

PACTS

Portland Area Comprehensive Transportation Committee

PACTS Transit Committee Meeting Notice

Thursday, September 11, 2008, **8:30 a.m.**
GPCOG, 68 Marginal Way
Agenda

The DVD “Toward a Sustainable Energy Future” will begin at 8:30. The meeting will start when the DVD has finished (about 90 minutes).

1. Call to order
2. Approval of Minutes from the last two meetings (attached)
3. Status Reports (attached) – 30 min.
4. Review Timeline/Work Plan (attached) – 5 min.
5. Appoint new Planning Committee Representative
6. Appoint new TIP Process Sub-Committee Representative
7. Annual Evaluation (draft attached) – 10 min.
8. UPWP Transit Planning Update (attached) – 15 min.
9. PACTS Transit Study Implementation Status Reports – 30 min.
 - a. Regional Map and Timetable
 - b. Regional Route Study
 - c. Transit Planning in Comprehensive Planning Process
 - d. Regional Pass System (attached)
 - e. Other – in order of priority
10. Information Sharing/Round Table Discussion/Check-In/What’s Up
11. Other Business
12. Next Meeting Date (October 9 @ 9:00 a.m., at GPCOG w/Planning), Agenda
13. Adjourn

Attachments: June 12 & July 10 PTC minutes, August 14 ITS minutes, Status Reports, Timeline/Work Plan, Annual Evaluation draft, UPWP Transit Planning Update, TIP Amendment, Regional Pass System

PACTS Transit Committee Minutes
June 12, 2008
9:30 a.m. at GPCOG

Members Present: Sara Behr, MaineDOT; Ed Clifford, ShuttleBus/ZOOM; Connie Garber, YCCAC; David Redlefsen, METRO; Conrad Welzel, MTA

Members Absent: John Bubier, Biddeford; Catherine Debo, CBITD; Tom Gorrill, Gorrill-Palmer; Tom Meyers, SPBS; Patricia Quinn, NNEPRA; RTP

Staff and Guests: Maddy Adams, GPCOG; Susan Davis, MNGRR; Kevin Donoghue, Portland; Carl Eppich, PACTS; Art Handman; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; Robert Wagner; David Willauer

2. **Call to Order.** Connie Garber, Vice-Chair, opened the meeting but a quorum was not present. She mentioned that Tom Meyers is out of state, Jon McNulty has retired, and Chuck Baker had another commitment. We need to encourage a representative from NNEPRA to attend these meetings. Since Ed Clifford will be the new Chair of the Transit Committee, Connie suggested that he check in with the providers to ask that they send a representative to the meeting if they cannot attend. Jack DeBarandinis is the Acting Executive Director at RTP.
3. **Approval of minutes of May 8, 2008 meeting.** No comments were made regarding the minutes and no action was taken due to the lack of a quorum. This item will appear on next month's agenda.
4. **Debrief of Joint Meeting with Planning Committee.** David Redlefsen mentioned that he has been working with Maine Medical Center (Steve Hobart) looking at fixed route service. The number of employees that they have to park is substantial. They have a number of garages and satellite parking lots in Buxton, Gorham, Lakes Region, etc. People are coming from all of these areas. These people would provide a base ridership for a bus service. They would like to do a case study of how they prepare for TDM and what the thought process is for transit service. This one case study would be a good joint project for the PTC and the Planning Committee.

Connie said she felt good about the conversation that occurred between the PTC and the Planning Committee. Bringing all the different perspectives together is a good thing and sharing of information is always helpful. Providing information/education to the general public is very important. It was suggested that it would be beneficial to have Carey Kish, GoMaine Coordinator, attend PTC meetings to share transportation management opportunities. There is a benefit to having that representation as well as the Bike Coalition of Maine and perhaps Portland Trails. Conrad added that there were a lot of different pieces that were being brought together today. We should strike while the iron is hot. It is important for the PTC and Planning Committee to be working together. Conrad spoke of the high cost of park and ride lots and mentioned how the Turnpike Authority worked with Cabella's in Scarborough to get some park and ride spaces from them.

Steve Linnell mentioned that he will be chairing the Passenger Transportation Sub-Committee of the Governor's Working Group on the High Cost of Transportation Fuels within the Governor's Pre-Emergency Energy Task Force. The latter task force has been in existence for a year. The Governor is asking the group to come back in 30 days with recommendations. Steve will be meeting weekly with this new group and he would appreciate input from the PTC. They will be looking at short-term, mid-term and long-term planning for next winter. Connie suggested that Steve send a brief e-mail to the PTC with a timeframe as to when he would like to receive comments to share with the Passenger Transportation Subcommittee. This should probably be added as a regular agenda item to our meetings.

