

**Municipality of Anchorage  
Public Transit Advisory Board  
Meeting Agenda  
March 14, 2024; 5:30-7:00 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Agenda**

**4. Public Involvement Announcement:**

Audience participation at this meeting is limited to the Public Comments section of the agenda. However, the Chair may open any agenda item for public comment. Written comments will be addressed first, then verbal comments on a first-recognized basis by the Board Chair. Each commenter should state their name so it can be recorded in the minutes. Commenters will have two minutes to speak on each agenda item they wish to comment on. If you used the call-in number, please mute yourself when not speaking by dialing \*6. A recording is being made of this meeting and will be posted on the Municipal website.

**5. Action / Information Items**

1. Minutes of December 14, 2023, Meeting (Action Item): 2 minutes
2. Director's Update (Info Item): 8 minutes
3. Operations Update (Info Item): 5 minutes
4. Ridership Update (Info Item): 10 minutes
5. Transit Center Study Update (Info Item): 10 minutes
6. Transit Appreciation Resolution (Action Item): 5 minutes
7. Transit Employee Appreciation Letter (Action Item): 10 minutes
8. PTAB Meeting Location (Action Item): 10 minutes
9. 2024 PTAB Core Purpose, Values, and 2024-2025 Priorities (Action Item): 10 minutes
10. PTAB Procedural Rules and Order of Business (Action Item): 10 minutes

**6. Public Comments [2 minutes each]**

**7. Member Comments**

**8. Adjournment**

**Next PTAB Meeting Date:**

PTAB Regular Meeting – Thursday April 11, 2024

# Public Transit Advisory Board (PTAB)

Meeting Minutes

December 14, 2023, 5:30–7:00 p.m.



## Call to Order

Ms. Sarah Preskitt called the meeting to order at 5:30 p.m.

## Roll Call

### PTAB Members Present

Michael J. Williams  
Michael Williams  
Nathaniel Lackey  
Peter Hill  
Sarah Preskitt

### Citizens Present

Kyle Mielke

### PTAB Members Absent

CB Brady  
Doug Miller

After the roll call, it was identified that a quorum was present.

## Approval of the Agenda

Mr. Peter Hill moved to approve the December 14, 2023, agenda.

Mr. Michael J. Williams seconded.

The motion passed without objection.

## Public Involvement Announcement

Ms. Sarah Preskitt read the public involvement announcement.

## Action/Information Items

### 1. Minutes of the November 9, 2023, meeting (Action Item)

Mr. Peter Hill moved to approve the minutes of November 9, 2023.

Mr. Nathaniel Lackey seconded the motion.

The motion passed without objection.

### 2. Director's Update (Information Item)

Information was provided by Mr. Wes Renfrew.

### 3. Operations Update (Information Item)

Information provided by Mr. Wes Renfrew.

**4. Nominations for Vice Chair (Action Item)**

Ms. Sarah Preskitt nominated Mr. Nathaniel Lackey.

Mr. Peter Hill seconded.

Mr. Nathaniel Lackey accepted the nomination, there were no other nominations for Vice Chair.

**5. Election of Vice Chair (Action Item)**

No one opposed approving accepted Mr. Nathaniel Lackey as Vice Chair. He was elected unanimously.

**6. Service Change Update(Information Item)**

Information was provided by Mr. Randy Brown.

**7. Transit Center Study Update(Information Item)**

Information was provided by Mr. Randy Brown.

**8. Ridership Update (Information Item)**

Information was provided by Mr. Nicholas Abugel and Bart Rudolph.

**Public Comments**

Kyle Mielke said that he was excited about the upcoming service change. He added that he was curious if future service changes may be delayed. He thanked the PTAB board for their efforts.

**Member Comments**

Mr. Nathaniel Lackey said that he appreciated the appointment to Vice Chair of the PTAB.

Mr. Michael J. Williams said that he was happy about the updates and appreciated being on the board.

Mr. Michael Williams said that he wasn't surprised that in the reduction in ridership from the snow events in the last month. He also congratulated Mr. Lackey on his appointment.

Mr. Peter Hill expressed his congratulations to Mr. Lackey on his appointment and added that he appreciated the efforts People Mover made to keep the buses running in the city.

Ms. Sarah Preskitt also thanked People Mover for staying open and operating in the adverse snow conditions. She also congratulated Mr. Lackey on his appointment.

## **Adjournment**

Mr. Peter Hill moved to adjourn the PTAB meeting of December 14, 2023 at 6:25 PM.

Mr. Michael Williams seconded.

The next PTAB meeting will be held on January 11, 2024, from 5:30–7:00 p.m.

