

PACTS

Portland Area Comprehensive Transportation System

Policy Committee Meeting Notice

March 26, 2009 at 1:30 p.m.

GPCOG, 68 Marginal Way, Portland

Agenda

1. **Call to order**
2. **Public Comment**
3. **Minutes of the February 26th Meeting**
4. **Capital Funding Topics**
 - A. Presentations by Bob Burns and Tom Gorrill on the findings of our 2008 Regional Collector Roads Assessment Study – followed by discussion of the implications for future funding policy.
 - B. Report from TIP Process Committee
 - C. Action on staff proposal to reprogram funds in our Holding PIN
 - D. Action on allocation of FY 2009 FTA Section 5307 funds
5. **Assessment of the Executive Committee Process**
6. **Report on Bus Procurement Process**
7. **Planning and Administration Topics**
 - A. Action on proposals to amend our existing budget
 - B. Report on development of the budget for July 2009 to June 2011
8. **Consent Agenda**
9. **Adjourn**

The Metropolitan Planning Organization for the Portland Urbanized Area
68 Marginal Way • Portland, Maine 04101
Telephone: (207) 774-9891 • Fax: (207) 774-7149 • www.pactsplan.org

Minutes of the February 26th Meeting

Members Present: Bill Shane, Chair, Cumberland; Mike Bobinsky, Portland; Bob Burns, Tech Com Rep; Ed Clifford, Public Transportation; David Cole, Gorham; Julia Dawson (for Paul Schumacher), SMRPC; Kathi Earley, Portland; Jim Gailey, South Portland; Judy Harris, Portland; Kat Fuller, MaineDOT; Joe Gray, Portland; Tex Haeuser, South Portland; Tom Hall, Scarborough; Steve Linnell (for Neal Allen), GPCOG; Mike McGovern, Cape Elizabeth; Rick Michaud, Saco; Tom Milligan (for John Bubier), Biddeford; Dale Olmstead, Freeport; Nathan Poore, Falmouth; Anna Price, FHWA; Nat Tupper, Yarmouth; Sara Devlin (for Conrad Welzel), MTA

Members Absent: Neal Allen, GPCOG; Jerre Bryant, Westbrook; Steve Gunty, Old Orchard Beach; Anthony Plante, Windham; Scott Tilton, North Yarmouth

Staff and Guests: Maddy Adams, GPCOG; John Cannell, MaineDOT; John Duncan, PACTS; Carl Eppich, PACTS; Paul Niehoff, PACTS

1. **Call to Order.** Bill Shane called the meeting to order at 1:30 p.m.
2. **Welcome new member Judy Harris from the Portland Office of Transportation Policy.** The Committee welcomed Judy Harris.
3. **Public Comment.** None.
4. **Minutes of the December 18th meeting.** *David Cole made a motion to approve the December 18th minutes, seconded by Mike Bobinsky. All were in favor of the motion.*
5. **Capital Funding Topics.**
 - 5A. **Briefing by MaineDOT regarding the Federal Economic Stimulus.** Kat Fuller explained the selection process that MaineDOT went through for the stimulus money. The stimulus package only represents one-third of the funds that we have to work with in this fiscal year; there is a long way to go to fill the structural gap. There was a list on the board (see below) listing projects in the stimulus package.

Economic Recovery Projects in PACTS Area

PACTS Action	Scope	Title	Funding
Done	Replace bridge	Veranda Street	\$1,185,000
Done	Resurface	.42 mile 295 in Portland	\$ 239,000
Today	Resurface	.94 mile Forest Avenue	\$348,000
Done	Resurface	.97 mile Route 111, Biddeford	\$631,000
Done	Resurface	.95 miles Route 9, Biddeford	\$454,000
Done	Resurface	.74 mile Brook Road, Falmouth	\$545,000
Done	Resurface	.29 mile Cumberland Ave., Portland	\$220,000
Done	Resurface	.89 mile Westbrook Str., Portland	\$319,000
Done	Resurface	1.11 mile Beach/Ferry, Saco	\$303,000
Done	Resurface	1.00 mile North Street, Saco	\$279,000
Done	Resurface	.88 mile Eisenhower Dr., Westbrook	\$501,000
Today	Implement Long Creek Watershed Plan		\$2,000,000
Today	Repair culvert	On 295 in Freeport	\$220,000
Done	Intersection	Auburn Street, Portland	\$325,000
Today	Buy 7 buses	In the PACTS region	\$2,800,000
		TOTAL	\$10,149,000

Mike McGovern asked about the Atlantic salmon. Kat Fuller explained that the Federal Endangered Species Act has been going through a rulemaking process that affects Atlantic salmon. The way the law is written is that it has a retroactive date. The rules will not become effective until later this spring; the projects will be reviewed in a timely manner. It was asked if this will impact resurfacing projects. Kat responded that it will not affect resurfacing projects but it could affect intersection projects. If you have to go through the Army Corps for a permit then Fish and Wildlife will have their say. Kat will put something together for the Committee about the Atlantic salmon issue.

There are four projects that need to be voted on today that will need to go into the PACTS TIP. We don't believe this will require action by the Legislature. ***Mike McGovern made a motion to endorse the projects under the American Recovery and Reinvestment Act and that the new projects be added to the TIP and that we thank MaineDOT and the legislative delegation for their work on this.***

The Long Creek Watershed Plan will be funded as a transportation enhancement project for surface water improvements. There was a question about economically distressed areas and Anna explained the three criteria that are used to determine this. Tom M. noted that a lot of the projects on the list were already funded and asked what will happen to the money that was programmed for these projects. Kat responded that they are confident that if there is a project that had money for construction, it is now 100% funded with no local match. However, they are not sure that they will be able to forgive the design money local match. Many of the projects that had prior funding associated in a past work plan that are now being funded with the stimulus money would have otherwise been postponed due to a cash flow problem and reduction in revenues. There is no money available to roll over to other projects. The money is covering what was previously covered in the 08-09 work plan. The 10-11 work plan still has to go through the process.