- 5. Status Reports.** Transit ITS projects will be discussed at the next meeting, due to the lack of a quorum. Sara mentioned that she may need to do one PIN per provider; this will be discussed next month.

The DVD of Charlie Stephens' presentation at the GPCOG Energy Sustainability Forum is now available. Connie suggested that the DVD be presented to the PTC. The next meeting is scheduled for July 10th in Saco. We'll check to see if we can watch the DVD presentation then. It was suggested that the meeting begin an hour early (at 8:30) to allow time to view the DVD. Steve mentioned that the GPCOG Executive Committee has formed three task forces focusing on environment, economy and community and they will be developing some principles of sustainability. Steve is staffing the Environment Task Force. Two more forums will be held over the next year; the next forum will focus on the economy.

Carl mentioned that we need to educate the elected officials in the towns about transportation and transit. Perhaps we should hold Transportation 101 sessions and invite elected officials as well as the GPCOG Executive Committee task force members to attend. Kevin noted that elected officials don't get paid so they may not attend another meeting unless it is something that they are passionate about.

PACTS High Priority Projects telephone survey. Carl provided an update on the survey. Carl also reported on the recent HPP public hearings. Only one public participant attended the meeting in Saco; there were seven or eight people from the public in attendance at the Yarmouth meeting; and the Westbrook meeting drew 10, including two candidates for State Senate.

Regarding the Regional Traffic Signal Study, if you have any insight on this or have any ideas about what should be included in the scope, please let Carl know. There was not much interest in holding a meeting on the Turnpike toll equity study. Conrad provided a brief update to the Committee. The toll rate and structure of the toll rates were looked at. The committee members included regional people, the tourism industry, Charlie Colgan, an attorney, a Chamber person from York – there were lots of different interests represented. It turned pretty parochial. Four or five meetings were spent educating the group on why the structure is there and how it came about. People realized that it was a convoluted bag of prices but it wasn't that bad after all. A Citizens Advisory Group thought they should provide guiding principles regarding any future rate increase. The MTA has said that it would step back and see if the present location will meet the needs of the MTA including engineering criteria, permitting, and the future needs of the travelers. Connie noted that the impact of the toll structure on the Turnpike has a big impact on public transportation; it might be a good piece for the PTC to look at. She said if there is an Executive Summary of the study the PTC should probably take a look at it. Tom R. said that the guiding principles would be helpful. Regarding the MTA Gorham Connector Study – they need to finish putting together the scope for this study. It will probably be an alternatives analysis to start.

- 6. Review Timeline/Work Plan.** No changes.
- 7. JARC TIP Amendment.** David Willauer provided a handout regarding TIP amendments. These amendments will get the money going. The PACTS Executive Committee is scheduled to meet on July 1st. They can approve this item to get the 30-day public process rolling. Sara asked about the local match for the Lakes Region project. David responded that we don't know yet about the local match but will probably know by the end of the month. David Redlefsen asked if an employer like MMC could be the local match on behalf of the local municipality. It is possible that a private institution could provide the match and since MMC employees would be traveling to the Lakes Region area it would probably work. However, capital is the issue. We would need to ask FTA about this.

The Transit Committee members in attendance reached consensus on the amendments. The Policy Committee or the Executive Committee will be the Committee that will actually vote on this item.

8. PACTS Transit Study Implementation Status Reports. Reports will be moved to the next meeting.

Regarding ITS, Sue Moreau was concerned (after the June 5th meeting) that the providers didn't know how many units they would be needing. If there are too many people on one contract, it could be an issue. She felt that it might be easier for each provider to apply for their own ITS. David W. reviewed the numbers. RTP, SPBS, METRO and COG were all going to be under one PIN but it may be too confusing. David said that we are ready to scope the projects.

Next steps:

- Implementation Paper with action items and milestones, including TIP amendment.
- Concept Paper with functional requirements and scopes for RFP.
- Secure consultant to develop RFP.

Sara explained that each provider needs to determine what their needs are with the federal and local numbers attached. Ed suggested putting all the money back on the table and dividing the money up among the providers. A partnership has been formed with Bridgewater – there is a \$9 fee for the phones plus an additional monthly fee for having the Bridgewater technical assistance available.

9. Information Sharing

- Steve L – August 11th is the start of the Transcontinental Hydrogen coast-to-coast vehicle trek. Steve will provide more details as the date draws closer.
- Susan – their building is for sale and one of the buyers may be interested in doing something with transit.
- Ed – 94% increase in ridership from May 07 to May 08.