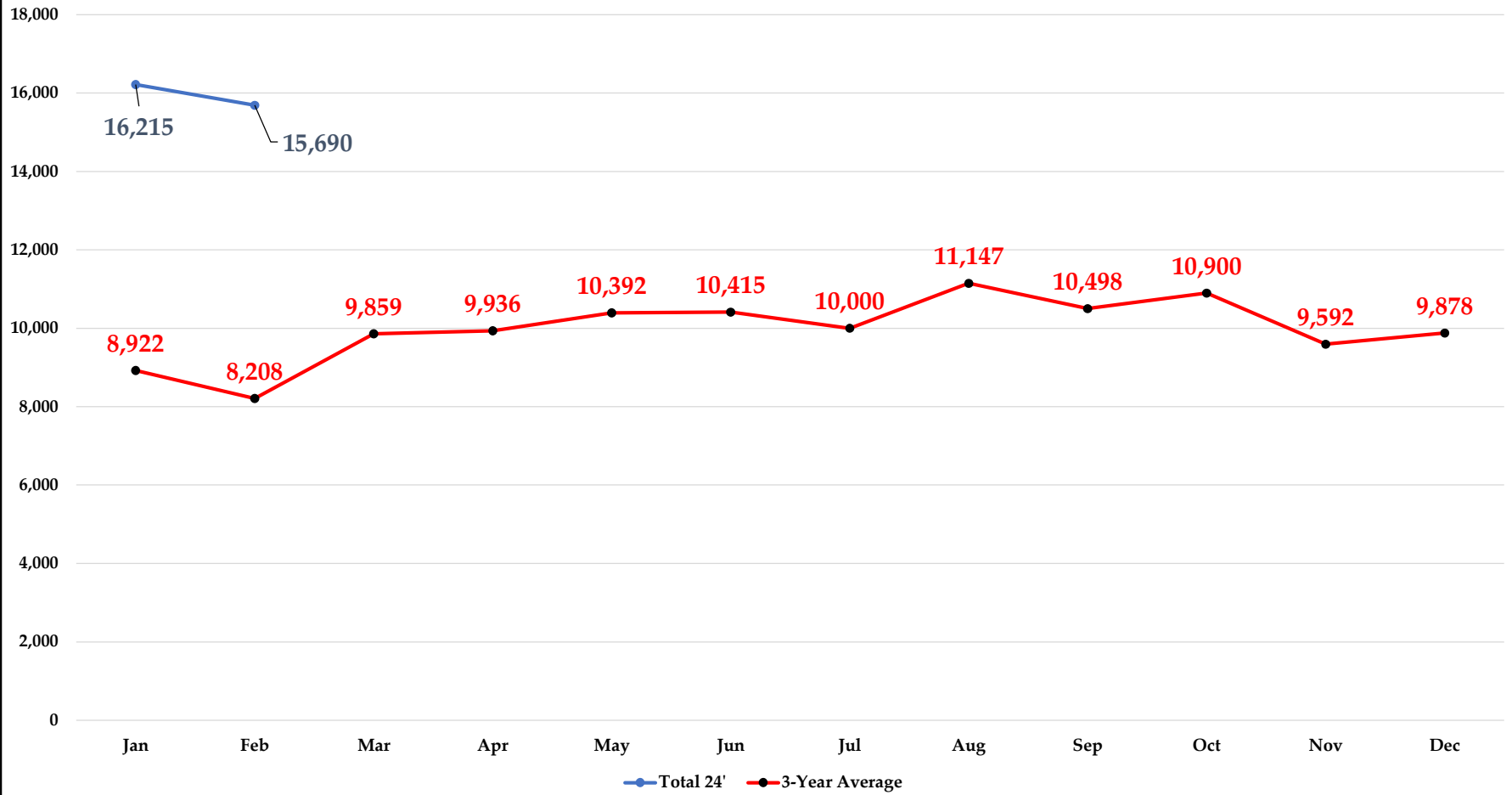
Respectfully submitted,

Nicholas Abugel  
Transit Planning Technician

*For details of the board's discussion, please refer to the recording of this meeting on the municipal website at <http://www.muni.org/Departments/transit/Pages/PublicTransitAdvisoryBoard.aspx7>*

