

DRAFT DOCUMENT

Comments due by 2/15/23

at 4 p.m.



Transportation Coordination Plan



2022 - 2027

Formally adopted by the Park County Commission on January 25, 2022.

Amended Copy Approved by the Park County Transit Board on 2/16/23.

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APPENDICES

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Executive Summary

Park County certifies that the Park County Transportation Coordination Plan is a locally developed, coordinated public-transit human-services transportation plan prepared through a process that included representatives of public, private and non-profit transportation and human-service providers with participation by the public and representatives to address the needs of persons with disabilities, low income people and minorities as well as users of the service. This document is the latest five-year plan to support the Windrider Transit program and services. The Plan is updated annually.

Park County Transit Board

Active members of the Park County Transit Board (PCTB) include representatives of the City of Livingston, Park County and community leaders interested in transportation. The group meets monthly at 1 p.m. in the Community Room of the City/County Complex. If extenuating circumstances exist, where members cannot meet in person, the board uses an online virtual meeting platform to conduct meetings.

As of January 2023, the PCTB members include:

Chairwoman - Heidi Barrett - ASPEN Executive Director

Vice-Chair - David Eaton - Counterpoint Executive Director

Transit Director - Kristen Galbraith - Park County Grants & Special Projects Director

Mary Beebe - HRDC Sherwood Service Coordinator

Steve Caldwell - Park County Commissioner - (non-voting)

Mark Manseau - Retired Business Owner and Bridger Bowl Board Member

Torrey Lyons - Livingston City Commissioner

Jessica Wilcox - Livingston HealthCare Community Health Coordinator

Date of Adoption by Board of Directors

The PCTB formally adopted the original 2017-2021 Park County Transportation Coordination Plan on February 16th, 2017. The Plan was updated annually and the Park County Commission formally adopted the updated 2022-2026 Plan on January 25, 2022. The PCTB approved the amended 2022-2026 Park County Transportation Coordination Plan on February 16, 2023. A copy of the minutes demonstrating the action by the PCTB in 2023 is included as **Appendix A** along with copies of the public notice for public participation and comments related to the Plan.

Agencies Involved

As part of the Park County policy to involve as wide of reach as possible of community members in project and program planning and implementation, elderly, persons with disabilities, low income and minority populations, as well as the general public, are always invited to provide input during document planning and preparation. Various forms of invitations and outreach include legal ads, newspaper publications, flyer distribution and via community member websites and social media outreach. This county-wide policy was followed in the development and subsequent updates of the Transportation Coordination Plan. Agencies associated with the development of the original Coordination Plan, and who provided input via email, voice communication or presence at PCTB meetings since 2017, include:

- Angel Line - Angel Line's mission is to ensure that lack of affordable transportation is not a barrier to individual independence. In operation since 1993, Angel Line began operation when the City of Livingston asked Park County to join with them and the Montana Department of Transportation to obtain affordable transportation for seniors in Park County. Angel Line provides services to residents of Livingston and the surrounding communities. Angel Line provides services to anyone 60 years of age or older and to anyone with a doctor's letter of disability. Former Angel Line and PCTB member, Marnie Gannon, was an important resource in development of the Coordination Plan and directing the public transit system idea into a viable reality. Angel Line Coordinator, Martha Miller (also Park County Auditor), has provided valuable assistance in determining potential capital and operating expenses, ridership numbers and possible community partners.
- Abuse Support & Prevention Education Network (ASPEN) - ASPEN, formerly known as Tri-County Network Against Domestic & Sexual Violence, was incorporated in 2001 as a 501(c)3 nonprofit organization dedicated to serving victims and survivors of domestic and sexual violence. ASPEN has continued to expand over the years to offer more programs and services to the community. ASPEN serves the residents of Park, Sweet Grass and Meagher Counties of Montana, but also extends services to anyone in a situation of domestic or sexual violence who are fleeing an abusive situation and need assistance. These services include an emergency shelter, a 24-hour crisis line, crisis counseling, support groups, legal advocacy, information and referrals, safety planning, emergency 911 phones, assistance with Orders of Protection and/or law enforcement reporting, forensic medical exam support and community outreach and educational programs. Heidi Barrett, ASPEN Director and PCTB member has been an important resource in development of the Coordination Plan and directing public transit system strategies.
- Bridger Bowl – The ski area is located on the east slope of the Bridger Mountain Range in Gallatin County, approximately a 45-minute drive from Livingston. Transportation ride share to and from Bridger Bowl for Park County residents was