10. Other Business. None.

11. Next meeting date. July 10th at 8:30 a.m. at Saco City Hall.

12. Adjourn. The meeting adjourned at 12:20.

PACTS Transit Committee Minutes

July 10, 2008

9:30 a.m. at Saco City Hall, Main Street, Saco

Members Present: Sara Behr, MaineDOT; Ed Clifford, ShuttleBus/ZOOM; Tom Meyers, SPBS; David Redlfesen, METRO; Bill Bent (for Conrad Welzel) MTA

Members Absent: John Bubier, Biddeford; Connie Garber, YCCAC; Catherine Debo, CBITD; Tom Gorrill, Gorrill-Palmer; Patricia Quinn, NNEPRA; RTP

Staff and Guests: Carl Eppich, PACTS; Art Handman; Judy Harris, Alex Jaegerman, representing the PACTS Planning Committee, Steve Linnell, GPCOG; Sue McIntyre, GPCOG; Tom Reinauer, SMRPC; Robert Wagner.

1. **Call to Order.** Ed Clifford opened the meeting at 9:30 a.m. A quorum was not present.
2. **Approval of minutes of June 12, 2008.** No action was taken due to the lack of a quorum. Minutes were tabled until next month's meeting.
3. **Discuss presentation topics/timing**

- A DVD of Charlie Stephen's presentation, entitled "*Toward a Sustainable Energy Future*" will be shown at the September 11th, 2008 PACTS Transit Committee meeting to be held at GPCOG beginning at 8:30 a.m.
- Carey Kish, Program Director for GoMaine will give his presentation at the October 9th, 2008 Joint PACTS Planning/Transit Committees meeting to be held at GPCOG at 9:30 a.m.

4. **Status Reports (attached)**

Steve provided an overview of the Status Reports as described in the meeting packet. ***Key items noted:***

- The DVD of Charlie Stephen's presentation, "Toward a sustainable Energy Future" is now available and for sale and for preview. Contact GPCOG for ordering.
- The newly established PACTS Executive Committee has formed three sub-committees. A retreat is being planned for September to establish principles of sustainability.
- Carl noted that PACTS is now under contract with Penn/Atlantic SMS Group for the \$20,000 survey on High Priority Projects. The study will be done in the PACTS study area. The purpose is to get a citizen ranking of ten High Priority Projects. The survey will ask attitudinal type questions pertaining to alternative modes of transportation, etc., as well as where planning and funding efforts should be directed. The survey is scheduled to be completed by September 15th, and Carl is hoping that a report will be available in October. There will be typical demographic information and the study will be broken down into different sub-regions. If anyone would like to provide some input in reference to some of the attitudinal questions, please contact Carl.
- Steve provided an update on the Governor's Pre-Emergency Energy Task Force. Steve is Chair of the Passenger Transportation Sub-committee. It looks like the Portland Press Herald acquired a "scoop" on the report and articles about the findings appeared in their newspapers yesterday. (The report has not yet been presented to the Governor). The 12-page summary is available online on the Press Herald website. It is far more comprehensive for what people were hoping for and funding will be a big challenge.
- The Lakes Region Transit Service topic has recently received some news coverage and because of that coverage, the towns of Raymond and Casco seem to be reconsidering. This will be an ongoing process.
- With regards to the PACTS Transit ITS Implementation Plan, Sara would like to see more detail before a final decision is made. She would specifically like to see the information broken down with respect to table 2 on page 9 of the meeting. If more information can be gathered, this could be done as one PIN and under one contract.

The following items about the ITS Implementation Plan were noted and/or discussed:

- Where is the integration piece of this proposal and where do all of these district pieces come together in their respective coordinated integrated system? It needs to be tied together. Steve will follow-up with David.
- Concern was expressed over confidentiality and how to be integrated with other agencies.
- Could there be one component that could be called upon? It must be ITS compatible and not too complicated.
- There is a need for a holistic overseer to manage it like a project, like a project administrator.

- What planning funds have been set aside to do that implementation piece? What is the funding amount? Could staff look at the UPWP with regards to the project funds?
 - Instead of organizing another meeting, would it be better to have an idea as to what we'd like accomplished and to organize the unanswered questions.
 - There are questions about \$60,000 in vs. \$30,000 out; FTA funds and the engineering component.
 - Capital investment should be unified and work.
 - A column should be added for Shuttlebus/ZOOM in the spreadsheet.
 - Write a scope narrative, make sure the integration system is well-defined and then get details of what each agency needs.
 - We could have an Adhoc Transit Operators' Committee look at this proposal and the scope.
- With respect to the RTP and METRO merger letter, it was suggested that for future consideration and from a protocol standpoint that every effort should be made to notify the board of directors of groups like this before the agenda item is publicly discussed. Once it is known that an important topic will be an agenda item, phone calls to the directors should be made beforehand as a matter of protocol and courtesy.
 - Carl provided an overview of the PACTS Collector Road Study. Gorrill-Palmer is evaluating all collector roads and is looking at proposing changes to the Highway Adequacy Index which would allow 5 points for transit routes. Carl will follow-up with more information as soon as the draft report is available.
 - Ed commented that 8% of people rode transit during Commute Another Way Week. This was a record number of people.