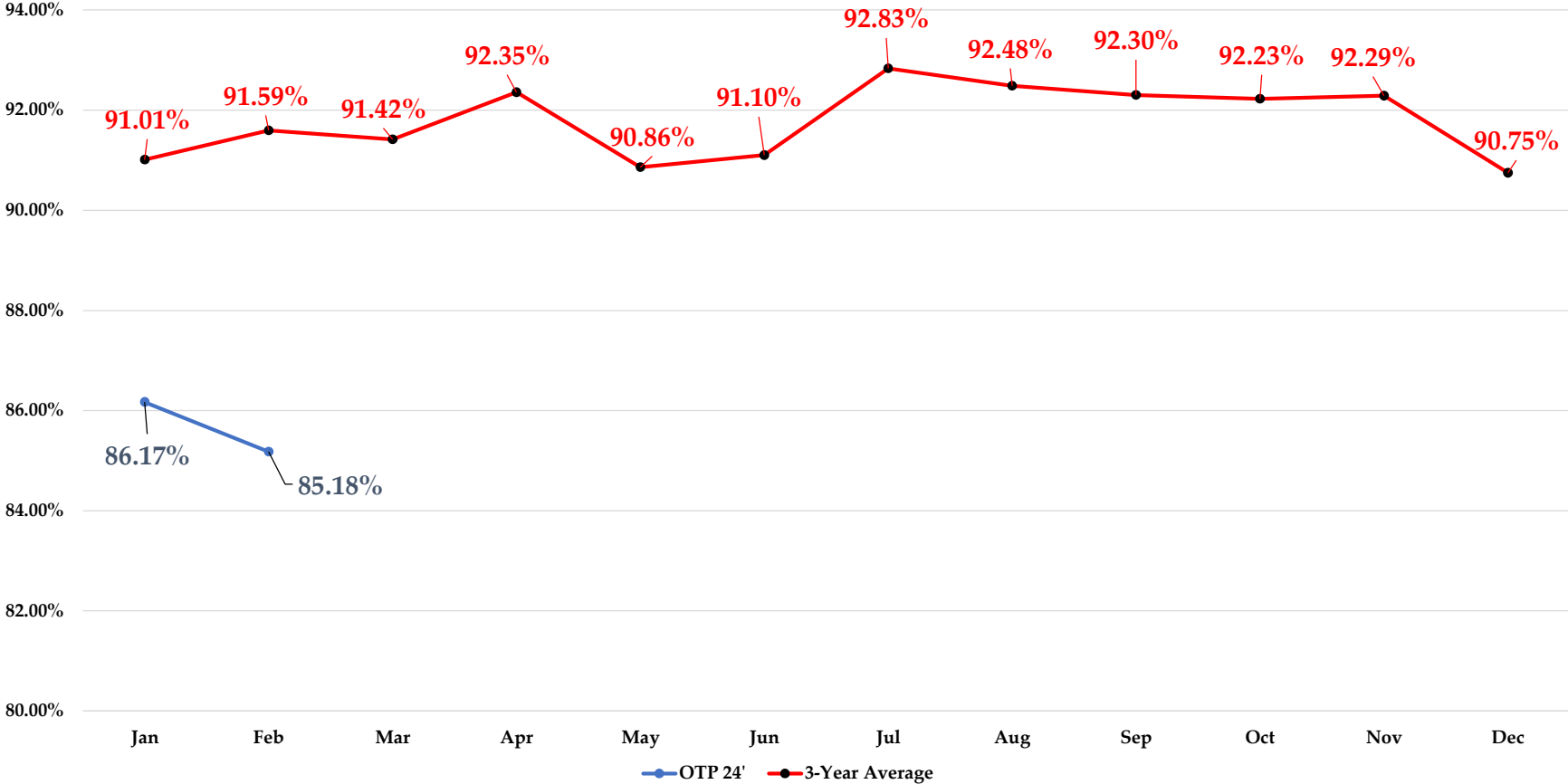


# AnchorRIDES 2024 Ridership