non-existent up until 2018, when communications and meetings, facilitated by PCTB members, took place. The intent of this planning was to coordinate use of the Livingston School District buses and drivers on weekend days to transfer skiers to and from Bridger Bowl, alleviating major traffic and parking concerns at the popular facility. Free services for weekend riders to Bridger Bowl were offered by WT during the 2018/2019 and 2019/2020 ski seasons. Because of the COVID pandemic, no ski shuttle services were offered during 2021/2021 and 2021/2022 ski seasons. As of January 2023, the PCTB has formed a small sub-committee to discuss strategies on new winter services for skiers to be transported back and forth from Livingston to Bridger Bowl.

- City of Livingston – Livingston's community and government services helps citizens live comfortably while ensuring safe and usable infrastructure for the town. City officials have approved many upgrades to streets, sidewalks and buildings around the downtown while water, sewer and refuse facilities are being improved every year. City Commissioner and PCTB member, Torrey Lyons, has been an important resource in development of the Coordination Plan (and updates) and directing public transit system strategies.
- Counterpoint – Counterpoint, Inc. has been providing a wide array of services to individuals with disabilities in Park County since 1976. Their mission is to nurture personal growth and support meaningful lives of adults with disabilities. A big part of their program activities includes providing transportation services to clients. Destinations include work, home, restaurants, events, vacations, shopping, various medical appointments, errands, etc. David Eaton, Counterpoint Executive Director and PCTB member has been an important resource in development of the original Coordination Plan and directing public transit system strategies.
- Galabus – Galabus offers door-to-door transportation services in Gallatin Valley for senior citizens and persons with disabilities. Lee Hazelbaker, former Director of Galabus and Streamline, was an important resource in development of the original Coordination Plan.
- Human Resources Development Council (HRDC) – HRDC is a 501(c)3 non-profit Community Action Agency dedicated to building a better community through innovation and leadership. HRDC provides programs and services in the areas of housing, food and nutrition, child and youth development, senior empowerment, community transportation, home heating and community development. Mary Beebe, HRDC Sherwood Service Coordinator and PCTB member has been an important resource in development of the Coordination Plan and directing public transit system strategies.
- Livingston Business Improvement District (LBID) – The LBID enhances the vitality of downtown Livingston by facilitating commerce, enhancing streetscapes, conducting maintenance and improving security and safety. The LBID is governed by a seven member Board of Trustees and receives its funding through an

assessment of the property owners in the District. Kristen Galbraith, LBID member, Park County Grants & Special Projects Director and PCTB member has been an important resource in development of the Coordination Plan and directing public transit system strategies.

- Livingston HealthCare (LHC) – Since 1955, LHC has provided premier quality healthcare to the residents of Park County and surrounding communities. LHC keeps the Park County community healthy with a broad scope of services, provided by well-trained and highly skilled professionals. Included in those services are a 25-bed critical access hospital, a multispecialty physician practice, rehabilitation services and home-based services. When the program began in 2017, Livingston HealthCare did not have provisions to transport patients to and from the HealthCare facility but recognizes the broad reaching and social benefits for a public transit program. Jessie Wilcox, LHC Community Health Coordinator and PCTB member has been an important resource in updates to the Coordination Plan.
- Livingston School Districts 4 & 1 – The Livingston District consists of two separate legal entities. School district #4 is an elementary district for grades K-8 and consists of two elementary schools and one middle school. Park High School is designated District #1 and serves grades 9-12. Transportation ride share, utilizing School District buses, to and from Bridger Bowl for Park County residents is non-existent but communications and meetings, facilitated by PCTB members have taken place. The current administration has not been in favor of these shared services.
- Park County Commission – Park County has a commissioner form of government with three county commissioners filing from one of three districts in the county. The commissioners are elected at large and each represents the entire county. All legislative, executive and administrative powers and duties belong to the commissioners unless specifically designated to other officials. Park County Commissioner and PCTB member, Steve Caldwell, has played an important role in formation of the PCTB, development of the Coordination Plan and directing public transit system strategies. Commissioner Caldwell was replaced in January 2023 by Commissioner Mike Story who will serve as a non-voting member of the PCTB during his tenure.
- Streamline Transit Services - Streamline offers service throughout Bozeman (in Gallatin Valley) to fulfill everyone's transportation needs. Streamline offers fare-free service throughout the Bozeman area to fulfill everyone's transportation needs. Routes provide service to and from Bozeman, Belgrade, Four Corners, Livingston and seasonal routes to Bridger Bowl. Streamline also connects with the Skyline Bus System for travel to and from Big Sky.
- Western Transportation Institute (WTI) – WTI is the country's largest National University Transportation Center focused on rural transportation issues. The staff