5. **Review Timeline/Work Plan**

Ed provided an overview of the PACTS Transit Committee timeline/work plan for fiscal years 2008 and 2009, as described in the meeting packet. *Among items noted:*

- There is no PACTS Transit Committee meeting scheduled for August.
- Transit Operators will meet about the ITS plan in August at GPCOG.
- The DVD of Charlie Stephen's presentation "'Toward a Sustainable Energy Future'" will be shown at the September meeting at 8:30 a.m at GPCOG.
- The combined Planning and Transit Committee meeting is scheduled to be held in October at GPCOG. The Planning Meeting will be held at 8:30 a.m., the combined meeting will start at 9:30 a.m. and the Transit Meeting will begin at 10:30.
- A new location will be needed to host the next Regional Transit Summit. Potential hosts include GPCOG or the PACTS Transit Committee. David Willauer will be contacted to find out if he has spoken with Jim Cohen and the other Metro Coalition members. However, there is still a question of funding.

6. **JARC TIP Amendment**

The Transit TIP Amendment was approved by the PACTS Executive Committee at their first meeting on July 1st, 2008.

7. **Annual Evaluation**

A list of PACTS Transit Committee accomplishments FY 2008 has been historically provided to the PACTS Policy Committee on an annual basis. A draft of the report is included in the meeting packet for review. Tom Meyers, Tom Reinauer and Ed Clifford will be working on putting together the final list.

8. PACTS Transit Study Implementation Status Reports

a. Regional Map and Timetable

Nothing has been finalized. Tom Criclair was to work on it. A draft report by September would be great.

b. Regional Route Study

The Biddeford/Saco ShuttleBus Study and the South Portland Bus Study are both underway. They are finishing up the Peninsula Transit Study which will also join the bus study. There was a third study proposed but it has been in abeyance.

A public forum was held on the previous night and was well attended with over 90 people there. It was noted that the forum seems to attract the same people and that more outreach may be needed to attract other segments of the population such as business owners, firms, etc.

The group was reminded that PACTS and GPCOG will be attending another Transportation meeting at the Portland Chamber of Commerce next Tuesday, July 15th, 2008 at 8:30 a.m.

c. Transit Planning in Comprehensive Planning Process

More communities will need to develop ordinances that consider transit and have some kind of an idea as to what that means to them in their comprehensive plan. Comprehensive plans have to be consistent with state goals. It will be different for outlying communities vs. those in urban areas.

d. Regional Pass System

Tom Meyers will be meeting with Tex Haeuser and discuss opportunities to use planning funds to address this topic. One effort is underway and addresses the regional pass system. This would involve different fare cards to use among different providers and could be part of employer benefits. It was noted that this type of effort may need a "project person". A look at the technical aspect with an AVL system followed by the ITS is needed. Another item to consider is fare media based on funds available. This cost could be prohibitive. Another element to consider is the age of the fleets. There are many complicated features to this type of project and monitoring would also need to be included. The long-term goal would be electronic fare media. In the meantime, Tom Reinauer volunteered to research other systems that don't use an electronic system.

e. Other – in order of priority -- ITS

This topic was discussed earlier.

9. Information Sharing/Roundtable Discussion/Check-in/What's up

Judy Harris provided an update on the following:

- In reference to taxi policies and taxi problems, Judy noted that the city of Westbrook currently has no taxi service available to the public. She spoke of highly protective zones and how consideration is being given to developing some kind of regional approach to taxis. Some places are underserved while other areas have too many taxis. Taxi service is an important part of transit especially for the disadvantaged, handicapped, and elderly. Sara Behr pointed out that there is some funding available for taxis that use alternative fuels. Judy said that there are taxi cabs in Portland who are interested in using CNG and that she would be interested in looking into getting some demonstration vehicles for them. She would also like to see the development of "flat rates" for taxi service in certain areas.

- The Portland Transportation building is now officially closed. The Portland Waterfront Department no longer exists.
- The new garage at the Portland Jetport is close to being on schedule. There was a little delay because of ledge. Their goal is to open the new garage by Thanksgiving.

10. Other Business

- Transit Operators will meet about the ITS plan in August.
- The Biddeford ShuttleBus/ZOOM service has been really busy and has had to use some of the older buses that do not have air conditioning.

11. Next Meeting Date

There will be no Transit Committee meeting in August.

