

MISSOULA  **RAVALLI**
TRANSPORTATION MANAGEMENT ASSOCIATION

May 13, 2020
Ravalli County Commissioners
215 S. 4th Street, Ste. A
Hamilton, MT 59840

RECEIVED

MAY 18 2020

RE: **MR TMA Request for Funding FY 2021**

Ravalli County Commissioners

--	--	--	--	--

Dear Greg, Chris and Jeff,

The purpose of this letter is to provide a report of activities and documentation in support of the funding request by the Missoula Ravalli Transportation Management Association (MRTMA). As you are aware, Ravalli County has provided matching funds in the past to support the MRTMA grant application to the Montana Department of Transportation (MDT). In FY 2020, funds were allocated to MRTMA in the amount of \$3,500.

In the fiscal year commencing July 1, 2020, MDT will provide program funds to MRTMA on an 80/20 basis for all CMAQ eligible activities.

Our proposed FY2019 budget is estimated to be:

\$ 143,634	Federal 5311
\$ 78,180	CMAQ
<u>\$ 55,454</u>	<u>Local match</u>
\$ 277,268	Total

The vanpool program continues to seek out and respond to expansion requests from companies and individuals. We are anticipating operational changes this year due to COVID-19. We have purchased PPE supplies for our vanpoolers, but are unsure if more of our riders will continue working from home or people will need to utilize the vanpool to address financial issues. We do anticipate an insurance premium increase during FY 2021, which makes your contribution vital to our ability to provide the high level of service we are known for. However, we are respectfully requesting that the city continue funding MRTMA, as per your request at the same level, we are applying for \$3,500 for FY2021.

Let me know if you need anything additional.

In hope and gratitude,


Lyn Hellegaard
Executive Director

HAWAIIAN AIRWAYS

THE HAWAIIAN AIRWAYS AUTHORITY

RECEIVED

MAY 13, 2020
 Hawaii County Commission
 215 S. King Street, 2nd Fl.
 Hilo, Hawaii 96720

MAY 13 2020

HAWAIIAN AIRWAYS AUTHORITY

Hawaii County Commission

--	--	--	--

Dear Greg Clark and Staff:

The purpose of this letter is to provide a report of activities and accomplishments in support of the FY2020 budget request for the Hawaiian Airports Authority (HATA). The HATA is a public agency established under Chapter 103, Hawaii Revised Statutes, and is a part of the State of Hawaii. The HATA is responsible for the operation and maintenance of the Hawaiian Airports Authority (HATA) and the Hawaiian Airports Authority (HATA). The HATA is a public agency established under Chapter 103, Hawaii Revised Statutes, and is a part of the State of Hawaii. The HATA is responsible for the operation and maintenance of the Hawaiian Airports Authority (HATA) and the Hawaiian Airports Authority (HATA).

In the fiscal year commencing July 1, 2020, HATA will provide program funds to HATA. The FY2020 budget request for HATA is \$1,000,000. The FY2020 budget request for HATA is \$1,000,000. The FY2020 budget request for HATA is \$1,000,000.

Our proposed FY2020 budget is estimated to be:

Federal 2020	\$ 1,000,000
State 2020	\$ 1,000,000
Local 2020	\$ 1,000,000
Total	\$ 3,000,000

The various program counts to see out and respond to expansion request for companies and individuals. We are still seeing operational issues this year due to COVID-19. We have purchased 250 supplies for our vendors but we are still in need of supplies. We will continue working with our vendors to ensure they are able to provide the high level of services we are known for. We do anticipate an increase in revenue during FY2021, which will allow us to provide a higher level of services. We are currently in the process of applying for funding from HATA. We are currently in the process of applying for funding from HATA. We are currently in the process of applying for funding from HATA.

Let me know if you need anything additional.

