

The meeting came to order at 1:00PM

MTA Topics:

1. Grant binders – MTA said that the agencies did not want to have to send information that was the same in the grant application every year to MDT. They feel MDT should keep those on file and pull them when requested by FTA or state auditors. MDT Transit will check with Records Management and see if this is feasible due to the fact that we need to have complete records for every grant for every year.
2. PTMS – MTA is concerned that the program is timing out too quickly. MDT Transit will check with ISD and make sure that the 20 minute setting is in place. They would also like to have a tool to export and import documents.
3. LSC Survey Results – MDT Transit confirmed that we would have a final product in about 3 or 4 months. We are finalizing the plan at this time.
4. Technical Assistance Contractor – MDT told MTA that the contract with LSC has expired and that we have no plans to renew at this time. When asked why MTA wasn't consulted on who the vendor was, Jim Helgeson pointed out that MTA was mistaken as he was one of the reviewers on the last committee.
5. RTAP – MDT explained that RTAP is being used for technical assistance. MDT confirmed that in state training should be covered by the agencies existing operating budget. Once all travel funds have been spent for in-state training than MDT will use RTAP to supplement in state or out of state travel.
6. Procurement - Bonding vendors – MTA would like to see a qualified vendor list. Doug will look into a bonding cost by visiting with Braun and Gillig.
7. Legislative Audit of MDT – Doug explained that there were four transit items that needed attention in the audit. MDT has taken care of those items and FTA was aware and not concerned about them.
8. Rural 5311 funding to intercity – MDT is currently in the process of requesting a waiver from FTA to move a percentage of the 5311 intercity funds to 5311 general public funding.
9. Allocation formula favors systems with no "fares" – MTA was concerned that agencies that don't require fares were getting more federal funding than agencies that require fares. They felt that the formula should address this issue. MDT confirmed that the only agency at this time with no fares to MDT's knowledge was Streamline in Bozeman. However, they do have a contract with ASMSU for \$100,000 which comes from the student's tuition and fees. MTA was satisfied in knowing that they were receiving some funding from the public for their rides and this was no longer an issue.
10. Addition of transit programs – MDT explained that Rocky Boy was the only agency coming in for Section 5311 funding at this time. As far as authorization was concerned, MAP21 was the only bill out at this time from Highways. There is currently nothing on the FTA side. As in the past, no complete application will be denied. However, MDT has policies in place to determine funding for new starts.

11. MTA/MDT Coordination Efforts – MTA and MDT agreed that the quarterly schedule needed to be followed closely so that we were always communicating to avoid barriers.
12. Lead Agencies – MTA expressed their concern on the current system where lead agencies control the application process and the subrecipients don't feel they have any say in what goes on. This in return is producing low attendance by providers at the TAC meetings. They would like to see business handled the way it used to. MDT will investigate options and get back with our thoughts at the next MDT/MTA quarterly meeting regarding its stand on lead agencies.
13. Annual MDT Management Training – MDT explained that we would be holding the Transit Workshops on October 3 – 4, 2012 in Helena. The training topics include: PTMS Update, Roundtables, NTD reporting, Vehicle Replacement Plan Discussion, and “How to read Circulars and Federal Guidance” by Dan Wagner. MTA also agreed that they would hold their business meeting in the evening hours during the workshop dates.
14. Mobility Management – Lyn would still like to pursue the option of mobility management coordinators in the state. She will send Doug and Audrey a proposal to review.

MDT Topics:

15. Scope of Work for FY13 – MDT would like to go through the MTA Scope of Work with the MTA to fine tune areas in the scope that might need changing or adjusted. MDT and MTA agreed that this could be done at the next quarterly meeting in March.
16. Contract Oversight – MDT explained that due to the recent Legislative Audit findings that MDT would be providing more contract oversight on all its grants including RTAP.
17. Spring Conference – MTA said the dates of the conference were going to be April 11 – 13, 2012 in Great Falls. Some topics that will be covered include: website development by National RTAP, Dispatching Training and Managing Service Contracts by CTAA, Roundtable discussions, and state and federal updates.

The meeting adjourned at 3:30 PM.