



# CAG Gila County Transit Governance Study

**TWG Kick Off Meeting**

September 3, 2020





# SAFETY MOMENT



# CAG Title VI Notice



# INTRODUCTION



# TWG Overview

# TWG Overview

- Representatives of transit providers and other agencies directly impacted
- Provide input and data for draft deliverables
- Review draft deliverables
  - 1-2 weeks for review
  - Provide comment prior to TWG meeting
  - Comments compiled in comment response for discussion during TWG meeting
- Agency introduction/overview



# PROJECT OVERVIEW

# Scope of Work

- TASK 1 • Scope of Work
- TASK 2 • Project Management
- TASK 3 • Stakeholder Participation
- TASK 4 • Existing Transit Services & Governance Structures
- TASK 5 • Governance Peer Agency Review
- TASK 6 • Governance Assessment & Recommendation
- TASK 7 • Governance Implementation Strategy
- TASK 8 • Document Title VI Implementation Activities





# TASK 1 • Scope of Work

- Refine scope of work including any additional tasks necessary to successfully complete the study.
- The PMT will review and revise the scope, schedule, and budget. Refinements may include schedule adjustments to achieve key milestones, coordination of standing board or council dates, or modifications to scope.

***Outcome/Product/Deliverables:*** Revised Scope of Work

***Timeline:*** August

# TASK 2 • Project Management

- A. Describe activities that are required to manage the Study including staffing, equipment, and documentation.
- B. Provide monthly progress reports to the CAG Transportation Project Manager, documenting travel and expense receipts and prepare and submit invoices.
- C. Organize a kick-off meeting, PMT meetings, and other identified meetings, with the Partner Agencies and/or the TWG including preparation of associated agendas, supporting data, and summary notes.
- D. Identify and maintain contact information for key person interviews, and groups for stakeholder participation.

***Outcome/Product/Deliverables:*** Project Management Plan, Monthly Progress Reports, Progress Meeting Materials

***Timeline:*** Ongoing

# TASK 3 • Stakeholder Participation

- A. Work with the PMT to finalize the composition of the TWG.
- B. Work with the TWG to identify stakeholders with whom coordination should occur.
- C. Prepare a schedule of TWG meetings, stakeholder interviews, and two stakeholder workshops that should occur throughout the study process.
- D. Prepare a stakeholder participation plan that incorporates the schedule of TWG meetings, stakeholder interviews, and stakeholder workshops, anticipated board, and committee presentations, and other targeted techniques to educate, communicate, and reach consensus among participating agencies.
- E. Facilitate stakeholder interviews and prepare summary notes of the interviews.
- F. Conduct two stakeholder workshops, including developing workshop materials and preparing meeting notes.

***Outcome/Product/Deliverables:*** Stakeholder Participation Plan

***Timeline:*** Ongoing, with Stakeholder Participation Plan in September (1<sup>st</sup> week), stakeholder interviews in September and stakeholder workshops in December and February

# TASK 4 • Existing Transit Services & Governance Structures

- A. Review transit study documents and results of previous efforts to identify current and future services and operations. Inventory should include all sources of funding currently utilized to provide transit services within Gila County, including existing number of staff, operational numbers, and breakdown of funding (types, amounts – for federal programs and local contributions). This will include 5310, 5311, local match and fare contributions.
- B. Identify the functions of the transit services that are desired to be implemented.

Working Paper 1 will include:

- Documentation of existing transit services, previous study recommendations, and transit service functions that are desired to be implemented, including information on operations, routes, and funding sources.
- Documentation of existing administration, governance structure, operations, and maintenance practices.

***Outcome/Product/Deliverables:*** Draft and Final Working Paper 1, TWG Meeting and Materials

***Timeline:*** August – October, TWG meeting in October



# TASK 5 • Governance Peer Agency Review

- A. The team will present 6-8 potential peer agencies to the TWG for consideration, to narrow down to 4 peer agencies. The team will then analyze the formal structure of four (4) model transit agencies, including historical information, development process, governing and operating structures, funding, and legal authorities. This task should document peer agencies that have the distinctive features similar to Gila County, i.e. agencies that characterizes tribal areas and similar funding mechanism.
- B. Prepare an overview of each governance model including changes in the operating structures and funding, strengths, weaknesses, opportunities, and challenges.