There were questions regarding where the seven buses slated to be funded would be going. ***An amendment was made to the motion to change the "Buy 6 buses for METRO and 1 for South Portland" to "Buy 7 buses in the PACTS region." The amendment was accepted by the Committee.***

Regarding the timeframe of the projects, some have already gone out to bid. The objective is to get all the projects out this summer and get as much of the work done in this construction season. John D. asked about the Veterans Bridge discretionary money. Kat replied that it is an issue of freeing up some state resources and getting some new money from the feds. Regarding the final list of projects, the communities involved will be consulted to make sure that they have their priorities in order. ***All were in favor of the amendment about the buses and the main motion to endorse the projects under the American Recovery and Reinvestment Act (stimulus package) and that the new projects be added to the PACTS TIP.***

5B. Report from TIP Process Committee. The Committee has met three times and they have been reviewing the set-aside policy and the funding cap policy. The match ratio policy is also being reviewed. Nat asked for more information about distinguishing between regional and local collector roads prior to this topic being discussed by the Policy Committee. ***Mike McGovern made a motion to acknowledge receipt of the TIP Process committee report. The motion was seconded and all were in favor.***

5C. Allocation of federal funds. John D. explained staff's recommendation on this item. The balance of unprogrammed funds is actually \$25,000, not \$49,266 as stated in the meeting packet. ***Mike B. moved approval of the staff's recommendation to program \$587,000 from our 2010/2011***

program to pave a section of North Street in Saco. David Cole seconded the motion and all were in favor.

Regarding FTA funds, Steve L. explained that we are only receiving 43% (or 5/12) of those funds at this time as determined by the Federal Register. ***Nat Tupper moved approval of the recommendation to endorse the allocation of \$966,480 in FTA Section 5307 and 5340 funds to our six public transportation providers (as described in the chart in the meeting packet). The motion was seconded and all were in favor.***

5D. Earmark proposal to the Congressional Delegation. John D. reported that an annual earmark request has been submitted to the Congressional Delegation for \$1,000,000 in traffic signal upgrades, coordination and interconnection of up to 75 signals in Portland, Westbrook and Scarborough. The improvements will actually cost millions of dollars; we are proposing this as Phase I. This proposal builds off of a regional study that has just started; this will take it to the next step. Portland will need to identify a local match. ***Rick M. moved to adopt the recommendation with Joe Gray seconding the motion.*** John has already submitted the request because the deadline was yesterday. Mike M. said he was reluctant to approve money for a study that is just starting. Tex spoke about a recent incident in South Portland where he was able to remedy a traffic signal problem with a single phone call to a person who was able to do an immediate adjustment. Jim G. encouraged centralizing the traffic signalization. ***The Committee voted to approve the earmark request with Nat Tupper and Mike McGovern opposed.***

- 6. Urban Compact Policies.** John Melrose provided some background. A proposal was put together for BACTS; this is a first cut on some of the discussion areas. This is not intended to pit urban against rural. Maine Better Transportation would be interested in lending their support. Boundaries and definitions of boundaries will be investigated. BACTS is prepared to move forward on Phase I. PACTS' staff is proposing to put in \$10,000 towards this work in our next fiscal year. BACTS may bring it to the Maine Service Center Coalition. A final report is expected at the end of October. John Melrose responded to a number of questions from the committee. ***Mike McGovern made a motion that the Policy Committee authorize the PACTS staff to work with our partner MPOs in advancing the study of urban compact policies. The staff could revise the scope of work as necessary. David C. seconded the motion, and all were in favor.***
- 7. Consent Agenda.** John D. asked if Policy Committee members would like to receive the meeting agendas and minutes from the Executive Committee. The consensus was to send a link of the meeting packets to the Policy Committee.

At the March 26th Policy Committee meeting, the Gorrill Palmer Collector Roads Study will be discussed so please take a look at it prior to the meeting. The Executive Committee process will also be reviewed. Questions or concerns should be sent to John D. prior to the meeting. Mike M. asked that on the next consent agenda that a start date be included regarding the three studies at the bottom of the list – Portland Woodford's Corner; Regional Bike/Ped Planning; Transit Bus Route Study.

Kathi thanked Paul for his work with Portland on the funding end; Nathan also thanked Paul as well as Mike Laberge.

- 8. Adjourn.** The meeting adjourned at 2:45 p.m.

Agenda Item 4 – Capital Funding Topics

A. 2008 Regional Collector Roads Assessment Study

We recently completed our first regional collector road assessment study. We used it last fall for selecting \$5,000,000 in collector road projects to fund in the 2010/2011 program. Paul Niehoff worked closely with Gorrill-Palmer Consulting Engineers, MaineDOT and Technical Committee on this nine-month effort.

Gorham's Bob Burns will introduce the topic today. A recent Technical Committee Chair and a current Executive Committee member, Bob is a champion of funding for collector roads.

Tom Gorrill will give us an overview of the study. Here are some highlights:

- It costs four to five times as much to repair a road in very poor condition as it does to repair a road in fair condition.
- There are 205 miles of collector roads in the PACTS Funding Area portions of our fifteen municipalities.
- We would need **\$230,000,000** to repair and bring up to MaineDOT standards all 205 miles in the next ten years. Most of that amount is needed for the 115 miles in bad shape and below standards.
- In contrast, PACTS programs only \$2,500,000 per year (per our existing Collector Set Aside policy). At this rate we will program only **\$25,000,000** in the next ten years.

Tom helped us produce a brochure summarizing the study's findings. We distributed it at our Legislator's Forum in December, at recent sessions in Augusta of the Appropriations Committee and the Cumberland County Delegation, and to our members at recent meetings. We might be joined today by members of the news media due to our recent news release on this subject.

Topics to consider are:

- Last fall the Technical Committee recommended \$5,000,000 to preserve roads *in relatively good shape* for our 2010/2011 program. *We programmed nothing for collectors in bad shape.*
- A year earlier the Policy Committee consensus (actually a vote) was that we use the \$5,000,000 to preserve and improve collectors both in good shape and in bad shape. Last fall the Policy Committee deferred to the Technical Committee's recommendation to fund only the "good" roads.
- Are there collector roads that we should drop from our regional needs analysis if our municipalities want to forego federal funding in order to keep them below MaineDOT standards?

B. Report from TIP Process Committee

The TIP Process Committee has met four times.

Actions at March Meeting

1. The members decided that we need to seriously look at ways to reduce the collector road miles under the purview of PACTS. See March 17th email request for input from Technical Committee members.
2. The members began a discussion of ways to increase regional approaches in our TIP project selection process by means such as giving more weight to *Destination Tomorrow's* Guiding Policies and other ideas.

Consensus at Prior Meetings

1. Make our TIP Policies Document more user-friendly by shortening it a lot.
2. Increase our Set Aside funding for transit capital and bike/ped projects, and eliminate funding to add travel lanes on roads.
3. Stick with our policy to guarantee PACTS funding for 125% of the cost estimates of “one biennium” projects (except transit) at the time of programming by the Policy Committee, and that we provide no additional funding if subsequent cost estimates exceed the 125% amount.
4. Stick with our similar policy on our “two biennia” projects.
5. Stick with our policy to fund our STP-funded projects (except transit) at 25% local, 10% state and 65% federal.
6. Discussion underway on match ratio innovations.

Upcoming Topics

1. Case studies to test the widely held belief that federally funded projects cost a lot more than non-federally-funded projects.
2. MaineDOT's new 3-party agreement
3. Local project administration via PACTS
4. PACTS policy on the pace of development of projects
5. Our Substitution and Withdrawal policies
6. FTA Section 5307 funds
7. Revisions to our project application and EPS processes

C. Staff Proposal to Reprogram Funds in Holding PIN

Staff Resource: Paul Niehoff

Recommendations:

1. To endorse the staff proposal to program the funds in our Holding PIN as follows:

\$300,000 for the 10 collector projects on the next page

\$100,000 for 12 collector projects that are completed but not closed out (not shown)

\$300,862 for purposes to be determined in the future

\$700,862

The \$300,000 action constitutes an exception to our existing policy to require our municipalities to cover all costs above the amount originally programmed (125% of the project cost estimate) by the Policy Committee.

The \$100,000 action is for 2006/2007 projects, so is consistent with our policy. MaineDOT has completed these 12 collector projects, but they are not yet “closed out”), so they may need more than the currently-estimated \$91,268.

2. To encourage staff and the TIP Process Committee to develop a recommendation to the Policy Committee to give staff and/or the Executive Committee new authority in the future to allocate funds from the PACTS Holding PIN.

Background

PACTS and MaineDOT staff wish to put funds from withdrawn projects and funds leftover from completed projects to work. These funds are in our “Holding PIN” which currently has \$700,862. The table on page 9 lists the most recent sources.

Staff recommends that we budget today up to \$300,000 to cover the costs of the 10 projects listed on page 8. While the current estimated need is \$164,859, we know that it will change as project scopes get finalized and when contractors submit bids.

Staff recommends this exception to our policy – to require our municipalities to cover all costs above the amount (125% of the project cost estimate) originally programmed by the Policy Committee – for the following reasons:

- The 10 projects are almost ready to be bid.
- We should do these projects before the roads deteriorate to the point of needing more expensive treatments.
- Contractor prices next year will likely be higher than this year.
- Our municipalities are strapped for cash.

PIN	PROJECT	Biennium Programmed	Estimated Cost			ISSUES
			TOTAL Funding	Latest Estimate	Difference (Estimate - PACTS \$)	
BIDDEFORD						
14800.00	BIDDEFORD, PINE STREET	2008-2009	\$42,123	\$44,601	(\$2,478)	? Status: Estimate current as of 1/30/2009, based on e-mail from LaRay Hamilton. City/State requires Biddeford commitment. Retroactive project
PORTLAND						
11580.00	PORTLAND, BRIGHTON AVENUE	2004-2005	\$34,750	\$62,475	(\$27,725)	• Status: Project was kicked off in October of 2003. It is part of the City's backlog of locally administered projects.
11588.00	PORTLAND, BRIGHTON AVENUE	2004-2005	\$187,500	\$187,500	\$0	• Status: Project was kicked off in October of 2003. It is part of the City's backlog of locally administered projects. The city agreed to take on \$99,836 in additional costs beyond the original project budget. Costs undertermined (3/19/09)
11590.00	PORTLAND, PARK AVENUE	2004-2005	\$188,281	\$219,750	(\$31,469)	? Status: Project was kicked off in October of 2003. It is part of the City's backlog of locally administered projects.
12204.00	PORTLAND, STEVENS AVENUE	2004-2005	\$177,594	\$169,145	\$8,449	
12205.00	PORTLAND, STEVENS AVENUE	2004-2005	\$230,839	\$219,327	\$11,512	
13106.00	PORTLAND, FOREST AVENUE	2006-2007	\$180,000	\$210,565	(\$30,565)	? Funding: MaineDOT estimate current as of 7/28/08.
14802.00	PORTLAND, OCEAN AVENUE	2008-2009	\$247,495	\$247,495	(\$0)	
14804.00	PORTLAND, READ STREET	2008-2009	\$570,713	\$570,713	\$0	? Schedule: Portland on 12/9/08 asked MaineDOT to delay this project until mid-2010 to accommodate a stormwater-sewer separation project.
YARMOUTH						
14803.00	YARMOUTH, COUSINS STREET	2008-2009	\$170,566	\$263,149	(\$92,583)	? Estimate: MaineDOT estimate is current as of 2/23/09.
	Potential funding need 3/19/09				(\$164,859)	

13103.00 PACTS, HOLDING PIN										
Date	Transferred	Project	PIN	Fed		State		Local	Totals	
01/28/09		Westbrook, RT 302	11597.00	80%	\$8,024	5%	\$502	15%	\$1,505	\$10,030
Pending		Portland, Auburn St.	11586.00	80%	\$46,134	5%	\$2,883	15%	\$8,650	\$57,668
Pending		Falmouth, Depot	13092.00	79%	\$19,750	5%	\$1,250	16%	\$4,000	\$25,000
Pending		Falmouth, Depot/Lunt	13093.00	80%	\$18,696	5%	\$1,169	15%	\$3,506	\$23,370
Pending		Biddeford, Jefferson St	14801.00	70%	\$28,304	5%	\$2,022	25%	\$10,109	\$40,434
Proposed		Saco, Garfield Rd	13110.00	80%	\$280,000	5%	\$17,500	15%	\$52,500	\$350,000
Proposed		S. Portland Pickett St	14311.00	0%		80%	\$16,924	20%	\$4,231	\$21,155
Proposed		Freeport, Desert Rd.	14810.00	70%	\$64,544	5%	\$4,610	25%	\$23,051	\$92,205
3/?/09		Portland, Forest Ave.	10543.00	75%	\$60,750	10%	\$8,100	15%	\$12,150	\$81,000
		Holding PIN Totals		75%	\$526,202	8%	\$54,959	17%	\$119,701	\$700,862

D. Allocation of FY 2009 FTA Section 5307 Funds

Staff Resource: Steve Linnell

Recommendation: To endorse the allocation of the entire amount of FTA Section 5307 and 5340 funds available to our region in FY 2009.

Background

Last month the Policy Committee endorsed the allocation of \$966,480 to our transit systems. This amount was 43% of the amounts that were available under the Consolidated Appropriations Act, 2008. The recommendation from MaineDOT was that the Policy Committee act only to approve the amount in the Federal Register while recognizing that it will have to amend or adjust the PACTS TIP when the new apportionment is announced.

MaineDOT advised recently that Congress is now expected to act more quickly than expected to appropriate the entire amount. However, the numbers are not ready as of 3/20.

If the amount is printed in the Federal Register in time for Steve Linnell and Transit Committee to calculate and agree on the sub-allocation before our March 26th meeting then we will be able to take action.

Agenda Item 5 – Assessment of the Executive Committee Process

Member Resources: Executive Committee

Staff Resources: John Duncan

Recommendation: To continue with the Executive Committee, and to direct staff and the members to recommend in May some additional responsibilities for the Committee (such as roles in amending our 2-year planning and administration budget, and developing it (like this spring)).

Background

The Policy Committee created the Executive Committee last April, and directed that a review of the new committee process be done in March 2009. The Executive Committee has met almost monthly since last July 1st. We are getting excellent attendance and the meetings go well. The members held a good review of the process earlier this month. See Article VI of our bylaws on the next page for the committee's functions and powers.

Our Executive Committee process is the product of the two retreats in late 2007 and the work of a "Transition Team". The consensus last spring was that:

- The primary purposes of the proposed Executive Committee are to coordinate more the work of our four standing committees, and to take care of certain details so that the Policy Committee can work on bigger issues and, perhaps, meet less often than in the past.
- The proposed Executive Committee will have little authority.
- The primary purpose of the Transit, Planning and Technical Committees having seats on the Executive Committee is as liaisons between our committees.

John Duncan's thoughts on the process are:

- It seems to be working well. Staff enjoys the inter-committee exchange.
- It is helpful that the Executive Committee can take certain TIP amendment actions.
- The Executive Committee members know more about the work of the other PACTS Committees. *Does this mean that the sixty other committee members know more?*
- It's more meetings for staff to prepare for, but it's doable. *It's more PACTS meetings for Executive Committee members to attend!*
- The Policy Committee is meeting more often than we estimated – four times so far this fiscal year, and probably three more times (March, May and the annual meeting in June).
- *Are the Policy Committee meetings more about broader policy topics than in the past? Are the members more confident in their work knowing that the*

Executive Committee has vetted the topics? Are Policy Committee meetings more efficient due to the “just do it” approach taken by staff this year?

- I have not heard any comments from members on the pros or cons of the Executive Committee.