12. Adjourn

The meeting adjourned at 11:26 a.m.

**PACTS ITS Transit Meeting
August 14, 2008
9:30 a.m. at GPCOG**

In attendance: Sara Behr, MaineDOT; Chuck Baker, RTP; Ed Clifford, ShuttleBus/ZOOM; Jack DeBaradinis, RTP; Catherine Debo, CBITD; Connie Garber, YCCAC; Tom Meyers, SPBS; Sue Moreau, MaineDOT; David Redlefsen, METRO

Staff: Maddy Adams, GPCOG; John Duncan, PACTS; Carl Eppich, PACTS; Matti Gurney, GPCOG; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; David Willauer, GPCOG

- 1. Call to Order.** Ed Clifford called the meeting to order at 10:05 a.m. Introductions were made.
- 2. Bridgewater Pilot Program.** Sue Moreau explained that the Bridgewater Pilot Program is a low-cost AVL program that requires minimal start-up hardware; it involves the use of cell phones on board transit vehicles to promote automatic vehicle location information to the public on a public web site. Larry Harmon at Bridgewater State College liked the idea of a multi-modal program for the Portland region and wanted to test the pilot. GPCOG experimented with it and most of the providers have had a chance to try it out. Many of the parties involved have toured the facility in Bridgewater.

MaineDOT thought the pilot program was a good idea and has agreed to pay for the set up and the hardware (phones). The providers would contract with Bridgewater themselves and MaineDOT would reimburse the providers. Installation hasn't been worked out yet. The integration of all models on one map would be very valuable.

In May, Sue sent a letter to the providers asking for a letter of commitment. To date, CBITD and SPBS have provided letters of intent. She has not yet received a letter of intent from Larry. The providers would be obligated to pay the monthly fee for the cell phones; the cost of the cell phones for a year is a concern for the providers. The reporting turnaround time is also a concern. Sue will talk to Larry further about expediting the turnaround time of the reports. Arc GIS could be used to get the reporting done sooner but it wouldn't be real time.

Jack D. was concerned that the 30% match might be a problem. He wasn't sure that RTP could do this in this fiscal year but perhaps could next year. They would need instant data retrieval.

YCCAC has been operating Comet Tracker for about a year. It has a designated server in-house. If more than one provider wanted to show their vehicles, it could be done. You determine the sets or

subsets. You can see all the vehicles or just a particular one. Jack said that they are looking at Comet Tracker because it has a lot of canned reports. In the meantime, getting a system like this would be helpful. It is cheaper than Larry's and it could be up and running in ten days to two weeks. Support would probably be better. Connie's biggest concern has been the hardware (the phone set); she advised the providers to be sure that they get the upgraded phones. The phone will work whether you use Comet Tracker or go with Bridgewater. The Comet Tracker program provides reports in real time so they are able to know where the vehicles are at all times; it does not provide public access to vehicle location. You can click on a vehicle and it will show you the history of that vehicle. It provides them with the ability to resolve problems immediately.

MaineDOT will provide \$20,000 to set up a system if all providers are on board. There were concerns with Comet Tracker's ability to include predetermined routes; Comet Tracker was confused by maps and fixed routes, etc. Larry (Bridgewater) will take any set of data points and put them on the Bridgewater site. There was discussion about tying the two systems together. Sue felt that Larry's project offered some information that is critical such as communication between management and the drivers. More investigation will be needed to determine if, and how well, the two programs can work together.

A decision was made to list on the board the functional requirements of each of the Transit Providers to determine commonalities. Following is the result of that exercise:

Transit Providers Functional Requirements for ITS/AVL August 14, 2008										
	Functional Requirements	Comet Tracker	Bridgewater State College	METRO	ShuttleBus/ ZOOM	SPBS	CBITD	RTP**	YCCAC	NNEPRA***
1	Public access to vehicle location - "real time"	No	Yes	No*	Yes	Yes	Yes	----	No	Yes
2	Dispatcher access to vehicle location – "real time"	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	View multiple providers	----	Yes	No	Yes	Yes	Yes	----	Yes	Yes
4	Reporting capability (immediate)	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Reports (next day or two)	NA	Yes	NA	OK	OK	OK	No	No	NA
6	Integration & coordination	----	Yes	?	Yes	Yes	Yes	?	Yes	Yes
7	Mobility management	----	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Fare collection	No	No	Yes	Later	Later	Yes [†]	No	No	Yes
9	Security – (immediate shut-off capability)	----	No	Yes	----	----	----	---	---	Yes
10	Map with route on map	No	Yes	Yes	Yes	Yes	Yes	NA	WAVE & Shoreline Explorer	Yes

* Only if they have ability to turn off public and other provider access and during unsupervised operating times and emergency events.

** Subject to change under new leadership.

*** Need to verify with NNEPRA.

† Very important.

While going through this exercise, it became apparent that not all providers would allow public access to vehicle location. Dave R. said that METRO feels it is a security issue and that a central command center would be necessary to do this. There was further discussion and different scenarios offered. Ultimately what METRO would be looking for is no public access during non-supervised times and they would also need immediate reporting. He asked if MaineDOT would consider controlling the software; Sue said they would consider it. MaineDOT will pay for cell phones, chargers, and contract with BSC but only if all participants are included. The State was looking for 24/7 access but they might agree to a daytime public access scenario with the ability of METRO shutting down when they don't have supervisory services available. Sue will pull this altogether and get back to everyone. Everyone will need to respond as to what they want to do.

A suggestion was made that all providers go with Comet Tracker and each provider would pick the services they need (the software is customizable to each agency) and use this as a primary means of data and software, and that we also go with BSC to take the position information to use as a regional mobility manager. This would be used as an interim phase. First, however, we would want Comet Tracker to do a test on the WAVE buses to try it out to make sure that it works before we go out and buy it. Comet Tracker does not require a written contract. Sue agreed that doing the test on the WAVE should be done first. Then we will need to talk to Barbara Donovan about any kind of support for the providers. It was capital money that we were talking about before but now we're talking operating. Sue will contact Larry and Connie about the feed.

3. ITS Transit Initiatives

David W. then reviewed the ITS implementation plan. A TIP amendment would be needed as well as a 30-day public comment period. These are all capital costs. The match for the 06/07 funds is 70/30; the match for 08/09 is 80/20. METRO decided they didn't want to do it with SPBS and RTP and wanted to do it on their own so that changes the numbers. The total amount available is \$584,182. The Policy Committee has already voted on approving the CBITD and GPCOG projects and reducing the METRO project. Sara noted that a TIP amendment would still be needed for COG to get the money for the TIDS screen.

- 4. Discussion.** This item was tabled until the next PACTS Transit Committee meeting. If there are projects that need TIP amendments, they should be ready for the next PTC meeting.
- 5. PACTS UPWP Transit Summary.** This will be addressed at the next PACTS Transit Committee meeting and this summary should be included in the meeting packet
- 6. Adjourn.** The meeting adjourned at 12:35.

Agenda Item #3

Status Reports (compiled by Steve Linnell and John Duncan)

GPCOG continues to work with the Town of Falmouth on different routing and scheduling scenarios for the Falmouth Flyer. COG staff also assisted the town with some data analysis from four recent surveys related to the route.

John met on 8/22 at MaineDOT with John Melrose and Mark Eyerman regarding ways to use our Leveraging Increased Funding report. The group is working to put some of the tools in the report to work – and is talking about a proposal for a substantial increase in the authority of the PACTS process.

The Bush Administration recently proposed a cut in planning funds for MPO's. John is monitoring this via the national Association of MPO's.

John has spoken with the staff of Senator Collins about a proposal by Senator Byrd, the Chairman of the Senate Appropriations Committee, to develop a second economic stimulus package. He can provide details when we meet.

The Bush Administration recently presented to Congress a position paper for the 2009 to 2014 federal transportation authorization that would set a minimum population for MPO's at 500,000. We are now at 188,000.

Our High Priority Projects Committee will meet next on October 2nd.

Our telephone survey consultant sent PACTS a draft report at the end of August. We received some preliminary results on 8/22. See Carl Eppich if you are interested.

MaineDOT is “fast tracking” the design and build of the Veterans Bridge – currently our HPP Committee's top ranking candidate.

David Willauer is leaving COG to move on to a career in emergency management planning with a national consulting firm in North Carolina. Neal Allen is considering options for GPCOG staffing after David's departure. David will continue to be available by phone and e-mail through the end of September on an as-needed basis.

On Sunday, August 10, 2008, the Hydrogen Energy Center (HEC) and Maine Clean Communities (MC²) brought a fleet of twelve hydrogen cars to Portland Head Light (Fort Williams Park) in Cape Elizabeth, Maine. One park official estimated that about 1000 people attended throughout the afternoon. On Monday, the cars went to Fort Allen Park to kick off the Hydrogen Road Tour '08. The speakers were Portland Mayor Edward Suslovic, Senator Olympia Snowe, Representative Tom Allen, Department of Energy Administrator Paul Brubaker, and California Fuel Cell Partnership Executive Director Catherine Dunwoody.

Paul Niehoff and Matti Gurney (GPCOG) are overseeing a pair of college interns doing an exhaustive inventory of the Portland peninsula's sidewalks. MaineDOT and a foundation are funding the work.

PACTS is setting up a meeting with MaineDOT, FHWA and FTA to learn more about our future as a Transportation Management Area – possibly late October.

Paul and Carl will attend a conference for small metropolitan areas in Portland, Oregon later this month put on by the Transportation Research Board.

John will attend and speak in Seattle next month at the annual MPO Executive Directors conference of the Association of Metropolitan Planning Organizations.

PACTS next sandwich symposium will be on traffic calming on 9/19.

Later this month Carl will distribute the first in our new series of “PACTS Quarterly Newsletters” to our “interested parties” people.

Agenda Item #4

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT 9/8/2008

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>	Review and Approve Allocation Formula for 5307 and STIC
<i>November</i>	Regional Transit Study, Annual Report FTA Budget announced (tentative) Provider information (ridership, miles, etc.) due
<i>December</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
<i>March</i>	Review UPWP
<i>April</i>	Complete recommendations to Policy Committee re: UPWP
<i>May</i>	
<i>June 2009</i>	Annual evaluation of Committee (year 5)

Fiscal Year 2010:

<i>July 2009</i>	
<i>August</i>	<i>Provide input to PACTS Process Review</i>
<i>September</i>	<i>Participate in PACTS TIP Process Review, including JARC</i>
<i>October</i>	Approve Allocation Formula for 5307 and STIC
<i>November</i>	Public comment period for Section 5303 and 5307 funds, ‘10/’11 (pending release of Federal Register notice) Develop Study Proposals for 5303 and 5307 Planning funds Provider information (ridership, miles, etc.) due
<i>December</i>	

January 2008	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	Submit STP proposals to staff for ratings Public Comment Period... Update TIP
March	FTA Budget announced
April	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
May	
June	Annual evaluation of Committee (year 6) Elect New Committee Officers

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

Glossary of Terms

BOP	Biennial Operations Plan (MDOT)
BTIP	Biennial Transportation Improvement Program (MDOT)
CMAQ	Congestion Mitigation Air Quality Program (Federal Funds)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation Systems
JARC	Job Access & Reverse Commute
MDOT	Maine Department of Transportation
MPO	Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
NNEPRA	Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
OPT	Office of Passenger Transportation (MDOT)
PACTS	Portland Area Comprehensive Transportation Study (Portland Area MPO)
SAFETEA-LU	Safe, Affordable, Flexible, Efficient, Transportation Act –Legacy for Users
STIC	Small Transit Intensive Cities
STIP	Statewide Transportation Improvement Program
STPA	Sensible Transportation Policy Act
STP	Surface Transportation Program (Federal Funds)
TE	Transportation Enhancement Program (Federal Funds)
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program (PACTS)
UPWP	Unified Planning Work Program
5303	FTA Planning Program
5307	FTA Urbanized Assistance

Agenda Item # 5

The Planning Committee meets the first Thursday of each month at 9:00. (Last year the Committee met only 7 times.) The meetings go for up to 2 hours. Jon McNulty served last for the Transit Committee.

Agenda Item # 6

The purpose of the TIP Process Committee is to review our TIP priority setting policies and procedures every two years. The Executive Committee is now suggesting that the committee be convened this fall in order to begin the review for the FY 2012/2013 biennium. (MPO Allocation TIP proposals for that biennium will be due at PACTS in late 2009.) The TIP Process Committee gets reconstituted every two years. We seek a mix of seasoned and new PACTS members.

In recent years the Vice Chair of the Policy Committee has led the TIP Process Committee. Therefore, I expect John Bubier to run it. In recent years the TIP Process Committee has had representatives from the Transit, Technical and Planning Committees. They are voting members, and there are no restrictions on which member serves.

I estimate that the TIP Process Committee will meet approximately six times between this fall and next summer/fall. They will focus on changes in our projects-related coordination with MaineDOT, funding ratios, limits on PACTS contributions to projects, and on other topics I am sure.