understands the critical roles rural transportation plays in the lives of people, in the environment and in the economy. Drawing from eight integrated research groups, the team creates solutions that work for clients, sponsors and rural transportation research partners. WTI focuses on rural issues, but some program areas also address the concerns of the urban environment. David Kack, Director of Western Transportation Institute – Small Urban & Rural Livability Center, has been an important resource in development of the Coordination Plan and directing public transit system strategies.

Some of the involved agencies/businesses/entities have committed to financial participation, further detailed in Table 1.

Cooperating Agencies

Historical participating agencies, entities and local businesses and their level of commitment are described in **Table 1**.

Table 1. Cooperating Agencies

Cooperating Agencies	Level of Commitment	Commitment Status
American Bank	\$750 annual contribution	Committed
City of Livingston	\$5,000 annual contribution	Committed
Coffee Crossing	\$500 annual contribution	Committed
Community Health Partners	\$2,000 to \$3,000 annual contribution	Committed
Fairfield Inn by Marriott	\$750 annual contribution	Committed
Give A Hoot Campaign	Variable annual contribution – generally between \$10,000 - \$20,000	Committed
Huppert, Swindlehurst and Woodruff, PC	\$250 to \$500 annual contribution	Committed
Livingston Business Improvement District	\$3,000 annual contribution	Committed
Livingston HealthCare	\$7,500 to \$10,000 annual contribution	Committed
NorthTown Livingston	\$1,500 annual contribution	Committed
Park County	\$5,000 annual contribution	Committed
Printing for Less	\$750 to \$2,500 annual contribution of print credit	Committed
Solid Rock Foundation	Random contributions	Random
Town & Country Foods	\$2,000 to \$3,000 annual contribution	Committed

Agencies Not Involved

When the Windrider Transit Program began in 2017, one local entity – Amazing Adventure Taxi Service - initially chose not to participate in Coordination Plan development. However, the owner and one employee of the taxi service were in attendance at the February 8th, 2017 public meeting and provided thoughtful and important input related to on-demand services and potential for shared services.

Needs Assessment

The PCTB continues to actively coordinate with several community partners and agencies interested in the Park County Public Transit system. Angel Line Coordinator, Martha Miller (also Park County Auditor), has provided valuable assistance in determining potential capital and operating expenses, ridership numbers and possible community partners. Initial input was solicited from Lee Hazelbaker, former Director of Streamline/Galabus and David Kack, Director of the Small Urban & Rural Livability Center with Western Transportation Institute – Montana State University (MSU) College of Engineering. Both Mr. Hazelbaker and Mr. Kack attended at least two 2017 meetings and provided invaluable information and feedback regarding the strategies, goals and vision for the Park County Transit Program. At that time, information was also gathered from the Crow Tribe Transit Authority related to their routes, expenses and ridership statistics.

In determining the specific transportation needs of the Park County service area, the PCTB was able to assess transportation needs through a number of outlets and available plans and assessment documents. From August through October of 2016, a public transit survey of Park County residents was distributed at various local businesses and organizations and also made available on the Park County website through Survey Monkey. Results of that survey (with 293 respondents) suggested a strong need for a free transit service to accommodate citizens not able to utilize the local Angel Line while engaging in shopping, social and working activities, as well as to attend medical appointments.

Plans and assessments utilized in the determination of area needs included:

- Livingston Area Transportation Coordination Plan – FY 2009 – Current Transportation Solutions
- Public Transportation Management System - MDT
- Park County (Wyoming) Transit Feasibility Study – MSU Western Transportation Institute
- Galabus Coordination Plan

Additionally, information - via flyers - was distributed and individual committee member meetings were attended in coordination with human service providers, medical providers, area businesses, city and county departments and business districts.