ARTICLE VI Executive Committee

Section 1. The Executive Committee shall have the following functions and powers:

1. To meet with staff to organize Policy Committee meetings and to coordinate the work of the PACTS committees.
2. To offer recommendations for action to the Policy Committee.
3. To make the following TIP project changes:
 - a. To revise the scope of work of funded MPO Allocation and FTA-funded projects as long as the amendments do not increase the PACTS contribution to those projects,
 - b. To endorse project substitution proposals per the PACTS Project Substitution policy,
 - c. To revise the PACTS TIP in order to fix administrative errors,
 - d. To add, delete or change other FHWA-funded and FTA-funded projects as requested by MaineDOT
4. To perform the annual evaluation of the Executive Director and report to the Policy Committee.
5. To appoint “appointees” to the Planning, Transit and Technical Committees (per Article III, Section 3)
6. To take on other responsibilities as requested by the Policy Committee.

Section 2. The membership of the Executive Committee shall be as follows:

1. The Chairperson of the Policy Committee,
2. The Vice Chairperson of the Policy Committee,
3. The Immediate Past Chairperson of the Policy Committee,
4. The Chairperson, or a designated member, of the Transit Committee,
5. The Chairperson, or a designated member, of the Planning Committee, and
6. The Chairperson, or a designated member, of the Technical Committee

Section 3. Attendance by four members shall constitute a quorum. Members may not send substitutes to meetings.

Section 4. Each member shall have one vote. However, the members shall strive to make decisions through consensus rather than by voting.

Section 5. The Executive Committee shall meet monthly, or as needed.

Agenda Item 6 – Report on Bus Procurement Process

Member Resource: Ed Clifford, Judy Harris, and Transit Committee

Staff Resources: Steve Linnell and John Duncan

Recommendation: To accept today's report from the Transit Committee and to direct staff to continue to monitor the situation.

Background

FROM: Ed Clifford, Executive Director of ShuttleBus –ZOOM
Chairman of PACTS Transit Committee

RE: Transit Bus Procurement Update

Information regarding the procurement of transit buses in the PACTS region.

There are five (5) public bus transit agencies in the PACTS area:

- Greater Portland Transit District (METRO)
- South Portland Bus Service
- Biddeford-Saco-Old Orchard Beach Transit (ShuttleBus-ZOOM)
- Regional Transportation Program (RTP), and
- York County Community Acton (YCCAC)

MaineDOT purchases buses and leases them back to the transit operators. The average cost for a heavy-duty 12-year transit bus is well over \$300,000. Once a bid is awarded it can take 12 to 18 months for a bus to be manufactured and delivered to the transit service. Exclusive of buses bought through the American Recovery & Reinvestment Act which are paid with 100% Federal Transit Administration (FTA) grants, the normal funding arrangement is 80% FTA, 10% State and 10% from the transit provider. If the vehicles operate on alternative fuel, MaineDOT has agreed to provide an additional 5% match -- a total 15% of the funding, with the local match from the transit agency only 5%.

In the Fall of 2008 transit providers in the state expressed concern with the age and condition of their buses, the pace of receiving long-awaited replacement vehicles and the desire to be ready for the Federal stimulus grant funding. Six (6) of METRO's 24 buses are 1990 models and have over 600,000 miles on them. The South Portland Bus Service vehicle maintenance budget was 44% over its annual allocation only seven months into the fiscal year with three of buses overdue for replacement. Likewise, more than half of ShuttleBus/ZOOM buses are near or exceeding their recommended replacement mileage. At the same time, transit ridership on all services has increased significantly in the last year by as much as 40% more riders on some routes, generally 15-20% for the year.

In response MaineDOT and the Maine Transit Association formed a Bus Procurement Working Group. Initial outcomes include:

- Creation of a Bus Procurement Timeline to outline each step of the process.
- MaineDOT's collaboration with the Bureau of Purchasing to allow "piggybacking" on a bid for heavy-duty transit buses by another jurisdiction. This was unprecedented as in the past piggybacking was restricted only to bids put out by other States.
- Streamlining the bid process with the creation of a "library" of bus RFP specifications for eight (8) categories of bus types rather than the cumbersome process of creating specifications unique to individual agency requests.
- Establishment of a MaineDOT networking website to communicate with transit providers about the procurement process, updating on the RFP status, sharing bid documents etc.
- Identification of the need for an Alternative Fuel Vehicles Team to provide research, guidance and support for the selection and procurement of new alternative fuel vehicle technology.

Last week MaineDOT was successful in piggybacking on a San Mateo, California bid for 18 buses; at least seven (7) of which will be used in the PACTS area and funded with the **Federal stimulus funds**. (MaineDOT was also successful in submitting the second FTA stimulus grant application in the nation – a new ferryboat in Rockland.)

In addition, MaineDOT recently facilitated the **transfer of buses** from Coastal Trans for use on the ShuttleBus Intercity and ZOOM Turnpike Express routes. RFP's for new buses are in the final review stages. MaineDOT has also allocated up to \$500,000 in State Bond Funds for the purchase of 10 used buses to help METRO's refurbish its aging fleet.

Among the immediate **challenges** is replacing the MaineDOT employee in charge of bus procurement contracts. The contract specialist is retiring at the end of March. Consultants and other MaineDOT employees are expected to manage the process in the interim.

Governor Baldacci has included \$8.9 Million for transit projects in his proposed Transportation Bond package. The legislation (LD 913), working its way through the State House, proposes a referendum in November 2009. Bond money could be used as match for additional Federal funds.

Agenda Item 7 – Planning and Administration Topics

Staff Resources: John Duncan

Recommendations:

- A. To amend our existing planning budget as shown on the table on the next page
- B. To accept today's report and to offer direction to staff in preparation for adoption on May 21st of the PACTS planning and administration budget for July 2009 to June 2011.