Sincerely,
 [Signature]

Executive Director

FY 2021 DESCRIPTION OF PROGRAM ACTIVITIES

The Scope of Work and Program Activities for the period July 1, 2020 – June 30, 2021 is structured in four parts:

- I. Continuation of existing programs and projects.
- II. Increased public education and transportation advocacy.
- III. Special events transportation coordination.
- IV. Montana Transit Association

I. CONTINUATION OF EXISTING PROGRAMS AND PROJECTS:

Vanpool Activities

Activity: The vanpool program is maintained and expanded as funding permits through a grant between the Federal Transit Administration and the Montana Department of Transportation (MDT). Additional routes are planned for vehicles acquired through the Montana Department of Transportation capital assistance program.

MRTMA staff will coordinate all vanpool activities including: fare collection, scheduling and routing, maintenance of vehicles and such other duties as required for the safe and efficient operation of the vanpool program. MRTMA recognizes that intercity transportation alternatives need to compliment and coordinate within urban transportation systems in the region and in the Missoula area, in particular. During this period, it is anticipated that the vanpool program will consist of eighteen vans. The vans will be operated and coordinated to reduce single occupant vehicle traffic on Highway 93 South (Bitterroot Valley to/from Missoula); Highway 93 North (Missoula to Arlee) and Highway 93 North (Ronan to Arlee) The goal of this program is to enhance general public transportation by increasing intercity transit alternatives such as carpool and vanpool service.

Discussion: Since 1997, MRTMA has operated the vanpool program, which began as one vehicle, serving commuters coming to Missoula from Ravalli County. The vanpool program has since grown to provide transportation to Missoula from as far north as Columbia Falls. Currently the vanpool program's twenty four vans serve 121 individuals at 53 worksite locations.

In FY2016 MRTMA began working with the Valley Veterans Service Center in Hamilton to increase transportation options for the valley's veterans not currently being service by Disabled American Veterans (DAV) or Veterans Transportation Services (VTS) or BitterRoot Bus between Hamilton and Missoula. This gives Ravalli County veterans access to the Missoula Veterans clinic, Ft. Harrison and University of Montana five days per week. The service has two standard minivan and

ramp-equipped van for non-ambulatory veterans. This service has provided 1,530 rides. It has also been credited with having a measureable impact in reducing veteran suicides.

In FY 2016 MRTMA has successfully partnered the Seeley Lake Community Foundation and Seeley Swan Medical Clinic to begin a medical transportation program for Seeley Lake residents. Service is provided from Clearwater Junction to Condon. Since its March 2017 inception the service has provided 777 rides.

Update: COVID-19 response. The vanpool program will install WeatherTech floor liners which can be sanitized, face masks, hand sanitizer and alcohol wipes for all riders. We will also be installing Ridership software program which operates with RFID cards to track ridership. This will also allow for reducing staff exposure of outside of office facilities.

Statistics since inception of the vanpool programs show a total of 703,635 vehicle trips saved; 31,257,046 miles NOT traveled and 1,270.21 tons of reduction in vehicle emissions.

Carpool Activities

Activity: This matches commuters for shared rides in regard to origin, destination, hours, required stops to and from work (such as daycare and children's extracurricular activities), and personal preferences. MRTMA also assists carpools for matched commuters. Carpool assistance and ridematching are offered to individuals who are unable to participate in the vanpools. Efforts to provide carpool assistance and ridematching directly to employment sites and employment cluster areas will continue.

Update: MRTMA has partnered with Missoula In Motion to offer Ride Amigos ride sharing platform to people visiting our website and Facebook page.

Guaranteed Ride Home

1. **Activity:** MRTMA vanpool provides riders a Guaranteed Ride Home program to all vanpoolers and carpoolers registered with the agency. Riders may access this benefit up to 4 times per year. Depending on where the riders lives or works they can utilize the following services
 - Yellow Cab - funded by Missoula In Motion
 - Green Taxi - funded by MRTMA
 - Huckleberry Express - funded by MRTMA
 - BitterRoot Bus - funded by MRTMA
 - CSKT Transit - funded by MRTMA

Discussion: The funding for the GRH continues to be included in the Missoula In Motion program for riders registered with the program. For those riders who choose not to participate in MIM, MRTMA provides reimbursement for emergency rides. This program continues to serve as an incentive for individuals to alter their

transportation behavior. BitterRoot Bus and CSKT Transit also provide ADA service when requested.