Other area transportation providers within Park County include:

- **Angel Line** – Angel Line’s mission is to ensure that lack of affordable transportation is not a barrier to individual independence. In operation since 1993, Angel Line began operation when the City of Livingston asked Park County to join with them and the Montana Department of Transportation to obtain affordable transportation for seniors in Park County. The levy-supported Angel Line provides services to residents of Livingston and the surrounding communities. Angel Line is open to anyone 60 years of age or older and to anyone with a doctor’s letter of disability. Eligible riders can call 222-4668 the day before trip needs to schedule a ride. Angel Line is dispatched out of the Senior Citizens Center of Park County at 206 South Main in Livingston. Angel Line operates five days per week, Monday through Friday, from 8:15 am to 4:15 pm. Angel Line will provide on-demand services to outlying communities in Park County, as needed.
- **Counterpoint** provides transportation services as needed to clients in Vocational and Residential Programs. Typical destinations include medical appointments, stores, places of leisure, recreational areas, work sites, restaurants, etc.
- **Amazing Adventures Taxi Service** offers fee-based, taxi services throughout the Park County area. The business currently employs two drivers with one vehicle.
- **Miller Mountain Transport** provides private charter services to customers in Livingston and the surrounding area. The 14-person van is available 24/7 for airport shuttles, events charters and medical non-emergency services.
- **North of Yellowstone Shuttle & Charter** is a locally owned and operated transportation company, based in Livingston. The company serves Livingston, Bozeman, Big Sky, West Yellowstone, Gardiner, the Bozeman Yellowstone International Airport and all of Southwest Montana. Transportation services include airport trips, fishing shuttles, wedding party shuttles, business and corporate events, holiday parties and VIP services.
- **Digger Driver Shuttle** is a vehicle transport service for fishing and recreation vehicles on the Yellowstone River between Carbella and Springdale.
- **Lyft** provides fee-based, on-demand transportation services in the area. The number of drivers in the area is expected to increase as the service becomes more well-known.
- **Uber** provides fee-based, on-demand transportation services in the area. The number of drivers in the area is expected to increase as the service becomes more well-known.

No Park County-based motels or hotels provide shuttle service to and from Bozeman Yellowstone International Airport.

In neighboring Gallatin County, transportation providers and agencies include:

- **Streamline Transportation** - Streamline provides fixed route public transportation in Bozeman, Belgrade and Livingston with complementary demand response para-transit service through Galabus. Streamline began as a partnership between the Human Resource Development Council District IX, and the Associated Students of Montana State University. The partnership now includes the cities of Bozeman and Belgrade and the President's Office at Montana State University. *Rides are fare free on all Streamline buses.*

Streamline daytime service runs five times per day to Belgrade with the Pink Line from 7:32 a.m. to 8:04 a.m.; 12:09 p.m. to 12:30 p.m.; and from 5:39 p.m. to 7:01 p.m. The Blue, Brown, Gold and Purple lines run in Bozeman between 6:30 a.m. and 10:09 p.m., Monday through Friday. Weekend routes run from 9:15 a.m. to 6:15 p.m.

- **Galabus** - Galabus's mission is to ensure that the lack of affordable transportation is not a barrier to individual independence. In operation since 1973, Galabus first began as the Retired Senior Volunteer Program's "Mini-Bus." The Mini-Bus was used to transport volunteers from the valley into Bozeman work sites. In the late 1970s, the service became the Senior Transportation Service, operated by Thrift Stations. In 1984 when Thrift Stations could no longer keep up with the demand for service, HRDC became the program's sponsor.

Galabus provides service to residents of Bozeman and the surrounding communities. Pre-arranged pickups and drop offs are available for certified customers who are unable to access the regular Streamline stops. Galabus is open to anyone 60 years of age or older or has a disability which qualifies them for service. Many seniors and people with disabilities are able to and are encouraged to use the regular Streamline fixed route system. The Galabus office offers assistance in understanding how to use Streamline. Galabus and Streamline are dispatched out of the Smyth Building at 1812 N. Rouse Avenue in Bozeman.

- **Skyline** is the public transportation service that operates both within Big Sky and between Big Sky and Bozeman. The Big Sky Transportation District, which had previously operated the "Snow Express" service, started operating as Skyline in December 2006. Skyline is a year-round service that provides a vital connection between Big Sky and Bozeman. This service is referred to as the "Link" and/or "Link Express." To meet the high demand for service, Skyline has an additional route to Big Sky and is working with stakeholders in West Yellowstone to coordinate transportation from West to Big Sky.
- **Bozeman Yellowstone International Airport** is the busiest passenger airport in the state of Montana and the 7th busiest passenger airport in the Pacific Northwest with over 1.5 million passengers using the facility every year. The airlines – including Jet Blue, Delta/Delta Connections, Southwest, Alaska, American, United and Allegiant - provide daily non-stop service to New York-JFK, Atlanta, Minneapolis, Newark, Atlanta, San Francisco, Denver, Salt Lake City,

Seattle/Tacoma, Las Vegas and San Diego. Depending on market conditions, the airlines also provide seasonal non-stop service to other destinations.

