles between 2011 and 2013. Service hours were cut in mid-2012; therefore, 2013 involved a full year of these cuts.
- Systemwide Ridership and Revenue Mile Trends – Monthly Ridership: 2012 – 2013, p. 3-9: Benjamin Nolen suggested that Figure 3.3 be revised so that 2012 and 2013 are combined into one 12-month graph, with two different histograms reflecting monthly ridership in each year.
- Systemwide Ridership and Revenue Mile Trends – Ridership by Time of Day: 2013, pp. 3-9 and 3-10: No comments.
- Systemwide Ridership and Revenue Mile Trends – Ridership by Route: 2013, p. 3-10: Jeffrey Agee-Aguayo noted that Maritime Metro Transit staff is still working on getting this information to him, and that pertinent narrative and a figure will be added to the text in the near future.
- Systemwide Ridership and Revenue Mile Trends – Ridership by Fare Category: 2013, pp. 3-10 and 3-11: No comments.
- Funding Sources: 2010 – 2013, pp. 3-11 through 3-13: No comments.
- Expense Breakdown: 2010 – 2013, pp. 3-13 and 3-14: Jim Muenzenmeyer suggested that Table 3.6 be revised to reflect that the “transfer to other funds” under bus operations was a transfer to the city’s general fund that was required of most city departments in 2010 (not a transfer to the capital project fund, as Table 3.6 currently reads).
- Other Area Transit/Paratransit Providers, pp. 3-14 through 3-17: As the Lakeshore Technical College (LTC) Express (pp. 3-15 and 3-16) and the Disabled American Veterans (DAV, p. 3-16) transportation services were discussed, Jim Muenzenmeyer wondered if LTC could assist with transporting veterans from the MMT service area to the Veterans’ Administration (VA) clinic in Cleveland, since the DAV no longer transports veterans to that clinic. Committee members noted that the Assist-to-Transport Private Pay Program (p. 3-16) charges \$30 per route trip within Manitowoc County. In the ADA discussion (final paragraph, p. 3-17), Jim Muenzenmeyer thought that it would

be good to add discussion regarding what Assist-to-Transport charges Maritime Metro Transit for paratransit rides; currently, these charges are \$19.56 for each curb-to-curb trip and \$21.70 for each door-to-door trip.

- Map 3.1 (p. 3-19): Jeffrey Agee-Aguayo stated that this map would be refined as Chapter 3 is revised. In particular, delineation of two or more routes that use the same street(s) will improve in the updated version of Map 3.1.

Jeffrey Agee-Aguayo concluded this agenda item by stating that suggested revisions would be made to this chapter and that the chapter would be brought back to the committee for further review.

7. Jeffrey Agee-Aguayo distributed the goals, objectives and standards (including the mission statement) from the *2010 – 2014 Maritime Metro TDP* to everyone in attendance. Jeffrey Agee-Aguayo asked committee members to retain and review these goals, objectives and standards from the TDP that is currently in effect, as the committee will be formulating new goals, objectives and standards (as well as a new mission statement) for this new TDP in a few months.

Pat Naumann requested that an electronic copy of this chapter from the *2010 – 2014 Maritime Metro TDP* be sent to her (preferably in Microsoft Word).

8. The next meeting of the Maritime Metro TDP Review Committee was set for Thursday, October 2, 2014, at 4:15 p.m. (pending discussion regarding meeting availability with one committee member who had conflicts with the two meetings held to date). This meeting will be held at Manitowoc City Hall (First Floor Conference Room – East), 900 Quay Street, Manitowoc. Tentative agenda items at this meeting will include presentation of revisions and additions to draft Chapter 3 (Transit System Overview) as well as distribution and review of draft Chapter 4 (Community Profile).

9. **Moved** by Jim Muenzenmeyer and seconded by Jan Algozine that the meeting of the Maritime Metro TDP Review Committee be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 5:38 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo