

**PACTS
Transit Committee
Meeting Notice**

**Thursday, August 9, 2007, 9:30 a.m.
GPCOG, 68 Marginal Way
Agenda**

Note Later Start Time!

- 1. Call to order**
- 2. Approval of Minutes from the last meetings (attached)**
- 3. Questions on Committee Reports**
- 4. Revised Timeline/Work Plan (attached) – 5 min.**
- 5. Allocation Formulas for Future (FY 2008/2009) 5307 and STIC Funding
(background attached) – 30 min.**
- 6. PACTS Process Review Briefing – 10 min.**
- 7. Update on Reducing FHWA funded UPWP projects – 10 min.**
- 8. Information Sharing/Round Table Discussion/Check-In/What's Up**
 - a. Passenger Behavior & Standards of Conduct**
 - b. Automatic Vehicle Location**
- 9. Other Business**
- 10. Next Meeting Date (September 13 @ 9:30 a.m., at Saco City Hall), Agenda**
- 11. Adjourn**

Attachments: July 12 PTC minutes, Revised Timeline/Work Plan, Background paper on Allocation of 5307 and STIC, Background on Reducing FHWA funded UPWP projects, Revised Annual Report of Accomplishments, , Revised Committee Roster

July 12, 2007
9:00 a.m. at Saco City Hall

Members Present: Tom Meyers, Chair, South Portland Bus Service; Sara Behr, MaineDOT; John Bubier, Biddeford; Ed Clifford, ShuttleBus/ZOOM; Catherine Debo, CBITD; Connie Garber, YCCAC; Jonathan LaBonte, MTA; Jon McNulty, RTP; Patricia Quinn, NNEPRA; Ray Penfold, Private Operators

Members Absent: David Redlefsen, METRO; Tom Gorrill, Gorrill-Palmer

Staff and Guests: Maddy Adams, GPCOG; Susan Davis, MNGRR; John Duncan, PACTS; Art Handman, Consultant; Tom Reinauer, SMRPC; Robert Wagner; David Willauer, GPCOG

1. **Call to Order.** Tom Meyers called the meeting to order at 9:07 a.m.
2. **Approval of minutes from May 10, 2007 meeting.** *Connie Garber moved approval of the minutes of the May 10 meeting, seconded by Patricia Quinn. All were in favor.*
3. **Questions on Committee Reports.** Tom M. mentioned that the Policy Committee requested us to have a vote on 5309 funds ahead of our regularly scheduled meeting so that the TIP could be amended and the METRO could order some compressed natural gas busses. The Regional Transit Coordination Study was adopted by the Policy Committee at the PACTS Annual Meeting in June. Tom explained that there is the potential that FHWA funding for the UPWP (planning) could be cut from \$3 million to \$2 million. One project came in 44% over budget. David mentioned that the Technical Committee still has to figure out what capital projects will get constructed in 2007 and what will get deferred.
4. **Allocation process for Small Transit Intensive Cities (STIC) funds.** David explained that the STIC funds are already part of 5307 so this agenda item is moot.
5. **FY 2007 TIP Amendments.**
 - 5a. **5307.** Sara explained that on the table included in the agenda packet, the amount in the “previous amount” column is what is currently listed in the 2006-2008 PACTS TIP. The amount in the “revised amount” column is what you will actually be receiving for funding. A good portion of the money in the “Change +/-” column is money that comes from the increase due to STIC funds. *Connie made a motion to accept this amendment (as reflected in the Chart entitled MaineDOT 2006-2008 STIP - Adjustment/Amendment #1 FFY 2007) and recommend it to the Policy Committee. Jon McNulty seconded the motion and all were in favor.*
 - 5b. **Surface Transportation Program (STP) Set-Aside Funds.** David presented two options. With the #2 option, the first three projects would be funded at 100% because they are ready to go and the last two projects would be reduced accordingly to match the total amount. The METRO board has embraced the idea of the canopy and they will go to bat to try to make it happen. Robert asked if the canopy goes away if the money would become available. David explained that the money is for more than just the canopy. David mentioned that the Downtown Transportation Center was broken into over the weekend and the TIDS screen was vandalized.

Tom Meyers offered to defer the SPBS building replacement for \$238,153. This would make \$33,717 become available. Each of the other projects had originally requested more money. For example, RTP asked for three buses rather than two; their original request was \$210,000. The original request for the DTC was \$100,000. The METRO “Communication system” line item actually also involves SPBS and RTP. Since the DTC is uncertain, let’s leave it at that. TIDS is already funded at the number requested. Jon said that RTP is

good with the \$140,000 amount for two vehicles. The \$300,000 for the Communication System was estimated to include METRO, SPBS and RTP. Tom M. stated that system integration is an important one that we don't want to lose. It was suggested that the balance (\$33,717) be moved into the communication system w/AVL to look at this more regionally. Ed expressed interest in having the ShuttleBus also participate. (Note: This would require a shared local match from participating providers.) System integration is included in the scope. **Tom Meyers made a motion to remove the SPBS building replacement for \$238,153 and put the available funding (\$33,717) to the communication system AVL and rename the line item to read "Regional communication system with AVL."** There needs to be an applicant name, so that will remain METRO and the scope can explain that METRO will be the lead agency for the PTC for this item. **Patricia seconded the motion and all were in favor.** Robert Wagner mentioned that it would be nice if a person could call to check where a bus is at any time. Ray offered his assistance with the AVL piece.

5c. JARC. There will be an application process for JARC later this summer for FY 2007 funds. The deadline is August 15th.

- 6. UPWP Amendments.** David explained that the ShuttleBus/SPBS Route Study needs to be included in both the 2006-2007 and 2008-2009 UPWP's for funding purposes. The providers are using 5307 funds in addition to state funds. **Ed Clifford made a motion to amend the 2006-2007 and 2008-2009 UPWPs to include the ShuttleBus/SPBS Route Study using 5307 funds for planning purposes and amend the 2008-2009 UPWP to describe transportation and human services planning. Jon McNulty seconded the motion and it passed.**
- 7. Draft Timeline/Work Plan.** This will always be a work in progress. Add JARC funding to the list and move election of chair to June 2008. It was suggested that STP proposals be moved up on the timeline to about April or March 2008. John mentioned that the PTC should see a draft of the 08/09 TIP but it needs to be approved as a draft by the Policy Committee in July (not September as listed on the timeline). Staff will send it to the Transit Committee. Patricia mentioned that the Regional Transit Map should be done by the end of this month. There are different colors for different routes; it shows the Greater Portland area. There will be a chart to show how to get from point A to point B. They used the Convention and Visitors Bureau map as a template. Schedules will not be on the map. (A draft map was circulated.) General information about the level of service will be included. Patricia has a meeting with the ad agency this afternoon. On the Timeline, remove "and Schedule" from Complete Regional Transit Map in July 2007. The Regional Ride Guide is not lost. This is the first piece and each piece will be complementary to the next.
- 8. Coordination Study Implementation**
 - 8a. Draft Resolution.** Tom M. recommended that transit providers meet separately after this meeting to confirm that the draft resolution is okay. Tom will be taking the Resolution to his City Council in a workshop session. We need to know what each agency will do.
 - 8b. Project Updates.** David reported that PACTS needs to cut the UPWP (planning) budget from \$3 million to \$2 million. Some of our transit studies could be cut. The Route Study and the Ride Guide scored well but some of the others didn't. We may need to readjust our priorities. METRO is continuing an in-house route study. Tom M. stated that the PACTS Transit Committee has been designated as the agency to implement the recommendations of the Regional Transit Coordination study. There should be a central clearinghouse for all the studies. David mentioned the PACTS Peninsula Transit Study RFP will go out this summer. This is a \$75,000 PACTS study that the City of Portland is sponsoring. The scope of the study keeps changing; the committee can see a copy of the scope. We can pull all of the complementary pieces of the various reports together.

Patricia mentioned that she is on the Committee for the MaineDOT study for the extension of rail service. All of these other studies should overlap as connectivity is critical. Tom M. stated that we not only want to find out what everybody is doing, but we want to drive some of these studies. We want to take an active role and we need to be proactive. New studies should build on the work of what has already taken place and not

duplicate previous efforts. Ed mentioned that the consultant for the SPBS/ShuttleBus Study has done an evaluation of the existing routes. He is now meeting with drivers and staff and recommendations are due this fall.

9. Annual Report of Accomplishments. A handout prepared by Tom Reinauer was distributed. It was suggested that the Regional Transit Coordination Study be listed or at least referenced on the list. If you have any additions, please e-mail them to Tom Reinauer.

10. Information Sharing.

- Catherine – the CBITD questionnaire is going out today and tomorrow. Draft results and report will probably be available in September.
- Connie – Shoreline Explorer – service kicked off on June 23. Rider surveys are showing very positive responses. There has been less vehicular down time.
- Patricia – fifth round trip should be starting in August. At the last legislative session, funding was committed for Downeaster service through July 09. A star account was created in the last legislative session to fund transportation outside of roads and highways. Right now it is only funded by tax on aviation fuel. There was discussion about tax on rental cars to fund alternative means of transportation but that didn't pass. On the Downeaster web site they had a video about how to visit the Portland area and get around without a car. A \$250,000 grant from the Federal Railroad Administration is being used to test new technologies; they are looking into print at home boarding passes.
- David provided a handout on Portland Explorer ridership.
- Ray reported that ridership is up and that all his buses now have AVL.
- Ed reported that a loop is being provided to Funtown with the trolley. The developers at Biddeford Crossing are dragging their feet regarding bus service. UNE service begins the day after Labor Day.
- Ray wanted it on the record that he has an issue with the Shoreline Explorer offering chartered trolley rides and wanted to discuss this. Tom M. responded that it has nothing to do with the PACTS MPO and so was not an issue for this committee to discuss. He suggested that Ray meet with Connie after the meeting.
- Tom M. – maintenance of vehicles is good right now but they have several people out due to various issues. Ridership was a little below normal at the beginning of the year and then April and May were well ahead.
- Jon M – RTP is running out of space for their offices and vehicles. If anyone is aware of available space, please let him know.

10a. Call Center. David reported that a notice was sent out to all transit providers about their interest level in having a call center. A person calling would reach a person who could give them information about how to get from point A to point B. The 511 program is similar but it is all automated. We want to introduce a real person. Jonathan said that MTA would be interested in knowing more about this because it could be a redundant service. Jonathan asked if there is a working group being assembled about this issue. David said that there isn't yet. It was suggested that Sue Moreau be invited to a PTC meeting to discuss the 511 program, so that any new program is tied with 511.

11. Other Business. Sue Davis' number on the PACTS Transit Committee roster should be corrected to 828-0814.

12. Next Meeting Date. The next meeting was scheduled for August 9th at GPCOG. Catherine said that she has a problem attending the Saco meetings because they begin at 9:00. The meeting on August 9th will begin at 9:30 rather than 9:00. Tom suggested that passenger behavior and standards of conduct be added to the agenda. Ed suggested that occasionally there should be meetings for just the operators to deal with operations-related matters.

13. Adjourn. The meeting adjourned at 11:05 a.m.

Agenda Item #4

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT 8/29/2007

Fiscal Year 2007:

<i>May</i>	Approve New Work Plan /UPWP Begin development of Allocation Formula for 5307 and STIC Funds
<i>June</i>	Adoption of Regional Transit Coordination Study Evaluation of the Committee (year 3)

Fiscal Year 2008:

<i>July 2007</i>	Continue development of Allocation Formulas for 5307 and STIC Complete Regional Transit Map Participate in PACTS High Priority Projects list development
<i>August</i>	Provide input to PACTS Process Review
<i>September</i>	Participate in PACTS TIP Process Review
<i>October</i>	Adopt an Allocation Formula for 5307 and STIC
<i>November</i>	FTA Budget announced (tentative) Develop Study Proposals for 5303 and 5307 Planning funds
<i>December</i>	Provider information (ridership, miles, etc.) due
<i>January 2008</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	<i>Submit STP proposals to staff for ratings</i>
<i>March</i>	
<i>April</i>	<i>Appoint Nominating Committee for new Officers</i> <i>Adopt STP proposals for submission to Policy Committee</i>
<i>May</i>	
<i>June</i>	Annual evaluation of Committee (year 4) <i>Elect New Committee Officers</i>

Fiscal Year 2009:

<i>July 2008</i>	Review criteria for submitting proposals for 2010/2011 STP Capital
<i>August</i>	
<i>September</i>	
<i>October</i>	
<i>November</i>	<i>FTA Budget announced (tentative)</i>
<i>December</i>	<i>Provider information (ridership, miles, etc.) due</i>
<i>January 2009</i>	Operators submit requests for planning functions and funding
<i>February</i>	Draft Unified Planning Work Program (UPWP) submitted and first review

March Review UPWP
April Complete recommendations to Policy Committee re: UPWP
May
June 2009 Annual evaluation of Committee (year 5)

Other tasks:

- Execute the Implementation Schedule for the ***Regional Transit Coordination Study***.
- Provide assistance and coordination for implementing ***Destination Tomorrow*** and associated studies and plans
- Determine level of involvement of the Committee wishes to have in ongoing studies such as:
 - Peninsula Transit Study
 - Passenger Rail to Brunswick
 - Transit Oriented Zoning
 - Maine Narrow Gauge RR Extension Study
 - Other future studies
- Begin orientation of what it will mean to be a part of a Transportation Management Area
- Respond to Policy Committee requests for action, information or recommendations as needed

Agenda Item #5

Allocation Formulas for Future (FY 2008/2009) 5307 and STIC Funding

Staff Resource: Steve Linnell and David Willauer

Member Resources: Sara Behr, Tom Meyers

Overview:

The Committee has requested a more rational formula for dispersing FTA Section 5307 funds. The current (FY '06/'07) allocation formula is based on the (FY '04/'05) agreement that was created by the newly convened Transit Providers Working Group not long after the expansion of the PACTS area.

History: In 1997, prior to the expansion of the MPO, GPCOG staff worked with the Transit Providers and municipal officials to develop a formula based on 30% revenue vehicle miles and 70% boardings from the most recent NTD reports. There were also adjustments made to account for rural versus urban operations. In 2002, the Transit Providers Working Group expanded from four to six providers and further adjustments were made to the allocation of funds based on negotiated needs between providers. In 2004, the resulting percentages were continued when PACTS formed the Transit Committee.

Staff will present a recommendation at the meeting.

Agenda Item # 7

Update on reducing FHWA funded UPWP projects

Staff Resource: John Duncan

On May 17th the Policy Committee adopted a two-year \$3,038,150 planning and administration budget. It was composed of FHWA-funded tasks (\$2,569,150) and FTA-funded tasks (\$469,000). Shortly thereafter, the MaineDOT advised that they had chosen to use their statewide federal funding obligation authority in a way that cut our \$2,569,150 FHWA-funded budget to \$1,570,459. MaineDOT's action applied to all of Maine's MPO's.

Staff advised the Policy Committee of this in July. Per direction from the Policy Committee, we are in the process of recommending \$1,000,000 in cuts in FHWA-funded tasks. Staff is working with representatives (one each) from our four standing committees. The group met on August 7th.

The budget adopted in May included six transit or transit-related studies to be funded in part or in whole with FHWA funds (plus the Maine Clean Communities work). Therefore, these studies are at risk of losing some or all of their FHWA funding. Staff will give an update at your meeting on Thursday.

August 1, 2007

To: PACTS Policy Committee Members and Staff
From: Tom Meyers, PACTS Transit Committee Chair
Subject: PACTS Transit Committee Accomplishments FY2007

- Eleven PTC meetings were held during the fiscal year
- Several different funding adjustments were made due to PACTS allocation changes, including STP Set-Aside projects, 5307, and State funds.
- Discussion of transit planning items in Unified Planning Work Program (UPWP)
- Reviewed and assisted in the development of the transit portion of the Fiscal Year 2008-2009 UPWP. Recommended transit portion of UPWP to Policy Committee.
- Recommendation to Policy Committee regarding PTC member for the “2009 High Priority Projects Committee”.
- Reviewed and made recommendations for High Priority Projects Committee.
- Assisted in revisions to the PACTS Transportation Improvement Program (TIP).
- Received presentation and provided input to the Strategic Corridor Investment process from MaineDOT, GPCOG, and SMRPC.
- PTC members attended all other PACTS Committee meetings and reported back.
- Voted on new PTC appointee to the PACTS Technical Committee.
- Reviewed PACTS Title VI Plan and provided input.
- Revisited and made changes to timeline/workplan for future Transit Committee tasks
- Received presentation on the Maine Narrow Gauge Railway.
- Received presentation/update on the Downeaster and plans for possible extension of service north of Portland.
- Received presentation and gave feedback on the Gorham-to-Portland Bus Study.
- Allocated the STP Transit Set-Aside funds for FY 2007.
- Completed Regional Transit Coordination Study

PACTS Transit Committee Roster

Members	Affiliation	Phone	Email
John Bubier	City of Biddeford	284-9313	jbubier@biddefordmaine.org
Ed Clifford	ShuttleBus/ZOOM	282-5408	director@shuttlebus-zoom.com
Catherine Debo	CBITD	774-7871 x103	cdebo@cascoabaylines.com
Barbara Donovan	MaineDOT	624-3245	barbara.donovan@maine.gov
Connie Garber - Vice-Chair	YCCAC	324-5762 x 2930	cgarber@yccac.org
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Tom Meyers - Chair	SPBS	767-5556	tmeyers@southportland.org
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David Redlefsen	METRO	774-0351	dredlef@gpmetrobus.com
Private Optr Seat	See below		
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Others and Alternates			
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