**Outcome/Product/Deliverables:** Peer Agency List, Peer Agency Interview Materials, Peer Agency Summaries, Draft and Final Working Paper 2, TWG Meeting and Materials

**Timeline:** October - December, TWG meeting in early December

# TASK 6 • Governance Assessment & Recommendation

- A. Based on the results of the Governance Peer Agency Review in Task 5, evaluate how to approach/accomplish the transit services in the Existing Transit Services and Governance Structures of Task 4.
- B. Document the effectiveness of each approach including advantages and disadvantages.
- C. Identify all sources of funding available for the operation and expansion of transit services including funding opportunities that can be combined or leveraged and in compliance with the rules and regulations of the Federal Transit Administration Section 5310 and 5311 programs.
- D. Develop a recommended governance structure including the timing in which it should be implemented.

***Outcome/Product/Deliverables:*** Draft and Final Working Paper 3, TWG Meeting and Materials

***Timeline:*** January – April , TWG meetings in January and March

# TASK 7 • Governance Implementation Strategy

- A. Based on the results in the Governance Assessment and Recommendation of Task 6, provide a clear and comprehensive guide on how to implement the governance structure including final acceptance of the Study from the TWG and appropriate recommended governing bodies for approval.
- B. Define roles and responsibilities for each agency and any associated assets including the transfer of professional and contractual staff, equipment, capital assets and facilities, necessary agreements, legal issues, and training.

***Outcome/Product/Deliverables:*** TWG Meeting and Materials, Draft and Final Report

***Timeline:*** April - July, TWG meeting in early June

# TASK 8 • Document Title VI Implementation Activities

- A. Perform a basic Limited English Proficiency 4 factor analysis that includes recommendations and pricing to reduce potential significant impacts in relation to the CAG Title VI Plan.
- B. Ensure that the requirements of Title VI and related authorities that include Executive Order 12898, Environmental Justice, are considered and applied in all implementation/operation planning stages throughout the study.
- C. Provide a technical memorandum documenting compliance and activities with the applicable requirements of Title VI and Environmental Justice as they pertain to this study.

***Outcome/Product/Deliverables:*** CAG Title VI Compliance Documentation Memorandum

***Timeline:*** Ongoing, deliverable in July







# Open Discussion

# Open Discussion

- A. What do you think transit services in Gila County should look like in 10 years?
- B. Do you think transit will increase in usage and importance over time? If yes, why?
- C. Do you have ideas on how transit services could be organized or governed?
- D. What do you think are the biggest challenges with organizing regional transit services?
- E. In your opinion, what would make this project a success?



# Data Needs

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- Current Transit Service Information (i.e., routes, schedules, ridership, etc.)
- Current Financial Data (i.e. operating costs, funding revenues, etc.)
- Current Governance Structure
- Planned Service Extensions (i.e., new routes, extended hours, etc.)



Other

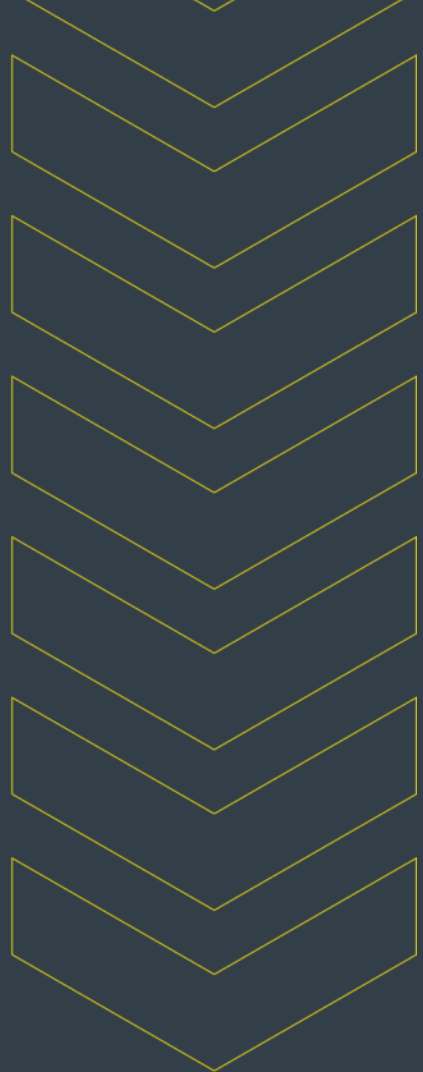


# Next Steps

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- Existing Conditions
- Stakeholder Interviews
- TWG Meeting #2 (mid-late Oct)





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