Level and Use of Service

1. Ridership:

The number of rides/per day 87, for the first three quarters of FY 2020: 16,103

The number of miles NOT traveled for the first three quarters of FY 2020: 555,983.

These numbers have decreased dramatically year over year due to COVID-19 which resulted in the vanpool program dropping from 18 routes down to 6 for March and April FY2020. This trend continued into May.

2. Passenger Type: Indicate percent.

1% Elderly (60 and over)

>1% Disabled

99% Under 60

3. Minority Populations Served: Check all that apply.

Black

Hispanic

Asian

American Indian/Alaskan Native

Other (specify) East Indian/Pakistani _____

4. Trip Purpose: Indicate percent.

_____ Nutrition

95% Employment

4% Education

less than 1% _____ Medical

_____ Shopping

Less than 1% _____ Recreation

1% Other (specify) transport to other regional transportation provider services (i.e. airport, bus depot, etc.) and Group home residents visiting parents in outlying communities on the weekends.

5. Days/Hours of Service:

The majority of vanpool routes offer service Monday through Friday 6:30AM to 6:30PM, with one trip in the morning and one in the evening. However, vanpools can operate on whatever schedule a particular group of riders require, such as late night and weekend shift work.

6. Annual Miles of Service:

Total annual mileage of all vehicles: For the first three quarters of FY 2020: 555,983 a decrease of 36,624 over last year. The decrease can be directly attributed to the Governor's COVID-19 Stay at Home order.

OUTREACH PROGRAMS

Activity:

Employer Outreach and ETC Network: MRTMA staff will continue to coordinate efforts with the Transportation Demand Management Committee members. MRTMA will continue forming partnerships with businesses in the five-county area. Assisting employees in developing commute alternatives many of these partners will be solicited for matching funds for the program.

Discussion: Reducing the number of single occupancy vehicle trips made by employees commuting to the multitude of employment sites in the Missoula area from communities throughout western Montana requires direct communication with employers and employees. MRTMA will continue to inform employers and employees on the importance of transportation demand management as well as the many benefits associated with commute alternatives. In addition, the agency provides technical support to employers and employees in setting up programs such as car and van pools; shared rides; varied work hours; telecommuting; and park-and-ride lots. MRTMA helps with education, marketing and technical assistance. The agency will also work with groups wishing to take advantage of commuter tax benefits.

Activity: **Lake County Transportation Coordination:** MRTMA staff continues to coordinate efforts with the Lake County TAC, Lake County Council on Aging, Job Service Economic Council, Lake County Community Leadership Team and The Confederated Salish Kootenai Tribes (CSKT). Staff facilitated and administers the Emergency Transportation Assistance (ETA) voucher program. The program is active in Lake, Sanders, Ravalli, Mineral and Missoula County. The vouchers can be used for hospital discharges or job interviews or one month bus pass upon securing a new job. Staff has been responsible for recruiting business partners and Montana Department of Transportation to ensure the long term viability of the program. Since its inception, in March 2016 through March 2019, 821 rides have been given to transportation dependent individuals.

Activity: **Sanders County Transportation Coordination:** MRTMA staff continues to coordinate efforts with the Sanders County TAC and Lake County providers. This system serves seniors, individuals with disabilities, low income, Title VIII recipients and the unemployed.

Discussion: MRTMA will continue to work with Working Innovations, Veteran Employment Agencies and Job Service Offices in Lake, Missoula and Sanders County to address the difficulty in recruiting employees in the area. Staff will continue its outreach program stressing the importance of transportation demand management and the many benefits associated with commute alternatives. The agency will also work with groups wishing to take advantage of commuter tax benefits.

Activity: **Mineral County Transportation Coordination:** MRTMA staff continues to coordinate efforts with the Mineral County Pioneer Council TAC as the only provider in the county. Staff has assisted Mineral County Pioneer Council in developing a Transportation Coordination Plan, budgets and 5311 grant application to the Montana Department of Transportation. Staff coordinated a successful fundraising project to secure funds to replace their aging bus with a new minivan and ramp van. This system serves seniors, individuals with disabilities, low income, Title VIII recipients and the unemployed. Staff is facilitated the creation of a short notice medical transportation program. Rides are given to local medical clinics and specialist in Missoula.

