

CITIZENS TRANSIT ADVISORY GROUP (CTAG)
Meeting Summary
January 20, 2015
DISCUSSION SUMMARY

Present: Rob Watson, CTAG Co-Chair
Gus Kretschmer, City of Charlotte
Christy Kluesner, Charlotte-Mecklenburg Schools
Todd Steiss, Town of Huntersville
Anthony Davis, Mecklenburg County

Staff: John Muth, John Joye, Larry Kopf, Dee Pereira, Paulus Ford

Meeting time 7:30 a.m. – 9:00 a.m.

I. Call to Order

Rob Watson, CTAG Co-Chair, called the meeting to order at 7:38 a.m.

II. Approval of April 15, 2014 & November 18, 2014 meeting summaries

A quorum was not present. The outstanding meeting minutes to be approved at the February 17, 2015 meeting.

III. Remarks from Co-Chair Rob Watson

- a) Co-Chair Rob Watson will send communications out to board members to remind them of the meeting and to assist in filling open spots that may exist on the board.
- b) This is budget season for CATS and the CTAG Board inputs are vital to the overall budget approval process

IV. CATS Budget Overview

Dee Pereira, CFO of CATS shared the following information:

- In accordance with inter-local agreement – CTAG is responsible for review and recommendations to the CATS CEO's Budget proposal for the MTC
- The MTC Meeting scheduled for January 28th, 2015 will be canceled due to the City Retreat. The budget overview will be sent by email to the MTC Board members by January 28th, 2015, in accordance to inter-local regulations
- CATS Budget overview will be presented to CTAG at the next meeting
- Key element of this particular budget review:
 - Sales Tax revenue is steady. Long term growth is projected at 3½%
 - Based of budget will increase by 3.6% in accordance with the 2030 plan
 - CATS has applied for a Federal TIFIA loan
 - Review the completion of BLE project
 - Applied for Core capacity grant to extend all current platforms to accommodate 3 car rail vehicles

- Biggest impact to CIP is asset maintenance – an FTA mandate
- Items/Topics that the Board would like future information on:
 - Fuel Prices & Hedging
 - STS maintenance and cost. STS vehicle maintenance will transferred from the City Equipment Shop to CATS BOD-Davidson (that will be a cost savings)
 - Street Car equipment maintenance
 - Fare increase discussion will be FY2017

Kate Payerle asked what involvement CATS has in support of Mayor Clodfelter’s request for more Federal money to support transit funding? The TFWG provided several recommendations:

- 1) Making sure the legislation existed to do Private/Public partnerships
- 2) Legislation was in place to do the design/build/finance
- 3) Extend the legislation on the sunset date for the special assessment districts

Marketing has developed and are now displaying banners of information in different municipalities

Finance:

- 1) Tracking the increase in sales tax (actual increase in revenue) as of the result in the changes in the legislation
- 2) Submitted a letter of interest for a Federal TIFIA loan
- 3) Invited to submit credit worthiness data to USDOT
- 4) Have been studying Value Capture along the rail alignment

V. Evaluation of CTAG Responsibilities Review

Co-Chair Rob Watson led the discuss of making sure that the group was doing what it was design to do and suggest maybe a review of responsibilities more frequently then every 3 or 4 years. His suggestions is the attached PowerPoint presentation.

VI. CEO’s Report

- MTC for Wednesday, January 26th, 2015 has been canceled, next meeting scheduled will be Wednesday, February 25th, 2015
- Core Capacity Grant Application feedback was submitted to support the original application

Adjourn

The meeting was adjourned at 8:47 a. m.

NEXT CTAG MEETING: FEBRUARY 17, 2015 AT 7:30 AM



Evaluation of CTAG Responsibilities

January 20, 2015

Rob Watson

Why Evaluate CTAG Responsibilities?

Periodic evaluation of CTAG responsibilities is a good, best practice

- Transportation Research Board with sponsorship from the FTA recently conducted a study called “Effective Use of Citizen Advisory Committees for Transit Planning and Operations” (to be referred to as the “TRB survey”) with two of five key lessons learned focused on evaluation / clear expectations:
 - Committee evaluation can lead to improved effectiveness
 - Clear expectations about committee roles and responsibilities

CATS / Charlotte needs more input from its citizens with CTAG as that source

- Significant capital projects are afoot and require CTAG to take more of an advisory and feedback forum role

An evaluation has not been done for three years: last was October 18, 2011

- Evaluation then was only a review of our mission statement – not thorough
- Ten members were present (only 4 current members were present)
- There were no recommendations for change – was mostly an information session

CTAG Mission Statement

This committee will be an **advisory board** to the Metropolitan Transit Commission. The MTC members are Mayors and Managers from the municipal and county elected bodies that are party to the Transit Governance Interlocal Agreement. This committee will review the Chief Transit Official's proposed two year operating programs and second-year program adjustments and five-year capital programs and make recommendations to the MTC. During the Fiscal Year 2004, this committee will perform a comprehensive governance review which shall consider the effectiveness of the Transit Governance Interlocal Agreement as well as other possible governance structures including various forms of a transit authority.

On November 28, 2005, the eight signatories to the Transit Governance Interlocal Agreement approved amendments to that document, as well as to the companion document, Rules of Procedure. The Rules of Procedure now state that the Citizens Transit Advisory Group (CTAG) shall be assigned the following responsibilities up to and until such time the MTC shall review the CTAG mission in accordance with Section V.A. of the Interlocal Agreement.