Public Involvement

The PCTB continues to provide frequent updates with area “community partners” in order to attain commitments for matching funds to help sustain the Park County Windrider Transit program. As of 2023, these agencies/businesses/organizations include:

- American Bank
- Bridger Bowl
- City of Livingston
- Coffee Crossing
- Community Health Partners
- Convention & Visitors Bureau
- Fairfield Inn by Marriott
- Huppert, Swindlehurst & Woodruff
- Livingston Business Improvement District
- Livingston Chamber of Commerce
- Livingston HealthCare
- NorthTown Livingston
- Park County
- Printing For Less
- Streamline/Galabus
- Tourism Business Improvement District
- Town & Country Foods

Other partners that have/will be approached (this list is not inclusive and is subject to change) include:

- Chico Hot Springs
- Town Pump
- Murdochs
- Albertsons

Solicited Participation in Plan Development

In addition to meetings with community stakeholders, presentations at local organization board meetings and outreach through social media and news releases, public notices for all Transit Board meetings are advertised through social media pages/posts and via the dedicated Park County website – Current Community Events - prior to meetings.

A February 2023 public meeting to involve additional community members in the plan development process was legally advertised and noticed.

Alignment with Existing Local Plans and Policies

Over the past ten years, Park County has made substantial past efforts to assess, mitigate and plan for community projects and public facilities infrastructure through a long-term commitment to planning, budgeting and implementation planning. Alignment with existing area plans and policies includes:

City of Livingston Trails & Active Transportation Plan – April 2022

The Trails and Active Transportation Plan sets out the goals and objectives to achieve a new vision for transportation and recreation in Livingston. The need for this plan was recognized in the 2019 Strategic Plan with a goal to “Foster community resilience by facilitating access to health and wellness resources, enhancing multimodal connectivity and providing stewardship of our natural environment.” It was then supported by numerous elements of the City’s 2021 Growth Policy Update. Public transit and bus route needs were identified in the new plan.

City of Livingston Growth Policy – 2021

The City of Livingston Growth Policy assesses current conditions and makes recommendations for how to manage future growth based on feedback received from the public, as well as key stakeholders and City of Livingston staff. The report considers a wide range of topics including population & community character, land use, natural resources, housing, economy, local services, transportation, and public facilities. Each topic contains an introduction to that topic, a profile summarizing existing conditions, and a set of goals, objectives, and strategies for growth and development related to that subject.

City of Livingston Trails & Active Transportation Plan – 2022

The Livingston Trails and Active Transportation Plan is a robust, timeless plan that has staying power beyond all of us, with specific goals, funding options, and commitment to maintenance. Through its implementation, the City, its people, and its partners will: create a city of safe routes for people who walk, bike, and hike; connect all neighborhoods to all schools, important destinations, and community gathering places; construct a system that is safe and accessible for people with assistance needs; prioritize routes for implementing year-round maintenance and management practices; reconfigure streets and overcome major barriers; and, develop an extended trail system that connects to county roadways, trails and public lands.

Park County Active Transportation Plan – 2015 - 2020 (currently in update status)

In 2015, the Park County Active Transportation Plan (PCATP) was a consolidation of two existing plans – the Park County Park Plan – September 2007 and the Livingston/Park County Trails Plan – November 2006. It was combined and updated to include the existing facilities in the County; types of parks and recreational facilities; discussion of existing regulations; management strategies of parks, trails and

recreation facilities; recommendations for future community needs and desires; and, ideas to stimulate discussions about goals and the obtainment of those goals. The objective of formalizing the PCATP is to create thoughtful inter-relationships with community priorities and opportunities as well as to maximize resources already available. This document serves as an effort to focus on how Park County and the Park County Fairgrounds & Parks Board can function better to serve its population through four priority areas. Each priority is a broad statement of intent, which serves as a central focus for associated goals and objectives. The four PCATP strategic priorities include:

- ❖ Healthy and Safe Active Transportation Promotion
- ❖ Parks, Trails and Recreation Network Opportunities
- ❖ Effective Collaboration and Management
- ❖ Positive Economic Competitiveness

Park County Growth Policy¹ – May 2017

This document was updated in 2016/2017 by a contracted consulting firm and the Park County Planning Board with technical assistance from the Park County Planning Department, a Growth Policy Citizen Task Force and the Park County Commission. The needs, assumptions, methods and techniques that directed the creation of the Growth Policy document were developed after a lawsuit, a community protests and the rejection of a draft Growth Policy that was produced by a private consulting firm in 2004. Citizen complaints about the original draft Growth Policy document included the lack of opportunity for public participation in the creation of the document and the lack of emphasis on private property rights.