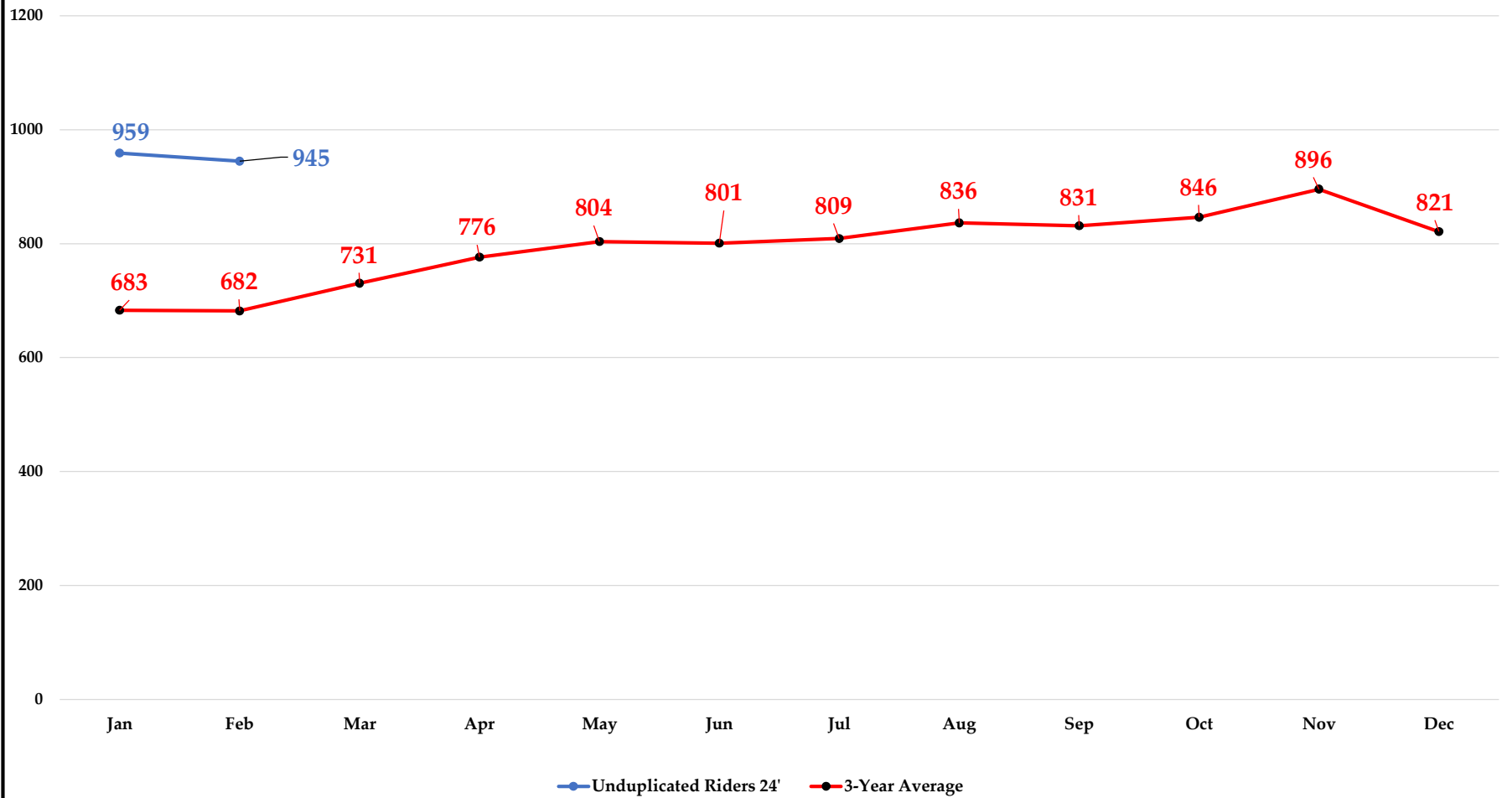


# 2024 AnchorRIDES On-Time Performance

15min +/-