Park and Ride Sites

Activity: Maintain and expand park-and-ride sites that facilitate carpooling and vanpooling activities. Additional park-and-ride sites will be developed and made available for commuters by negotiating with property owners, business managers and MDT. The Lewis and Clark Park-and-Ride is utilized throughout the year by commuters going to The University of Montana and downtown areas. During non-commute hours citizens use the facility for sporting events, Out to Lunch, Saturday Markets, Western Montana Fair and other civic activities. MRTMA also partnered with Mountain Line and the ASUM Office of Transportation to provide bus service from the center.

Discussion: MRTMA staff has been directly responsible for creating 27 park and ride locations in five Western Montana counties: Flathead, Missoula, Ravalli, Mineral and Lake. As the vanpool program expands to serve commuters throughout the region, park-and-ride site development will continue to be necessary in areas to the north, west and east of Missoula.

II. INCREASED PUBLIC EDUCATION AND TRANSPORTATION ADVOCACY:

Policy Development

Activity: MRTMA staff will maintain and increase their involvement in transportation policy development throughout the five-county area, and serve as a resource to MDT on a state-wide basis. These activities include:

State Rural Transportation Assistance Program Committee
Transportation Policy Coordinating Committee (TPCC)
Transportation Technical Advisory Committee (TTAC)
City of Missoula Bike Walk Bus Week
Specialized Transportation Advisory Committee (STAC)
Ravalli County TAC
Lake County TAC
Sanders County TAC
Mineral County TAC and Pioneer Council
Transit Cooperative Research Program Research Panels F-22
Transit Cooperative Research Program Screening Committee
National Highway Cooperative Research Committee 20-65
Lake County Job Service Economic Council
Lake County Community Leadership Team
Valley Veterans Service Center Board

III. SPECIAL EVENTS TRANSPORTATION COORDINATION:

Activity: Serve as the transportation technical resource to public and private organizations involved in planning and sponsoring special events, i.e. Choral Festival; Jazz Festival; Sustainable Living Tour, etc. Coordinate park and ride locations, routing and parking management strategies for large special events in and around the Missoula area. Special Events transportation coordination will aim to promote transportation

alternatives that reduce single occupant vehicle travel and reduce parking congestion.

Discussion: The public has come to recognize MRTMA as a resource for innovative transportation solutions. The agency has seen a significant increase in public requests for a more efficient and collaborative effort to provide appropriate transportation to and from special events. Dedicating staff time to coordinating transportation for special events is yet another way the agency is adapting and growing to meet the demand for transportation alternatives and furthering the mission of the agency.

V. MONTANA TRANSIT ASSOCIATION

Activity: MRTMA has been awarded the contract for the Montana Transit Association Coordinator for the period July 1, 2020-June 30, 2021. The general responsibilities of the coordinator are:

- A. Organize and support periodic meetings of the MTA Board.
- B. Organize the annual MTA conference.
- C. Create and distribute quarterly newsletters or mailings to the MTA membership.
- D. Organize an annual information campaign for state and local elected officials to acquaint them with public transportation issues.
- E. Provide technical assistance in marketing to MTA members as authorized by the MTA Board.
- F. Prepare correspondence at the request of the MTA Board and officers.
- G. Maintain and expand the membership.
- H. Develop contacts with other Montana associations and agencies, which would assist with broadening awareness of, and support for public transportation.
- I. Assist MDT and MTA as needed in organizing operations training for public transportation providers in Montana.
- J. Provide financial management of revenues and expenditures under this grant application, including development of matching fund sources. This work entails grant preparation, billing to MDT, payment of invoices, billing/tracking membership dues and related financial management support.
- K. Pursue other grant funding and match monies.
- L. Develop and address legislative issues pertaining to transit.