Section 76-1-601 (2)(t), MCA, requires that growth policies include the following: “A timetable for implementing the growth policy; a list of conditions that will lead to a revision of the growth policy; and a timetable for reviewing the growth policy at least once every 5 years and revising as necessary.” The growth policy is intended to be a flexible, useful document for local governments to guide present and future development, but this means that it must be periodically updated to reflect new developments and trends. This section of state statute requires that local governments evaluate their growth policies at least every five years once adopted.

Public Involvement Documentation

Public notices for all PCTB meetings are published on the Park County website and through social media posts, prior to meetings. Requests for comments to the updated

¹ <http://www.parkcounty.org/site/pdfs/Pln/GrowthPolicy.pdf>

Coordination Plan are legally advertised in the daily Livingston Enterprise, two times before formal discussion/decision at a monthly PCTB meeting.

Private Sector Involvement

During initial development of the Coordination Plan, private providers of transportation were consulted and invited to participate in the development of the Plan. One local entity – the sole taxi service provider in Park County - initially chose not to participate in initial coordination plan development. However, the owner and one employee of the taxi service were in attendance at initial public meeting and provided thoughtful and important input related to on-demand services and potential for shared services.

Plan for Growth and Ridership Increases

The PCTB meets monthly and works with community partners and key stakeholders to assess and amend the current Plan which could include increasing the number of program vehicles, adding additional routes, coordinating with other agencies and promoting shared marketing strategies. As this Plan is the basis for the Park County Windrider Transit Program, strategies for growth and ridership increases over the next five years are more adequately described in the following short-term and long-term goal sections.

Goals that were accomplished in Years 1 through 5:

- Gathered drop-off and pick-up ridership statistics throughout years 1 through 5.
- Reviewed and summarized all ridership statistics within two months after the end of years 1 through 5.
- Prepared ridership report for community partners and all other active and potential stakeholders.
- Reviewed and added amended Coordination Plan in January/February of each calendar year.
- Reviewed and re-established long-term commitments from community partners – accomplished each year.
- Purchase of second new transit vehicle for increased fixed route and additional on-demand services – accomplished year 3.
- Established Bridger Bowl Saturday and Sunday trips – accomplished years 2 and 3.
- By end of calendar year 2021, established a twice-weekly trip route between Livingston and Wilsall/Clyde Park – accomplished year 3, running for nine weeks, but suspended due to lack of passengers.
- Planning for and construction of a Public Transit Facility on county property. Grant funding was requested and awarded in 2020 (with subsequent increases to the grant funded amounts); construction activities in 2022 and 2023.

- Planning and incorporation of services for twice monthly medical appointment trips to and from Bozeman and once monthly medical appointment trips to Billings. With grant funding received from the National Rural Transportation Assistance Program – a fifteen-month program – Windrider Transit added half-day Saturday services in Livingston and three full day medical/dental/vision/behavioral health appointment dial-a-ride (DAR) services – all free of charge. Two days a week are DAR service rides to Bozeman and one day a week are DAR service rides in Livingston – accomplished year 5.

Long-term goals - Years 6 through 10:

- Continued data collection on drop-off and pick-up ridership.
- Continued review and summary of all ridership statistics within two months after the end of calendar years.
- Prepare ridership report for community partners and all other active and potential stakeholders, as requested.
- Review and add amended Coordination Plan in January/February of each calendar year.
- Purchase an AWD minivan to provide for medical appointment trips to Bozeman and potentially Billings – awarded funding in 2022 but delivery of vehicle is unknown as of January 2023.
- Continue to upgrade service through the placement of shelters and benches as well as obtaining better equipment and completing a technical support plan.

The PCTB implements free public ride services in the form of eight fixed-routes per day with on-demand services available to be provided through a voucher program system - with the local taxi service and/or Angel Line. The PCTB has anticipated increased ridership each year as more people become aware of the no-charge service and as funding allows for the increase of services through fixed route services, increased daily hours and potential expanded weekend services.