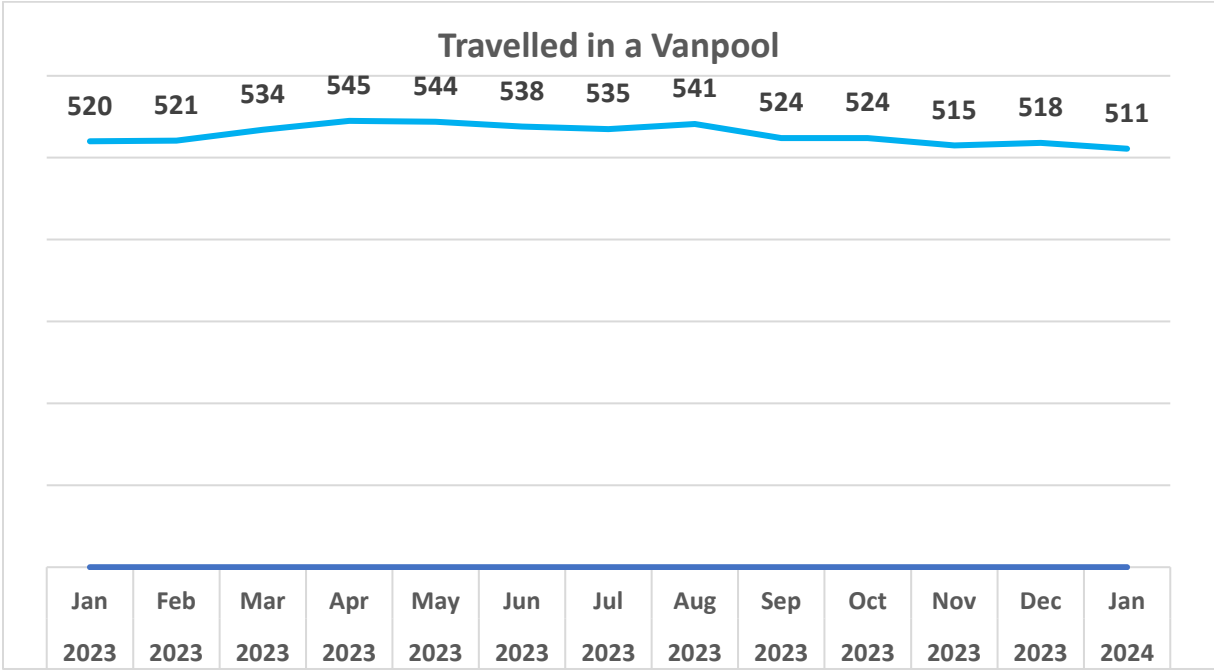
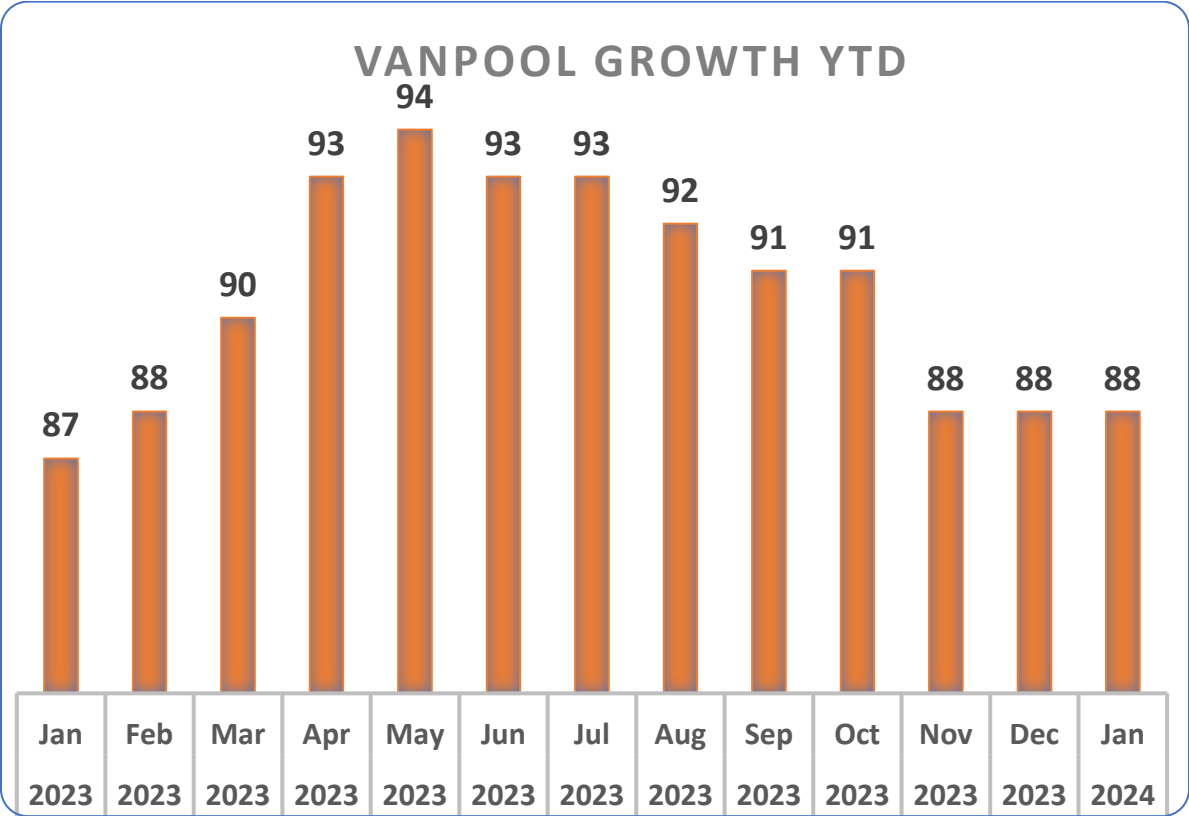