Additional activities: MRTMA staff continues to work with the Transit Cooperative Research Project and National Highway Cooperative Research Project through the National Academies of Science. Staff has also assisted the Community Transportation Association of America and the Small Urban and Rural Transit Center at North Dakota State University with training of transit personnel. Below is a listing of these projects:

National Studies/Technical Assistance and training materials

- Non-profit Transportation Services Handbook – SURTC
- CTAA Personnel Policy Manual for Transit Systems – SURTC

- TCRP F-12 Panel *"Employee Compensation Guidelines for Transit Providers in Rural and Small Urban Areas"* – Washington, D.C.
- TCRP G-09 Panel *"Human Services Transportation Cost Reporting to Facilitate Cost Sharing Agreements"* (also submitted problem statement) – Washington, D.C. - Chair
- TCRP Project J-6/Task 74 *"Improving Mobility for Veterans"* – Chair
- TCRP Project B42 *"Community Toolbox for Improving Options and Coordination of Transportation for Military Service Members, Veterans and Their Families"* - Chair
- TCRP SA-25 *"Deployment of Mobile Device Technology for Real-time Transit Information"*
- TCRP F-22 *"Identifying Best Practices & Sharing Resources for Transit Technical Training"*
- TCRP B-47 *"Mobility Inclusion for Un(der)served Populations with the Emerging Technologies"*
- NCHRP Project 20-65 Committee:
 - Task 73, *Best Practices and Marketing to Increase Rural Transit Ridership and Investment*
 - Task 75, *Baseline research on Allowable In-Kind and Local Match Sources* (submitted)
 - Task 76, *Opportunities for State DOTs (and others) to encourage Shared Use Mobility Practices in Rural Areas*
 - Task 77, *Lessons Learned and Impacts to Date of State DOT Implementation of New Federal Transit Asset Management and Public Transportation Agency Safety Requirements*
 - Task 78: *"Impact of Decline in Volunteerism on Rural Transit Systems"* (submitted)
 - Task 79: *"Program Management Insights for the 5310 Program (Including Sub-Grantee Consolidation and Urban 5310)"*
 - Task 80: *"Capacity Building Options for DOT Transit Staff"*
 - Task 81: *"Best Practices in Rural Service Assessment"*
 - Task 82: *"Issues Associated with Providing Customized, Client-Based Transportation Services"*
- NCHRP Project 02-26 *"Implementation of Programmatic Life Cycle Cost Analysis in a Transportation Asset Management Framework"* (Chair)
- NCHRP 08-130 *"Best Practices in Coordination of Public Transit and Ride Sharing"*
- NCHRP 08-131 *"Access to Jobs, Economic Opportunities and Education in Rural Areas - Chair"*
- TCRP Screening Panel 2006, 2007, 2008, 2009, and 2013, 2014, 2015, 2016, 2017, 2018– Washington-D.C. – 2007, 2013, 2014, 2015, 2016, 2017, 2018, 2019 Chaired 2015, 2016, 2017, 2018, 2019;

Panel Moderator/Presenter:

- Employment Conference – CTAA New Orleans, LA – *Successful Employment Transportation Partnerships*
- 18th National Rural Public & Intercity Conference, Omaha, NE - *Mobility for Disabled Veterans in Rural Communities*
- SW Disability Conference, - Albuquerque, NM - *Increasing Mobility Options for Veterans*
- CTAA Long Beach, CA – *Veteran's Mobility Transits Vitale Role*
- CTAA EXPO – Minneapolis, MN - *Maximizing Local Transportation Services How Transit Authorities and Transportation Management Associations (TMAs) Work Together Effectively*
- CTAA EXPO – Tampa, FL - *Aren't You Really a Mobility Agency? Why the Vanpool Works for Transit*

- **CTAA EXPO – Portland, OR – *Dynamics of Vanpooling: Taking a Turn in the Right Direction***
- **CTAA EXPO – Detroit, MI - *What Does it Take to Build a Sustainable Driver Workforce***
- **CTAA EXPO, Pittsburg, PA - *Recruiting a Sustainable Workforce" – Retaining a Sustainable Workforce***
- **CTAA EXPO – Palm Springs, CA - *Building a Sustainable Driver Workforce from Recruitment to Retention and An Introduction to Human Resource Management in Transit Systems.***
- **Idaho Transit Association Conference – Boise, ID - *Recruiting and Retaining Drivers (Part 1 and 2)***