Current PCTB members work to bring more agencies and entities together as community partners. PCTB members are working to establish a mobility plan which will train riders on the use of the systems. The goal is to be able to coordinate with all health care agencies and retirement homes as well as the hospital to provide safe and comfortable transportation for their patients and residents.

Transportation Advisory Committee (TAC) Meetings

PCTB meetings are held monthly. Meetings are currently held the third Thursday of the month at 1:00 p.m. with the meeting venue either at the City/County Complex building at 414 East Callender or, in the future – once the new Public Transit Facility is completed

– at 70 View Vista Drive. If extenuating circumstances exist, where members cannot meet in person, the board uses an online virtual meeting platform to conduct meetings.

Most recent minutes associated with the 2022-2027 Coordination Plan discussion and approval are attached as **Appendix A** of this Plan.

Transportation Advisory Committee (TAC) Members

The PCTB is made up of representatives of local planning agencies, city and county governments, human services agencies providing services to the elderly, individuals with disabilities, low income customers and minority groups as well as existing or potential riders from the general public and targeted population passengers. It is one of two committees focused on public or active transportation in the Park County area. PCTB officers serve at will for a three-year term and may move to a different office at the end of the term.

PCTB members include consumers and/or representatives from all agencies either to receive service, financially supporting the program and/or agencies participating in this Coordination Plan. The group meets monthly with emphasis at the January and/or February meeting on endorsing the MDT Coordination Plan (and updates to that Plan). The PCTB has also worked with transportation providers in neighboring Gallatin County, Angel Line in Park County and transportation committee members from Park County, Wyoming. This coordination has provided better resource and information sharing between communities.

As of January 2023, the PCTB members include:

Chairwoman - Heidi Barrett - ASPEN Executive Director

Vice-Chair - David Eaton - Counterpoint Executive Director

Transit Director - Kristen Galbraith - Park County Grants & Special Projects Director

Mary Beebe - HRDC Sherwood Service Coordinator

Mike Story - Park County Commissioner - (non-voting)

Mark Manseau - Retired Business Owner and Bridger Bowl Board Member

Torrey Lyons - Livingston City Commissioner

Jessica Wilcox - Livingston HealthCare Community Health Coordinator

Operating Budget

Utilizing definitions and descriptions found on the MDT-Transit website and past years' Windrider Transit budget versus actual income and expenditures, the PCTB develops annual operating budgets based on operating, administrative and maintenance expenses

associated with the public transit system. Copies of these budgets are available from the Windrider Transit Coordinator.

Reimbursement Calculations

The PCTB is aware of the MDT reimbursement distribution schedule including the variations in reimbursement rates depending on the type of expense. No fare revenue has ever been requested of users of the Park County Windrider Transit system.

Local Match

Several entities, organizations and jurisdictions have been approached during the Coordination Plan development and update periods to ascertain the potential for local contributions. Match revenue sources are non-federal and meet or exceed that required of the proposed requested funding. A list of committed match sources and amounts is included in **Table 2**.

Table 2. Local Match and Contributions

Cooperating Agencies	Level of Commitment	Commitment Status
American Bank	\$750 annual contribution	Committed
City of Livingston	\$5,000 annual contribution	Committed
Coffee Crossing	\$500 annual contribution	Committed
Community Health Partners	\$2,000 to \$3,000 annual contribution	Committed
Fairfield Inn by Marriott	\$750 annual contribution	Committed
Give A Hoot Campaign	Variable annual contribution – generally between \$10,000 - \$20,000	Committed
Huppert, Swindlehurst and Woodruff, PC	\$500 annual contribution	Committed
Livingston Business Improvement District	\$3,000 annual contribution	Committed
Livingston HealthCare	\$7,500 to \$10,000 annual contribution	Committed
Park County	\$5,000 annual contribution	Committed
Printing for Less	\$750 to \$2,500 annual contribution of print credit	Committed
Solid Rock Foundation	Random contributions	Random

Town & Country Foods	\$2,000 to \$3,000 annual contribution	Committed
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In-kind contributions are included in **Table 3**.

Table 3. In-Kind Contributions and Justification

Local Match Source	In-Kind Contribution & Justification
Park County, Montana	Costs of licensing and registering the public transit bus as a government-owned vehicle. Vehicle insurance expenses, based on quotes from current insurance carrier for Park County (Leavitt Insurance). Use of County vehicle to transport drivers to/from training workshops. Cell phone stipend for Coordinator. Dedicated landline and internet services. Office rent and utilities. Parking space for three vehicles.

