

# **Panhandle Regional Organization to Maximize Public Transportation**

## **Minutes**

**May 9, 2018**

A regular meeting of the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) of the Panhandle Regional Planning Commission was held on Thursday, May 9, 2018, at 1:30 pm at the Panhandle Regional Planning Commission in the 3<sup>rd</sup> floor Board Room, 415 W. Eighth Avenue, Amarillo - Potter County, Texas.

### **MEMBERS PRESENT:**

Marita Wellage-Reiley, Trent Morris, Travis Muno, Melissa Carter, Lylene Springer, Joe Rogers, Desha Butler, Jana Goodman, Laura Reyher, Judge Dan Looten, Judge Nancy Tanner, Judge Benny Wilson

### **GUESTS PRESENT:**

No Guests attended this meeting

### **STAFF PRESENT:**

Dustin Meyer – LGS Director

Jamie Hall – LGS Specialist

#### **1. Call to Order**

Mr. Meyer called the meeting to order at 1:30 pm.

#### **2. Public Comments**

No comments

#### **3. Discuss And Consider Approval Of The Minutes From The March 22, 2018 Meeting.**

**Ms. Carter motioned** to accept the minutes as presented

**Ms. Springer seconded the motion**

**Mr. Meyer called for a vote:** The motion passed unanimously

#### **4. Discuss And Consider The Request For Proposal (RFP) For The TxDOT Funded Public Information Campaign**

Mr. Meyer gave an overview of the process for developing the Request for Proposal for a Public Information Campaign. Mr. Hall explained that the scoring

criteria included knowledge of the Region and the PROMPT Committee's Target Audience. Ms. Springer shared that she thought the RFP looked good. Mr. Morris asked about the process for submitting RFP's and the reason behind not allowing walk-ins. Mr. Meyer explained that it is a standard procedure for receiving proposals and Mr. Hall added that it is also a requirement in PRPC Procurement Policy. The PROMPT Committee continued to discuss the outcome of the previous RFP which was the RFP to develop the Mobile Transit App.

**Mr. Morris motioned** to accept the RFP as written

**Judge Tanner seconded the motion**

**Mr. Meyer called for a vote:** The motion passed unanimously

**5. Discuss And Consider A Vendor List To Receive The Request For Proposal (RFP) For The TxDOT Funded Public Information**

Mr. Meyer explained the process that was undertaken to develop the Vendor List. Mr. Hall added that local government staff kept the Vendor List to vendors that were no further than 3 hours away and met 50% of the criteria selection in the RFP. In addition, a search for disadvantaged businesses was performed and no businesses were found.

Mr. Meyer thanked Mr. Morris for the referral of WTAMU on the Mobile Transit App Vendor List and added that we appreciate the PROMPT Committee's feedback and we will add to the Marketing Vendor List any vendor recommendations that the PROMPT Committee may have.

**Judge Looten motioned** to accept the RFP as written

**Ms. Springer seconded the motion**

**Mr. Meyer called for a vote:** The motion passed unanimously

**6. Discuss Necessary Work Regarding The Project Work Plan And Timeline For The Coordinated Demonstration Project.**

Mr. Meyer presented the progress made on the work timeline. Mr. Meyer informed that the contract with WTAMU to begin the development of the Mobile Transit App is under review and soon to be finalized. A copy of the contract was provided to the PROMPT Committee for informational purposes to familiarize with the contract process.

Mr. Meyer explained that this is a standing item to report to the PROMPT Committee the progress that is being made on the demonstration project. The next step is to complete the RFP process for the public information campaign.

## **7. Discuss Other Happenings and Unmet Needs In Public Transportation Planning**

Mr. Meyer provided information regarding the statewide metrics and how the group may help to improve our reporting in unmet needs.

Mr. Hall explained a potential unmet need to improve transportation to physicians for those that live in counties that do not have primary care physicians. Further research may be done to include counties with no primary care physicians as an unmet need.

Ms. Wellage-Reilley shared that she has a hard time maintaining drivers for their service. The PROMPT Committee continued in a group discussion related to the difficulty in maintaining drivers and potential solutions.

Ms. Carter presented to the group the outcome of meeting that the Senior Ambassador Coalition put on for Transportation. This will be a training that will take place again in upcoming years in either the spring or fall. This training will help make the best use of public dollars.

Mr. Meyer explained the budget for the Public Information Campaign. Ms. Wellage-Reiley explained that Social Media offers a big return for a small investment.

The PROMPT Committee continued to discuss bus wraps and the desire to invest in bus wraps, however, wraps were a bit expensive at approximately \$2500.

## **8. Advisory Group Comments And Other Business.**

None

## **9. Adjournment**

Mr. Meyer adjourned the Meeting.