

# City of Watertown Transportation Commission

April 19, 2023 – 3:00PM

Attendees: Adam Ruppe, Patrick Hickey, Doreen Berry, Kyle Meehan, Dawn Mills, Ryan Henry-Wilkinson, Brandi Smith, John Exford, Michelle Appleby, Patricia Wetterhahn, Dyllon Main, Heather Romanek, Karen Romanek

Absent: Dawn Mills, Jeffrey Lieberman, Susan Marrow, Bradford Riendeau

Item	Notes	Actions
Welcome	Introduction around the room Guest H. Romanek is interested in becoming a member of the Transportation Commission.	H. Romanek will submit a resume/letter of interest to L. Harpe, City of Watertown..
Approval of Minutes	No Comments; minutes approved from January 18, 2023	Motion to approve by Adam Ruppe 2 <sup>nd</sup> by K. Meehan
Old Business	<ul style="list-style-type: none"> <li>Walmart Bus Shelter/Agreement btwn Town of Watertown/City of Watertown: Walmart is very interested, has reached out to Mobility management to offer any help needed.</li> <li>Paratransit Pass passes are not in circulation and can be purchase at CitiBus or from Mobility management. 10 ride booklet is \$30.</li> <li>Transportation Commission Members openings; there are currently 3 open position on the commission.</li> <li>K. Meehan would like appoint a chair person for the commission at the next commission meeting in July.</li> </ul>	<ul style="list-style-type: none"> <li>K. Meehan has given agreement to the City Manager; P. Hickey will follow up with K. Mix for update.</li> <li>Continued work on more payment options for Paratransit</li> <li>Mobility management has reached out to several Human resource agencies; will contact again.</li> <li>Nominations for the Chair position can be mailed; Must have a min. of 6 members present to vote on chair; members will need to be present, in person to vote.</li> <li>Vote will be at July Commission meeting</li> </ul>
Public Comment	None	None
Administrative Items/ Transit Supervisor Report	<ul style="list-style-type: none"> <li>From Q3 2022 to Q3 2023 Fixed Route: Total passengers are up by 3291; Transfers up 744; Wheelchair lift use up 456; monthly passes are up 990; receipts are up \$1005; total passenger receipts up \$2645; child passengers down 143. Paratransit: Total passengers down 14; Riders up 15; receipts down 151; and no shows up 32.</li> <li>Paratransit reports they are working through some administrative transitions; no complaints recorded.</li> </ul> <p><b>AVL System Update:</b></p> <ul style="list-style-type: none"> <li>All equipment is on location; working on scheduling the installation this will provide a live view of bus location for passengers through the app and allow for WIFI on all fixed route and paratransit buses.</li> </ul> <p><b>Compliments and Complaints</b></p> <ul style="list-style-type: none"> <li>Buses are behind on Route B: Arsenal Street due to construction &amp; first of the month ridership.</li> </ul>	<p>None</p> <ul style="list-style-type: none"> <li>K. Meehan scheduling training for the AVL system; hope to have it live by June 2023.</li> <li>This on-going concern should be alleviated when a new bus is added to the fleet and routes are extended.</li> </ul>

<p>Mobility Management Report:</p> <p>Jefferson County MM update, John Exford:</p> <p>City of Watertown MM Update Brandi Smith</p>	<ul style="list-style-type: none"> <li>County wide bus system update; 4 routes; goal to have county buses meet up with city buses at their current stops. JCBOE approved to order buses in the next fiscal year of grant applications.</li> <li>County Mobility Manage is continuing to meet with stake holders for suggestions and efficiency.</li> <li>Goal is to implement the First Mile Last Mile program, at the same time as the County Bus system.</li> <li>Increased community engagement; performed several Travel Trainings at Human Resource agencies, medical facilities for staff and consumers of each entity.</li> <li>24 new Paratransit applications, completed and submitted by working together with agencies and individuals.</li> </ul>	<p>Updates will be presented at Transportation Commission Meetings</p> <p>Any questions, concerns or comments should be directed to the Jefferson County Mobility Manager – John Exford at Volunteer Transportation Center.</p> <p>Any questions or Travel Training opportunities should be directed to Brandi at the Volunteer Transportation Center.</p>
<p>Transit Director Report: Kyle Meehan</p>	<ul style="list-style-type: none"> <li>Would like to have a full board at next meeting to appoint a Commission Chair and then appoint a Commission Secretary.</li> <li>A marketing consultation has been contacted to come up with a re-branding plan for better public awareness of the CitiBus systems; this has been written into next year's City budget.</li> <li>Meeting with the City Manager to go over the Genfare (payment) system; upgrades would include contactless and mobile pay options (cash will always be a payment option) <ul style="list-style-type: none"> <li>P. Hickey asked to be sent the information on the Genfare system and upgrades as well.</li> </ul> </li> <li>Working on initiative to retire Arboc buses early and filter in no/low emission buses.</li> <li>6 new bus shelters are being installed; there will be an RFP to contract the work for installation, the shelters will be placed at Mechanic St., LeRay St., Creekwood Apt, Walmart, Woodruff St. and the top of Washington St. hill in the next year.</li> <li>Implementation of advertising on Paratransit buses to increase advertising revenue opportunities.</li> </ul>	<p>Need a minimum of 6 members for quorum and a legal vote to be in attendance.</p> <p>K. Meehan to send P. Hickey Genfare info. &amp; meeting time with City manager. Meet with FTA regarding options to accomplish this.</p>
<p>New Business</p>	<ul style="list-style-type: none"> <li>P. Hickey reported on the Eclipse Plan for the weekend of April 6-8, 2024. Thompson Park is directly in the line of totality. There will be a large impact on transportation during the days leading up to and during the eclipse. The potential for 1000's of visitors to the area. Some hotels in the area already booked for that weekend. This is considered a mass gathering event.</li> <li>D. Berry offered to be on the planning sessions for the Eclipse committee.</li> <li>CitiBus is unable to provide the required transportation for the projected number of guests.</li> </ul>	<p>P. Hickey will have an invitation forward to D. Berry for the upcoming meetings. B. Smith will reach out to transportation providers for cost associated with chartering buses for this event.</p>

New Business cont.	<ul style="list-style-type: none"> <li>• P. Hickey inquired on 2019 to 2023 ridership comparisons</li> <li>• P. Hickey would like to know what the options are and how CitiBus can assist with transportation to the new polling sites for election day.</li> <li>• K. Meehan would like to increase ridership by introducing a promotion such as Transit Tuesday; all riders would ride for free, this would be to increase knowledge and awareness of CitiBus opportunities.</li> <li>• P. Wetterhan expressed concerns about medical transportation and lack of availability to City residents.</li> </ul>	<p>K. Meehan is currently working on these numbers and will provide them to P. Hickey.</p> <p>P. Wetterhan will provide the number of patients this affects to the Commission. Mobility Management will continue to assist medical facilities with setting up rides for such patients and talk with MAS and other providers for solution options.</p>
Next meeting	<b>Wednesday, July 19 @ 3:00PM</b> <b>CitBus, 544 Newell St., Watertown NY.</b>	B. Smith will email calendar invite with attachments
Adjourned	Meeting was adjourned at 4:12 PM P. Hickey motion to adjourn; P. Wetterhan 2 <sup>nd</sup> .	