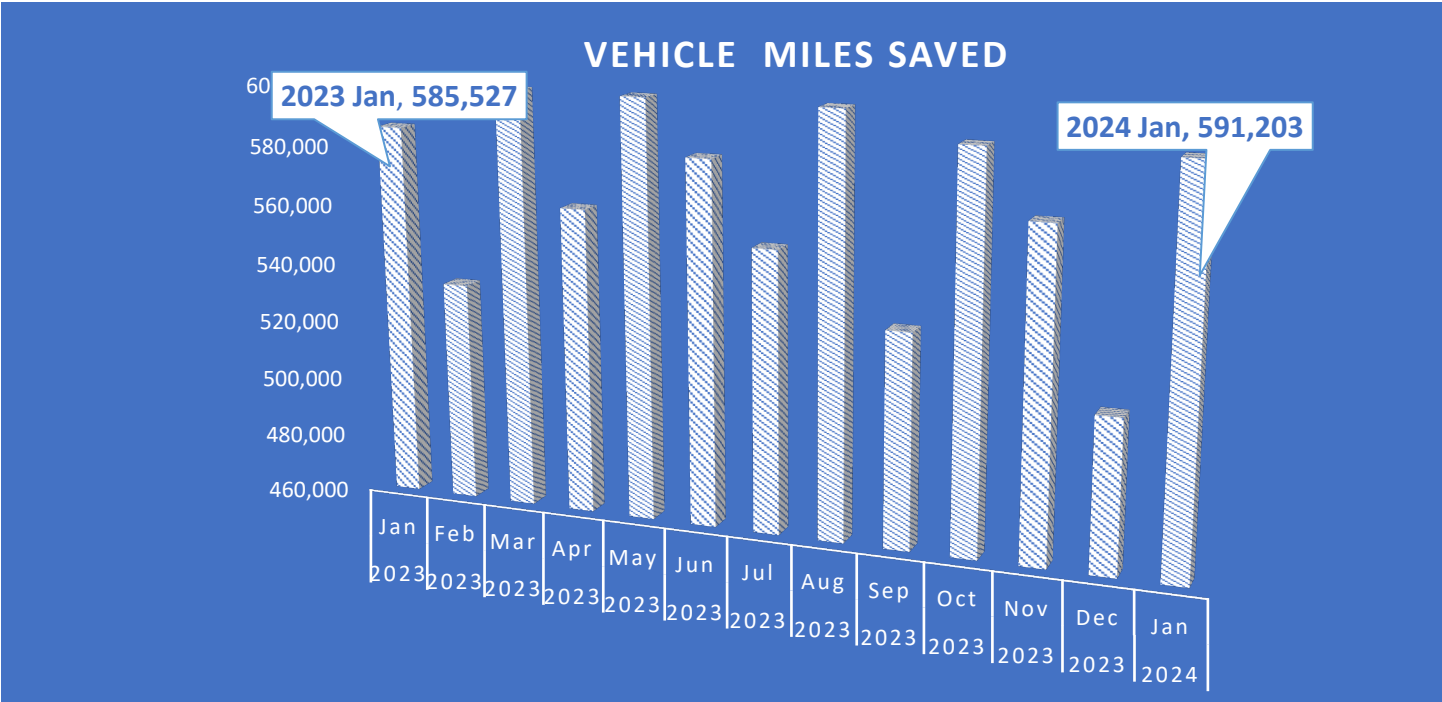
## 2024 Unduplicated Customers



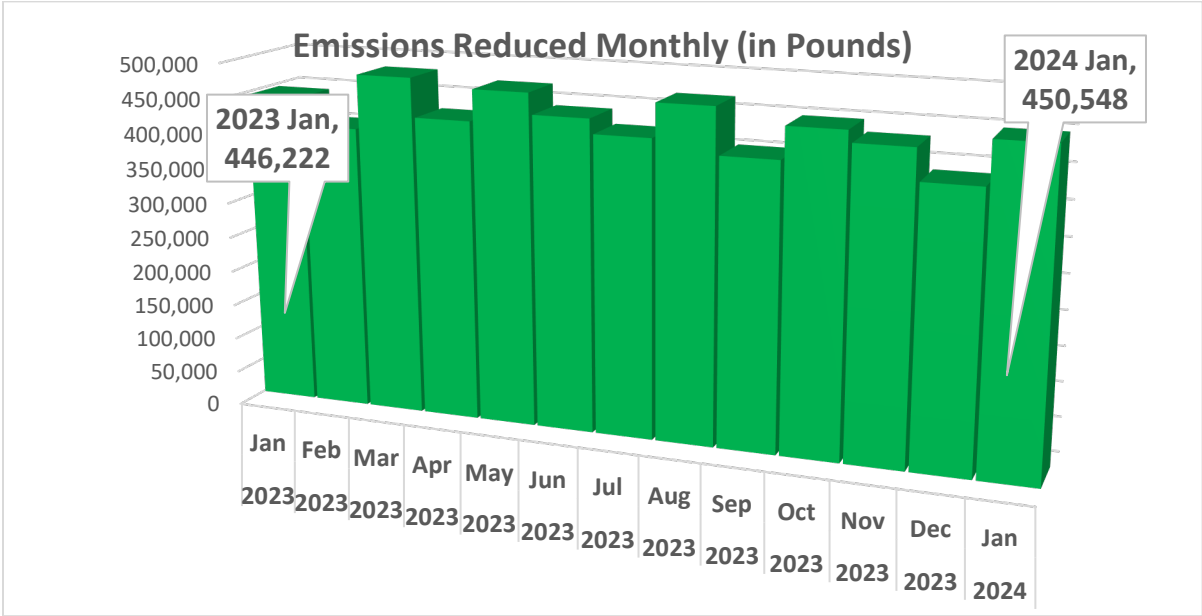


# March 14, 2024, PTAB Meeting RideShare Report





**Program Goal is to reduce CO2 emissions**



March 14, 2024

Dear Public Transportation Department Staff,

In honor of National Transit Employee Appreciation Day, the Public Transit Advisory Board would like to express our appreciation for the exceptional service provided by the Municipality of Anchorage Public Transportation Department staff, particularly during the recent period marked by multiple snowfall events, staff shortages, and stressed riders. Your dedication and unwavering commitment to customer service in the face of these challenges are truly commendable.

Despite these numerous difficulties, you consistently prioritize passenger safety and comfort. Whether navigating through snowstorms, juggling responsibilities due to staff shortages, or interacting with riders who are having a tough day, you do so with professionalism and compassion. This commitment to service during challenging times is a testament to your character and dedication to your profession.

Your dedication and hard work are truly appreciated by countless individuals who rely on public transportation every day. You play a vital role in keeping Anchorage moving, even amidst unforeseen obstacles, and your efforts contribute significantly to the well-being of our community.

We recognize that a letter is not enough to thank you for your ongoing hard work. We can promise that we will continue to advocate for resources and strategies to help alleviate stressors and support the work you do every day.

Thank you again for your outstanding service and commitment to making public transportation a reliable and positive experience for everyone, even during challenging times.

Sincerely,

Members of the Public Transit Advisory Board

Sarah Preskitt, Chair

Nathaniel Lackey, Vice Chair

CB Brady

Peter Hill

Doubl Miller

Michael Williams

Michael J Williams

**Municipality of Anchorage Public Transportation Advisory Board (PTAB)**

**Action Item: Meeting location**

**How should the Public Transportation Advisory Board hold their regular meetings?**

This decision will sunset on April 30, 2025 and is eligible to be revised by another vote of PTAB membership at any regular or special meeting.