Details on Proposal to Amend Existing Budget

As we approach the final three months of our biennial planning budget we have funds unspent that we can put to work in new ways. Here is the narrative on the proposed changes on the next page

- Several tasks will come in under budget by small amounts. They are GPCOG Planning Services, PACTS Model Consultant, Collector Study, Education and Training and the Yarmouth Route 1 Study.
- We have three studies that we know will not be done by June 30th. They are the Regional Signal Study, the Tri-Community Plan and the Transit Bus Route Study. Their existing \$60,000 and \$80,000 and \$30,000 budgets are not at risk.

MaineDOT will allow us to “carry over” the unspent funds for these studies because the amounts add up to the “5% limit” that they have set. (This is 5% of our existing \$1,785,000 budget.) We expect to carry over more than the three amounts shown as negatives (-\$8,188 and -\$5,000 and -\$10,000) on the next page. However, this is the best way that I could come up with to present this!

- Confirmation of last week's email vote to budget \$10,000 for facilitation services for the stakeholders input to the MaineDOT planning for the reconstruction of the Veterans Bridge.
- We propose to do a series of traffic counts to be used to calibrate the PACTS regional travel demand model, and to provide data for existing/future studies underway.
- We propose to study ways to improve bicyclist access to Tukey's Bridge. Portland proposed this last fall for this important regional link. MaineDOT supports this.
- We propose to join with MaineDOT and the Turnpike Authority to make a significant investment in enhancements to the PACTS Model. We met with them

in February to discuss ideas to improve the model. We agreed that most of the ideas were worth doing now as we approach the following studies:

- East-West Corridor Study
- Update of Destination Tomorrow
- Turnpike Widening
- Air quality analysis for our STIP and TIP documents
- Several of the transit and land use oriented studies recently proposed by our members

We have agreed on the following cost sharing strategy. We can explain the work items if necessary.

PACTS Model Enhancements

<u>Proposed Work Item</u>	<u>Turnpike</u>	<u>PACTS</u>	<u>MaineDOT</u>
1 Transcad format	\$3,000		
2 2008 socio-econ update	\$6,000		
3 2008 external volumes	\$1,500		
4 RSG black box		\$15,000	
5 Mode split		\$16,000	
6 Trip distribution	\$12,000		
7 Trip generation		\$2,500	
8 EZPass	\$10,000		
9 Household income	\$0	\$0	\$0
10 Trucks split			\$8,000
11 AM model	\$0	\$0	\$0
12 Daily model	_____	_____	<u>\$24,000</u>
Totals	\$32,500	\$33,500	\$32,000

- We propose to add to the budget for the TOD TIF website for enhanced modules such as a news blog.
- We propose to buy Caliper software for developing visualization models for better communication with the public on projects.

Proposal to Revise Existing 2-Year Budget

	Existing Budget	Proposed Changes	Notes
PACTS Internal Budget	\$970,000	\$0	
Maine Clean Communities	\$25,000	\$0	
SMRPC Planning Services	\$25,000	\$0	
GPCOG Planning Services	\$40,000	-\$5,000	
PACTS Model Consultant	\$50,000	-\$6,000	
Portland Wayfinding Plan	\$25,000	\$0	
Regional Bike/Ped Planning	\$20,000	\$0	
Regional Collector Paving Study	\$75,000	-\$2,052	Per contract limit.
Regional Education and Training	\$10,878	-\$8,667	
Regional EPS	\$20,000	\$0	
Regional Priorities Survey	\$20,000	\$0	
Regional Funds Leverage Report	\$10,000	\$0	
Regional PACTS Process Review	\$5,655	\$0	
Regional Signal Coordination	\$60,000	-\$8,188	See "carryover" note in narrative
Tri-Community Transpo Plan	\$80,000	-\$5,000	See "carryover" note in narrative
Transit Study Portland Peninsula	\$75,000	\$0	
Transit Bus Route Study	\$30,000	-\$10,000	See "carryover" note in narrative
Transit Regional Ride Guide	\$15,000	\$0	
Cape E. Sidewalk/Bikeway Plan	\$35,000	\$0	
Freeport School St Extension	\$25,000	\$0	
Portland Libbytown Trail	\$10,000	\$0	
Portland Woodford's Corner	\$40,000	-\$40,000	In 2010/2011 study request.
Scarborough Running Hill Road	\$35,000	\$0	
TIF TOD outreach *	\$8,667	\$0	
Wsbk Downtown Streetscape	\$30,000	\$0	
Windham Study	\$9,800	\$0	
Yarmouth Route 1 Phase II	\$35,000	-\$1,593	Per contract limit.
 <u>March 26th Staff Proposal:</u>			
Veterans Bridge Facilitator	\$0	\$10,000	Confirm recent email vote.
PACTS model calibration counts	\$0	\$8,000	Do in May.
Other counts for upcoming studies	\$0	\$8,000	Do in May.
Tukey's Bridge bike access	\$0	\$10,000	Send out RFP next week.
PACTS Model enhancement	\$0	\$33,500	See details in narrative.
* Add to TIF TOD website effort	\$0	\$2,000	
Caliper software	<u>\$0</u>	<u>\$15,000</u>	For new PACTS graphics functions.
Totals	\$1,785,000	\$0	

Status Report on the Development of our next 2-Year Planning/Administration Budget

Steps Taken So Far

1. Staff met with MaineDOT regarding available federal and state funding.
2. Staff developed internal expense and revenue budgets and reviewed them twice with Executive Committee.
3. Members submitted study proposals. Staff met with MaineDOT to discuss them. Transit Committee ranked several of the study proposals. Staff has applied our scoring system to the proposals. Staff has sought cost estimate advice on several of the proposals.

