



**Harbor Transit Local Advisory Committee
Minutes of the September 18, 2019 Meeting
Grand Haven Community Center**

The meeting was called to order by Chairman, Roger White at 1:20 PM.

Members Present: Roger White, Chairman
Ray Harz
Chrysteen Moelter-Gray
Carrie Uthe
Jon Toppen

Members Not Present: Jeffrey Smith
Nancy Anne Moss
Norman Cunningham
Warren Roosen

Harbor Transit Staff: Shelly Converse, Customer Care Supervisor
Dana Appel, Finance, Compliance Coordinator
Steven Patrick, Transportation Director

General Business:

1. Shelly provided most current ridership documents, Harbor Transit's Board approved "No Show Policy", Standing Order for student riders, updates to Routematch.
2. Shelly also talked about the wait times at schools had decrease to 12 minute wait from a 25 minute wait last school year.
3. No show are down and Dispatch feels it's because they provide the No Show Policy with the standing order documents. Parents are to sign stating they have received and understand the policy.
 - a. How do we notify new riders?
 - b. How do offenders remove the banned ridership?
4. Steve explained we have received 2 of the 3 buses that were ordered in October 2018.
 - a. 4 new buses in March 2020
 - b. 3 new buses in May 2020
5. Review and approve Harbor Transit's Vehicle Accessibility Plan for FY 2021 required for MDOT application.
 - a. Discussion on the updated fleet to expand by 3 buses but Harbor Transit had not made any other changes.
 - b. Jon motioned to accept. Carrie second. Motion approved.
6. Steve spoke about building expansion. Harbor Transit has \$1,000,000 grant to expand the facility and where Harbor Transit is in the processes. He currently is interviewing employees on their thoughts of what changes the facility should have. He is liking all the great suggestions and ideas. He also walked the committee through the next steps before the grant will be awarded.



7. General Comments and Discussion: Committee member asked Shelly what was the outcome of the meetings with the schools about the pickup locations. Shelly only had one schools push back, but eventually worked with Harbor Transit to help minimize the wait time.

Adjournment: Meeting was adjourned at 2:00pm.