Entirely in person

Hybrid in person/virtual

Entirely virtual

Meeting method selected:

Decided on the 14th day of March, 2024 by a vote of \_\_\_\_\_ in person, \_\_\_\_\_ hybrid, and \_\_\_\_\_ virtual.

\_\_\_\_\_  
PTAB Chair

\_\_\_\_\_  
Date

# Municipality of Anchorage Public Transit Advisory Board (PTAB)

## Core Purpose, Values, and 2024-2025 Priority Goals to support Transit on the Move

### Transit on the Move

Transit on the Move (TOTM) identifies goals and objectives for the Municipality of Anchorage's Public Transportation Department (PTD) to work toward and identifies performance measures and targets to track progress in achieving those goals. The plan creates a list of priority projects to improve the transit system, which are queued up and ready for implementation as additional funding is made available.

### Core Purpose

- **Providing a voice between the community and public transit**
  - "Voice" is on behalf of the community to the Anchorage Assembly and the Public Transportation Department and our Voice from the Department to the community; we use it in all directions on purpose

### Core Values: practical definitions

- **Connection:** connectivity; connecting people, riders, and place
- **Equity:** inclusion; access; welcoming; meeting people where they are; options; flexibility
- **Riders:** public transit and RideShare travelers of all abilities
- **Safety:** access to transit and transit stops; security at stops and on the bus; safety for staff

### PTAB Priorities 2024-2025

1. Advocate for legislation and initiatives on the local, state, and federal level to support the safety and well being of PTD staff
2. Recruit and onboard a full board with representation from various communities and abilities
3. Spearhead recognition from the whole board to all transit staff for their very hard year
4. Collaborate with local organizations with similar values and goals to develop ways to advocate for improvements for all transit users
5. Thank the Federal Delegation for transit funding
6. Support newly elected officials to assist their understanding of PTD, PTAB, and TOTM
7. Advocate for desired projects to be included in the annual budget and 1st quarter budget revisions to the Assembly and the Mayor
8. Focus on outreach, supporting engagement and participation in the Transit Center Study process and potential construction as well as restoring people's confidence in riding and their role in supporting public transportation
9. Create proposals for TOTM ready projects to present to the Assembly and the Mayor

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Approved on the \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays

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Chair, Public Transit Advisory Board

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Date

# PTAB Procedural Rules and Order of Business

## Purpose

To establish procedural rules and order of business for the Public Transit Advisory Board as required in [Anchorage Municipal Code \(AMC\) 4.05.120](#). In areas where this document conflicts with AMC, AMC prevails and the document shall be amended.

## 1. Section 1 - Definitions

- 1.1. As used in this document, the following words and phrases shall have the following meanings:
  - 1.1.1. **'Action Item'** means a specific task or activity that needs to be accomplished within a project or a set timeframe. It is a tangible, measurable step that contributes to the overall goals. (Example: anything requiring a vote of the Board)
  - 1.1.2. **'Assembly'** means the Assembly of the Municipality of Anchorage and any legislative body hereafter succeeding to its powers;
  - 1.1.3. **'Board'** means the Public Transit Advisory Board created under [AMC 4.60.100](#), as amended;
  - 1.1.4. **'Business item'** means any proposed action, decision, or discussion item requiring consideration, deliberation, or voting by the Board. This includes but is not limited to agenda items such as proposed resolutions, project updates, Board committee reports, and any other matters relevant to the function and responsibilities of the Board;
  - 1.1.5. **'Chair'** means the chair of the Board or, where appropriate in the context, the person acting as the Chair of the Board;
  - 1.1.6. **'Department'** means the Public Transportation Department; abbreviated as PTD.
  - 1.1.7. **'Designee'** means the person the Director delegates and is authorized to complete a task in their stead.

- 1.1.8. **'Director'** means the person appointed by the Mayor and confirmed by the Assembly to oversee the day-to-day operations of the Anchorage Public Transportation Department;
- 1.1.9. **'Mayor'** means the Mayor of the Municipality and any chief executive officer of the Municipality hereafter succeeding to the executive powers of the Mayor;
- 1.1.10. **'Member'** means a member of the Board;
- 1.1.11. **'Municipality'** means the Municipality of Anchorage, a home-rule municipal corporation existing under the law of the state of Alaska, and any municipal government hereafter succeeding the Municipality of Anchorage, or where the context so requires, it means the geographic area within the political boundaries of the Municipality of Anchorage and any such succeeding municipal government; abbreviated as MOA.
- 1.1.12. **'Quorum'** means the number of board members required to approve action items at a regular or special meeting as outlined in [AMC 4.05.080](#);
- 1.1.13. **'Regular Meeting'** means a gathering of the Board for the purpose of conducting business which occurs at a usual and prearranged time and place;
- 1.1.14. **'Special Meeting'** means a gathering of the Board called as outlined in [AMC 1.25.005](#) for the purpose of conducting business which is of such urgency as to make waiting for the next regular meeting impractical;
- 1.1.15. **'Vice Chair'** mean such Member of the Board who has been elected to act in the place and stead of the Chair when such Chair is absent from a meeting of the Board for any cause and who shall exercise all the rights, power and authorities of the Chair;
- 1.1.16. **'Work session'** means a gathering of Board members for the purpose of obtaining information and discussing an announced topic.