Next Steps

1. Receive comments from Policy Committee today.
2. Planning Committee develops recommendation to Policy Committee for funding of FHWA-funded consultant studies.
3. Transit Committee works with GPCOG and SMRPC staff on planning work to be done by them and consultants using FTA planning funds.
4. Staff shares refined draft budget and work plans with Executive Committee in early April and May.
5. Policy Committee adopts UPWP on May 21st. (No April meeting.)
6. Staff submits a draft 30-page UPWP to MaineDOT, FHWA and FTA, and then finalizes with them by early June.

Attachments

Table 1 – Sources of funds, and FTA 5303 funding

Table 2 – Revised draft expense budget (FHWA only)

Table 3 – Hours and cost details for PACTS staff and GPCOG support

Table 4 – Study proposals

Table 1 -- Draft March 20th

Sources of Funds for PACTS Planning and Administration for Next Two Years

<u>Draft Revenue Overview</u>		<u>Notes</u>
FHWA "PL" Funds (80% share)	\$1,256,367	Same "new" funds as in current budget. We could make a pitch to MaineDOT for more. We will also "carry over" \$\$ for some studies.
MaineDOT match (13.5% share)	\$212,012	Per MaineDOT's Jan. 21st letter. Budget for existing biennium is \$126,000.
Local match for local and subregional studies	\$41,092	20% share of the line items in Table 2 whose sources of match are "municipalities".
GPCOG and SMRPC match	\$18,000	20% share of the line items in Table 2 whose sources of match are GPCOG and SMRPC.
PACTS dues	<u>\$92,000</u>	Same as existing biennium. This includes \$31,012 for PACTS staff lobbying work and other contingency purposes to be funded without federal funds.
Total for FHWA-funded work	\$1,601,471	

FTA-Funded Planning and Administration in the PACTS UPWP

GPCOG and PACTS staff are developing the FTA-funded component of the PACTS UPWP with input from the Transit Committee. FTA 5303 funds may only be used for planning. FTA 5307 funds may also be used for planning, but the transit providers prefer to use those funds primarily for capital and operating purposes.

The FTA-5303-funded budget for our current biennium is \$516,000. The next budget will be similar.

**Table 2 -- Draft March 20th
FHWA-Funded Portion of
PACTS 2-Year Planning Budget for FY 2010 and FY 2011**

08+09 Budget		10+11 Budget	Comment	Sources of Match Funds
\$970,000	PACTS staff and GPCOG support	\$1,050,000	See Table 3	Dues and MaineDOT
\$0	Local project administration	\$100,000	Place holder.	Municipalities
\$25,000	Maine Clean Communities	\$30,000		GPCOG
\$25,000	SMRPC Planning Services	\$30,000		SMRPC
\$40,000	GPCOG Planning Services	\$30,000		GPCOG
	<i>Consultant Work</i>			
\$50,000	PACTS Model Consultant	\$50,000		Dues + municipalities
\$0	Regional Aerial Photo Flight	\$20,000		Municipalities
\$20,000 *	Regional Bike/Ped Planning	\$0	Finish by June	Dues
\$75,000	Regional Collector Study I	\$0	Done	Dues
\$0	Regional Collector Study II	\$20,000		Dues
\$0	Regional Dest. Tomorrow Update	\$25,000		Dues
\$10,878	Regional Education and Training	\$0	Done	
\$20,000	Regional EPS	\$25,000		Municipalities
\$20,000	Regional Priorities Survey	\$0	Done	
\$10,000	Regional Funds Leverage Report	\$10,000	Melrose work	Dues
\$5,655	Regional PACTS Process Review	\$0	Done	
\$60,000 *	Regional Signal Study I	\$0	Finish next year	
\$0	Regional Signal Study II	\$25,000		Municipalities
\$35,000	Cape E. Sidewalk/Bikeway Plan	\$0	Finish by June	
\$25,000	Freeport School Street Extension	\$0	Finish by June	
\$10,000	Portland Libbytown Trail	\$0	Finish by June	
\$75,000	Portland Peninsula Transit Study	\$0	Finish by June	
\$25,000	Portland Wayfinding Plan	\$0	Done	
\$40,000 *	Portland Woodford's Corner	\$0	Incorporate into new study?	
\$35,000	Scarborough Running Hill Road	\$0	Finish by June	
\$8,667	TIF TOD outreach	\$0	Finish by June	
\$30,000 *	Transit Bus Route Study	\$0	See note below	
\$15,000	Transit Regional Ride Guide	\$0	Finish by June	
\$80,000 *	Tri-Community Transpo Plan	\$0	Finish next year	
\$30,000 *	Wsbk Downtown Streetscape	\$0	Finish next year	
\$9,800	Windham Impact Fee Analysis	\$0	Finish by June	
\$35,000	Yarmouth Route 1 Phase II	\$0	Finish by June	
<u>\$0</u>	New '10/'11 Consultant Studies	<u>\$155,459</u>	See Table 4 proposals	
\$1,785,000	Totals	\$1,570,459		