Disadvantaged Business Enterprise (DBE)

The PCTB makes all reasonable efforts to utilize MDT’s currently certified DBE firms for any subcontracting services required for the Park County Windrider Transit program.

Authorization, Certs and Assurances, Non Discriminatory and Labor Warranty

As per MDT guidelines, an authorizing official of Park County has been given authority to sign the documents through approval of the Park County Commissioners through a formal process annually every January. If requested, the information can be provided to MDT.

Capital

The PCTB coordinates with MDT using the list of suggested vehicles and as is appropriate for the first years of the Windrider Transit Program. The PCTB is aware that MDT has developed a list of suggested vehicles that includes all commonly procured vehicles. The PCTB also understands that the vehicles have been designed for optimal functionality and that MDT allows for special vehicle requests if it is determined that none of the suggested vehicles meet the specific needs of the Park County Transit Program.

Other Equipment

No other equipment requests are necessary at this time.

Other Equipment – Facility

A new public transit facility (grant funded) was engineered with architectural plans in 2021. Construction of this facility – at 70 View Vista Driver – began in May 2022 and is scheduled for completion in April 2023.

Sources of Capital Matching Funds

Local match requirements are provided by Park County and a variety of committed community partners, detailed further in **Table 2**.

Needs Justification

General administration of the Program is provided by the .75 FTE Transit Coordinator, in cooperation with one .65 FTE and one .40 FTE driver as well as three .20 FTE relief drivers, with input from the PCTB. The Board meets monthly and the Transit Coordinator is generally in attendance at the meetings. The Transit Coordinator, in collaboration with the Transit Director (as part of the Director of Grants & Special Projects position), perform general office administration and promotion/outreach activities associated with the program and its many services.

Park County Transit services include fixed routes (Monday through Friday) from 6:15 a.m. to 6:15 p.m. The transit program also provides on-demand pick-up and drop-off services, Monday through Friday and coordinates with the local taxi service or Angel Line through a voucher program system to assist with on-demand needs. This model closely replicates the Angel Line services currently provided to seniors over 60 years of age and disabled persons. The number of riders annually, for the first two years was estimated to be 2,500 and 4,000, respectively. In the past 49 months, passenger numbers totaled 14,430 or an average of 3,608 riders per year (edit in January when we have final counts).

Two 13-passenger buses with room for two wheelchairs are being used to service eight fixed-route services per day – the buses are rotated into use on a monthly basis. One 13-passenger bus is in the reserve fleet for Windrider Transit, based on its age and reliability. Funding for a mini-van has been approved through an MDT capital grant; delivery of the vehicle is yet to be determined as of January 2023. On-demand response services are offered when the bus is not providing fixed-route services and in cooperation with the local taxi service and Angel Line through a voucher program system. Most trips are health-care related, but other identified areas of need include transportation services related to financial, education, employment and social needs.

A recent RTAP grant (September 2021) has allowed the Windrider Transit Program to expand to include half-day Saturday fixed routes around Livingston and once weekly (Livingston) and twice weekly (Bozeman) DAR services for medical, dental, vision and behavioral health appointments. These services will continue once the grant funding from RTAP has been expended, in cooperation with grant funding from MDT.

Coordination

The Park County Transit Program will continue robust coordination efforts throughout the community by annual petitioning and soliciting participation by local interest groups and updates of current collaborations as well as anticipated future cooperative agreements. The PCTB has community collaboration involvement with the public



hospital, local businesses and the City of Livingston and Park County. The PCTB meets monthly and advertises these meetings as open to the public.

Maintenance

On-demand and fixed-route services run 5 1/2 days and up to 65 hours per week. Windrider Transit usually has five part-time, trained drivers, and all maintenance associated with the future fleet is performed by local service providers and the Park County Road Department mechanics, according to our maintenance plan which is based upon manufacturers suggested maintenance intervals. The program has established service agreements with the local tire shop and works with the Park County Roads Department mechanic for oil and fluid changes and minor maintenance. Vehicles are scheduled for replacement according to a future fleet replacement plan.

As of January 2023, Windrider Transit owns three buses – a 2020 Ford E450, a 2018 Ford E450 and a 2002 Ford E350.

APPENDIX A

Park County Transportation Coordination Plan
Minutes & Public Notice