RESPONSIBILITIES LISTED IN TABLE ON NEXT PAGE

Current CTAG / TSAC Responsibilities

Interlocal Agreement 2005

	Responsibilities	Assigned to	
		CTAG	TSAC
a)	Annual review, comment and make recommendations with respect to Transit Program and budget	X	
b)	Review, comment and make recommendations on proposed transit policies presented to the MTC for approval	X	
c)	Review, comment and make recommendations on Corridor rapid transit alignments and technology plans recommendations coming out of preliminary engineering and environmental studies	X	
d)	Engage in proactive efforts to seek and provide insights on community attitudes towards transit plans and system performance	X	
e)	Annual review and comment on market research results	X	
f)	Provide input and advice on increasing community awareness of transit-oriented land use planning and its relationship to the implementation of transit investments	X	
g)	Engage in proactive efforts to increase awareness within the community and key stakeholders on the total value of investing in transit	X	
h)	Services as an initial forum for citizen suggestions and complaints concerning fares, routes, and schedules		X
i)	Serve as an advocacy group for public transportation		X
j)	Review and make recommendations on transit service policies and provision		X
k)	Review and make recommendations on minimum performance standards to be use in monitoring system operations		X
l)	Explore emerging issues in public transit, and work with Staff in developing appropriate strategies to address them		X

CTAG Responsibilities

- A) Annual review, comment and make recommendations with respect to Transit Program and budget
- Currently CTAG's primary responsibility
 - Recommendation: No changes
- B) Review, comment and make recommendations on proposed transit policies presented to the MTC for approval
- CTAG only reviews fare policies
 - Most other policy proposals should go to MTC only, however, CTAG can serve as sounding board in preparing CATS staff for MTC meeting
 - Recommendation: Continue to focus on fare policies and provide sounding board for others as needed
- C) Review, comment and make recommendations on Corridor rapid transit alignments and technology plans recommendations coming out of preliminary engineering and environmental studies
- Not currently part of CTAG's actions
 - Should not be a CTAG responsibility – CATS staff / MTC where necessary
 - Recommendation: Will not be a primary responsibility of CTAG

CTAG Responsibilities (cont'd)

D) Engage in proactive efforts to seek and provide insights on community attitudes towards transit plans and system performance

- Not currently part of CTAG's actions
- CTAG has a responsibility to “advise” the MTC and has not been doing so – this needs to be enhanced and performed by CTAG
- TRB Survey indicated that committees worked well when committee members “acted as liaisons between their personal networks and agencies ... and served as sounding boards for staff ideas”
- Examples of proactive efforts could include seeking feedback from groups the CTAG members are apart of including local community, political and other Charlotte / Meck organizations
- Recommendation: CTAG members individually and collectively work on proactive efforts and present findings at each CTAG meeting (a standing agenda item). Chairs of CTAG will then deliver such results to MTC meetings
 - Rob Watson will create a survey on the three major capital projects that can be used to solicit such feedback

E) Annual review and comment on market research results

- Not recently conducted / presented to CTAG so not currently part of CTAG's actions
- Recommendation: Not an annual process, but can be done if requested from CATS staff

CTAG Responsibilities (cont'd)

F) Provide input and advice on increasing community awareness of transit-oriented land use planning and its relationship to the implementation of transit investments

- Not currently part of CTAG's actions
- This appears to be a responsibility of the Transit Funding Working Group (TFWG), however, if TFWG were to be disbanded, CTAG could take on this responsibility.
- Recommendation: Retain responsibility, but no action at this time

G) Engage in proactive efforts to increase awareness within the community and key stakeholders on the total value of investing in transit

- Not currently part of CTAG's actions
- Similar to D on the prior page – more action could be done by CTAG
- Recommendation: Alongside recommendation for D, CTAG members to individually and collectively consider ideas for proactive input and output around the projects
- Recommendation: Consider engaging with Sustain Charlotte's Transportation Choices Alliance (www.movecharlottesmarter.org).

TSAC Responsibilities

Should remain as TSAC only responsibilities

- H) Services as an initial forum for citizen suggestions and complaints concerning fares, routes, and schedules
- I) Serve as an advocacy group for public transportation
 - CTAG should be more neutral, while TSAC should be an “advocacy” group
- J) Review and make recommendations on transit service policies and provision
- K) Review and make recommendations on minimum performance standards to be use in monitoring system operations

Suggest incorporating into CTAG responsibilities (as well as TSAC)

- L) Explore emerging issues in public transit, and work with Staff in developing appropriate strategies to address them
 - Not sure if this is being addressed by either CTAG or TSAC today (mostly CATS staff)
 - CTAG can incorporate as part of community feedback / awareness (including benchmarking with Citizens Advisory groups in other cities)

For discussion / amendment

- TSAC should be involved in reviewing and providing a recommendation on fare changes
- TSAC should not be involved in reviewing and approving the capital and operating budget

Next Steps

CTAG members develop individual plans for soliciting community feedback / awareness

- Rob Watson to develop survey on three major capital projects that all can use
- Consider engaging Sustain Charlotte's Transportation Choices Alliance
- CTAG co-chairs to determine if/when feedback received should be presented to MTC / TFWG

CTAG co-chairs to develop relationships with Citizens Advisory Groups in peer cities

- MTC / TFWG / CATS to provide suggested peers (Denver has been mentioned)