MINUTES
CITY TRANSIT TRUST SPECIAL MEETING
APRIL 21, 2009 - 6:00 P.M.
WAYNE GILLEY CITY HALL COUNCIL CHAMBER

The meeting was called to order at 6:00 p.m. by Chairman John P. Purcell, Jr. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL

PRESENT: Bill Shoemate, James Hanna, Janice Drewry, Jay Burk, Richard Zarle, Stanley Haywood, Doug Wells.

ABSENT: Robert Shanklin; Stanley Haywood.

ALSO PRESENT: Larry Mitchell, City Manager; Frank Jensen, City Attorney; Traci Hushbeck, City Clerk.

Mayor Purcell stated Trust Members please strike Item 2. We will not be discussing that item tonight.

BUSINESS ITEMS:

1. Review the draft FY 2009 Triennial Report from the Federal Transit Administration and consider approving the recommendations to address the findings. Exhibits: Memorandum from LATS General Manager with Recommendations and Draft FY 2009 Triennial Report.

Steve Sherrer stated the Trust undergoes a Triennial Review from the FTA every three year so the Trust can receive capital and operating financial assistance. Overall the review was very good with no major findings. There were five finding or deficiencies found in the following areas. First was Technical and they stated we had an inadequate oversight by CTT of the requirements of the Master Agreement and third party contractor which is McDonald Transit. This is directly related to Item 2 on the agenda and we are working to correct the deficiency. We must make a response to the FTA by May 27 and we will be coming back to the Trust with a recommendation. Second was Procurement and they stated we had an inadequate oversight and inadequate documentation of cost analysis and the economic necessity of a sole source purchase of video cameras and failure to include all FTA clauses in the Purchase Order for the equipment. We purchased digital video records for all the vehicles. It was determined we needed to have additional documentation with that type of purchases and we will in the future. Thirdly was under Title VI additional steps needed to be taken to ensure that "Limited English Speaking persons" have access to the services. We have made our website and maps available in Spanish. We will be taking additional steps by posting plaques in the busses and shelters that are in Spanish giving guidance on how to contact us if they have questions or need additional assistance. Fourth is under Charter and they recommended we revise the charter policy including the new notice regulations contained in 49 CRF, Part 604. This is a policy adjustment that adopts the additional requirements of the FTA and will be brought to the Trust in a future meeting. The last item is under the ADA and the Trust must monitor Paratransit operations to ensure that clients are receiving a timely service. This is related to the oversight portion and will be addressed at the same time we address the oversight portion.

Zarle asked is it a requirement by the Federal Government we put Spanish in the busses.

Sherrer stated yes.

Zarle asked is it recommended or demanded.

Sherrer stated it was a strong recommendation and we interpret that as a requirement.

Wells asked who will come back to the Trust with the amendments.

Mitchell stated we will.

Mayor Purcell asked can we approve items 2-5 tonight and the others at a later date.

Sherrer stated I suggest you approve items 2-4. Item 5 is part of the oversight position.

MOVED by Drewry, **SECOND** by Burk to approve the recommendations in Items 2-4. AYE: Hanna, Drewry, Burk, Shanklin, Zarle, Haywood, Wells, Shoemate. NAY: None. **MOTION CARRIED**.

2. Consider suspending the Transit Trust Purchasing Polity and approving a contract for management oversight services with Deborah G. Jones. Exhibits: Contract on file in City Clerk's Office.

This item was struck.

MOVED by Hanna, **SECOND** by Drewry to adjourn. AYE: Drewry, Burk, Shanklin, Zarle, Haywood, Wells, Shoemate, Hanna. NAY: None. **MOTION CARRIED**.

There being no further business, the meeting adjourned at 6:08 p.m. upon motion, second and roll call vote.

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JOHN P. PURCELL, JR., CHAIRMAN

ATTEST:

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TRACI L. HUSHBECK
SECRETARY