Table 3 -- Draft March 20th

Hours and cost details for "PACTS Staff and GPCOG Support" in Table 2

<u>Staff</u>	<u>FY 06 Actual Hours + \$</u>	<u>FY 08 Actual Hours + \$</u>	<u>Adopted FY 09 Budget</u>	<u>Draft FY 10 Hours</u>	<u>Draft FY 10 Budget</u>	<u>Draft FY 11 Budget</u>	<u>Draft FY 10 + FY 11 Budget</u>
PACTS Staff	4,631	5,384	5,340	5,340	\$453,653	\$467,263	\$920,916
GPCOG Staff	<u>902</u>	<u>581</u>	<u>710</u>	<u>720</u>	<u>\$44,228</u>	<u>\$45,555</u>	<u>\$89,783</u>
Totals	5,533	5,965	6,050	6,060	\$497,881	\$512,818	\$1,010,699
Direct Costs	\$19,809	\$14,431	\$17,400		<u>\$20,000</u>	<u>\$22,000</u>	<u>\$42,000</u>
Total Costs	\$391,877	\$469,904	\$500,000		\$517,881	\$534,818	\$1,052,699

Notes and Assumptions

1. In FY 2006 PACTS staff was less than three full time people.
2. The GPCOG staff time is primarily for support staff (plus mapping and PACTS website work).
3. We can easily prepare a summary of the actuals for FY 2007 if requested.
Total hours were approximately 5,700.
4. The increase to 710 hours for GPCOG staff in FY 2009 is for work on the PACTS website, and the regional population forecasting for our TMA workshop last fall.
5. The continued increased hours for GPCOG staff in FY 2010 reflects need for their help in demographic analysis for PACTS model work for the Destination Tomorrow update.
6. The FY 2010 and FY 2011 draft budgets both include 3% average increases in staff hourly rates. Note that this is for budgeting purposes only.
7. The FY 2011 draft budget assumes the same hours as in the draft FY 2010 budget.

Table 4
Proposals Under Consideration
For FHWA Funding

	<u>Proposer</u>	<u>Request</u>	<u>Function/Study</u>	<u>Category</u>
1	CBITD	\$50,000	Multi-modal transit hub	B/P Transit Rail
2	Portland	\$100,000	Franklin Street feasibility	Corridor/Intersect
			This could be funded with other funds.	
3	Portland	\$100,000	Forest Avenue land use	Access Mgt +
4	Portland	\$50,000	Congress St bus priority	B/P Transit Rail
			Several consulting firms suggest that this is not enough.	
5	Portland	\$20,000	TDM ordinance implement	Policy Other
6	Scarborough	\$40,000	Oak Hill pedestrian plan	B/P Transit Rail
7	S. Portland	\$65,000	Fixed Guideway	B/P Transit Rail
8	Windham	\$53,600	Parallel service road III	Corridor/Intersect
9	Windham	\$25,000	Alternative funding study	Policy Other
10	Windham	\$50,000	Comp transportation study	Policy Other
11	Yarmouth	<u>\$45,000</u>	Route 1 Phase III	Corridor/Intersect
	Total	\$598,600		

Funds available based on Table 2 calculations: \$155,459.

Agenda Item 8 – Consent Agenda

1. PACTS outreach/visibility work in March:
 - We held our fourth “**sandwich symposium**” on the recommendations in the Portland Peninsula Transit Study.
 - **News release** on unmet need for collector road funding. Copied the Cumberland County Delegation and others.
 - Spoke to Legislature’s **Appropriations Committee** in support of Governor’s bond proposal.
 - Spoke with **Cumberland County Delegation** regarding the federal economic stimulus package.
 - Wrote to Legislature’s **Transportation Committee** in opposition to LD 661 because it would likely cause a significant increase in Turnpike tolls in our region.
 - Created a **PACTS blog** website.
2. Draft agenda for **May 21st Policy Committee** meeting:
 - Adopt UPWP for next two years.
 - Final action on our High Priority Projects list (maybe).
 - Elect new committee officers.
 - Do annual performance evaluation of PACTS Director.
3. **East-West Corridor Study**
 - Steering Committee Members: MaineDOT, Turnpike, Gorham, South Portland, Westbrook, Scarborough and PACTS
 - Advisory Committee Members: PACTS, GPCOG, Portland, Buxton, Standish, Hollis and numerous economic development, multi-modal, environmental, land use and other stakeholders.
 - John Duncan will serve as the Chair of the Advisory Committee.
4. The Wilbur Smith Associates office in Portland will close this spring. They have done a lot of great work for us over the years.
5. The Technical and Planning Committees will hold their first-ever joint meeting in April.
6. A **Destination Tomorrow Update** steering committee has been formed. It will include members from all our standing committee. They meet for the first time tomorrow.

Recent Committee Meetings

- Executive Committee
 - Finalized today's Policy agenda.
 - Had monthly inter-committees discussion.
 - Discussed the committee's first nine months.
 - Endorsed a Portland TIP project "substitution" request, and an FTA project funding change request from MaineDOT.
 - Discussed staff's proposal to reprogram funds (Item 4C above).
 - Discussed development of next UPWP (Item 7B above).

- TIP Process Committee
 - See agenda item 4B.

- Technical Committee did not meet in March.

- Planning Committee
 - Heard Bruce Hyman presentation on the GrowSmart Maine Model Town work underway in Standish.
 - Began work on Destination Tomorrow Update.
 - Update on Transit-T.O.D. website effort.
 - ***Held third joint meeting with Transit Committee.***

- Transit Committee
 - Ranked proposals for new studies.
 - Discussed bus procurement process again.
 - Continued work on regional map/timetable.
 - Prepared for development of transit planning tasks and budget for the next two years.
 - Much exchange of information on topics of interest