## **2. Section 2 - Meetings**

### **2.1. Meeting Preparation Procedures**

- 2.1.1. 14 calendar days before the regularly scheduled monthly meeting, PTD staff as determined in [AMC 4.05.140](#) will send a call for agenda items via email to the chair and vice chair of the Board.

- 2.1.2. Members may submit agenda items for consideration in writing via email or mail to the chair or vice chair.
- 2.1.3. Agenda items for consideration are due to the chair and vice chair 10 calendar days before a regularly scheduled meeting.
- 2.1.4. The chair or vice chair will determine the agenda in consultation with the Vice Chair and Director or their designee.
- 2.1.5. The final agenda is due to PTD staff for the meeting announcement 8 calendar days before the regularly scheduled meeting.
- 2.1.6. Following the call for and scheduling of a special meeting, the party calling the special meeting shall organize and submit the agenda to PTD staff.
- 2.1.7. PTD staff will announce meetings and distribute meeting materials.

## 2.2. Scheduling Meetings

- 2.2.1. Per AMC 4.05.090, meetings need not be held if no business is pending. The Chair will determine if business is pending.
- 2.2.2. All PTAB meetings will be held in accordance with the State of Alaska's Open Meetings Act ([AS 44.62.310](#) and [AS 44.62.312](#)).

## 2.3. Cancellation of Meetings

- 2.3.1. The Chair or the Vice Chair, in the Chair's absence, may cancel any meeting of the Advisory Board if they determine that weather conditions or an emergency warrant such action. The Chair shall make every effort in collaboration with PTD staff to inform all Members, scheduled attendees, and the public of the cancellation.
- 2.3.2. Postponement of the meeting canceled due to weather conditions or an emergency shall not exceed the next regularly scheduled meeting of the Board.

## 2.4. Manner of Voting

- 2.4.1. The manner of voting shall be conducted in a manner that ensures accessibility for all participants, including those with disabilities. Acceptable voting methods include, but are not limited to, a show of hands, "emoji hands" in a virtual setting, verbal methods, or any other reasonable method directed by the Chair during the meeting.



### **3. Section 3 - Administrative**

#### 3.1. Procedural rules and order of business

- 3.1.1. The Chair shall set the agenda in consultation with the Vice Chair and Director or their designee.
- 3.1.2. Regular and special meetings will be governed by Robert's Rules of Order as revised.

#### 3.2. Determining Annual Goals and Priorities

- 3.2.1. The Chair shall facilitate an annual work session to be scheduled during the fourth quarter of the year to discuss and determine the Board's annual goals and priorities. These goals and priorities must be approved through a vote at a regular or special meeting that has been announced in accordance with [AMC 1.25.015](#).

#### 3.3. Annual Training/Department Tour

- 3.3.1. The Chair shall facilitate annual training to be held in November or December in consultation with the Vice Chair, the Director, and PTD staff designated by the Director.

#### 3.4. Board Elections

- 3.4.1. Board elections for the positions of Chair and Vice Chair shall be held annually during the regular meeting each May.
  - 3.4.1.1. In the event the regular May meeting cannot be held due to emergency circumstances or lack of quorum due to member unavailability, elections will be held at the next meeting held with a quorum present.
- 3.4.2. Board elections for the positions of Chair and/or Vice Chair shall be held as necessitated by a vacancy of office.
- 3.4.3. Elections may be held during a regular or special meeting.

#### 3.5. Board Communication

- 3.5.1. Communication to PTD staff outside of meetings from Board members regarding Board matters shall include the Chair and Vice Chair.
- 3.5.2. Communication among the entire board via email, text, chat, written communication, or any communication outside an announced meeting shall be used

narrowly and to announce meetings or opportunities, or to determine meeting logistics such as member availability and location options.

- 3.5.2.1. Following communication outside a meeting to gather meeting logistics information, the Chair will work with PTD staff to evaluate the information shared to determine the time and place of the applicable meeting.

## **4. Section 4 - Reserved**

## **5. Section 5 - Amendments**

### 5.1. Submission of Amendments

- 5.1.1. Any Board Member or the Director or their Designee may submit a proposed amendment to the PTAB Procedural Rules and Order of Business in writing to the Chair or Vice Chair at least ten (10) days prior to a scheduled meeting. Alternatively, amendments may be proposed verbally during a regularly scheduled meeting for consideration at the next meeting.

### 5.2. Voting on Amendments

- 5.2.1. Proposed amendments to the PTAB Procedural Rules and Order of Business shall be discussed and voted on by the Board during a meeting. A two-thirds majority vote of the Board is required for the approval of an amendment to this document.

### 5.3. Effective Date

- 5.3.1. Approved amendments shall come into full force and effect on the first business day following approval by the MOA Legal Department.

## **6. Section 6 - Review**

- 6.1. This document is effective until October 14, 2027 unless affirmatively continued by the Board for an additional three years.**