Agenda Item #7

July 3, 2008

To: PACTS Policy Committee Members and Staff

From: Ed Clifford, PACTS Transit Committee Chair

Subject: PACTS Transit Committee Accomplishments FY 2008 **DRAFT**

- Twelve PTC meetings were held during the fiscal year. One joint meeting was held between the Planning and Transit Committees.
- Appointed new Chairperson and Vice Chairperson for the Committee.
- Participated in the “2009 High Priority Projects Committee”, including public meeting. Reviewed project lists and continued to give input on the process.
- Participated in two PACTS reorganization retreats.
- Worked with MaineDOT to make several revisions and amendments to the PACTS Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP).
- A subcommittee worked with staff to develop a new funding formula for FTA 5307 urban funds and STIC funding (Small Transit Intensive Cities). Formula was recommended to/approved by the Policy Committee.
- Members attended several meetings related to PACTS projects, such as the I-295 study and Portland-North rail effort.
- Received presentation on a mixed-use/special transit district model land use ordinance (MUST) from the Biddeford City Planner.
- Received a presentation on the Lakes Region Transit project.
- Received a presentation on the ShuttleBus and South Portland Bus Service Route Study.
- PTC members attended all other PACTS Committee meetings and gave reports to the PTC on important items.
- Discussed and shared information regarding transit passenger behavior and standards of conduct.
- Worked collaboratively to develop plans for Automatic Vehicle Location (AVL) systems for providers in the region.
- Revisited and made changes to timeline/workplan for future Transit Committee tasks
- Allocated the STP Transit Set-Aside funds for FY 2008.
- Worked with PACTS and others to organize a transit summit, which included a signing ceremony by all providers, MaineDOT, and others regarding the Regional Transit Coordination Study.
- Began implementing tasks in the Regional Transit Coordination Study, including:
 - Regional Map and Timetable
 - Regional Route Study
 - Transit Planning in Comprehensive Planning Process
 - Regional Pass System

Agenda Item #8

UPWP Transit Planning Narrative

August 12, 2008 GPCOG/SMRPC

We have spent 52% of the budget in the first 13 months of the two year period. Here are some details:

Program Support Administration and Committee Support

Over budget. While program administration and committee support has been on budget over the past year, additional hours reflect new Regional Transit Studies, including the *Peninsula Transit Study*, *USM Bus Study*, *Saco Bay Transit Study*, *Falmouth/METRO Task Force* and *Lakes Region Transit Study*. Staff was assisted by KMJ Consulting, Inc on several projects.

Long Range Planning: Regional Studies and Programs

Some projects over, others under budget. Over the past year, more staff hours have been dedicated to the Maine Clean Communities program, ITS Planning and Regional Corridor Planning. MC² work has included the planning and execution of two Fleet Workshops, the Hydrogen Vehicle Tour and responding to increasing questions from all sectors. Staff has also worked on the Governor's Pre-emergency Energy Task Force Passenger Transportation Subcommittee with MaineDOT staff. ITS Planning included AVL papers, STP set-aside project evaluation and an ITS demonstration project with the Bridgewater State College. Transit Coordination Study implementation included two project scopes, both of which have been deferred. *The Regional Route Study* (Nov 07 Scope) was deferred until the *Peninsula Transit Study* is completed. *The Regional Map & Timetable* (Feb 08) was deferred until METRO route changes are made. Maine Mall Transit Center tasks have been limited to discussions regarding new developments at the Maine Mall that have been delayed. METRO Downtown Transit Center work has been limited to STP funding questions and ensuring regional traveler information is available.

Short Range Planning: Traveler Information and Portland Explorer

Under budget. Traveler Information initiatives include MODES¹, Google Transit™, and Transportation Information Display System (TIDS). Staff (and Providers) attended several MODES meetings, including several AVL discussions. Staff continues to use Google Maps to update TIDS map interface and is working with MaineDOT on using Google Maps™ as part of MODES. At present, implementation of Google Transit is on hold until MODES is completed. TIDS installations continue with the most recent examples including the Eastland Park Hotel, Courtyard by Marriot, removing Vermont Transit, METRO DTC (and replacement) and Ocean Gateway (and replacement). The Portland Explorer administration and summary report was completed in October, 2007..

Technical Support: Databases and Mapping

Over budget. Staff continue to develop and maintain transit databases to track ridership trends, boardings and alightings and intermodal terminal statistics by provider and by location. The primary databases include METRO and SPBS On/Off Survey data by year, GIS databases and shape files by provider and by project, transportme.org and Google Maps.™ The increased hours are the result of new Regional Transit Studies requiring mapping and route planni

¹ MODES is the transit module of Maine's ITS Conditional Actuated Response System (CARS) on 511 Web Site

GPCOG FTA 5303 Transit Planning Budget Summary FY 2008 and FY 2009

8/14/2008 Year to Date

Program Support	Budget	YTD	Balance	% spent	Notes
Administration	\$40,000	\$20,000	\$20,000	50%	Admin on budget
PACTS Committee Support	\$40,000	\$20,000	\$20,000	50%	Committee tasks on budget
Regional Studies (new)	\$0	\$24,600	(\$24,600)	over	New studies not budgeted*
Total Administration	\$80,000	\$64,600	\$15,400	81%	Over budget: new regional projects
Long Range System/Project					
Transit Coordination Study	\$60,000	\$10,000	\$50,000	17%	Route Study scope, Timetable scope
Maine Clean Communities	\$50,000	\$30,000	\$20,000	60%	MC ² , H ² Initiatives, Fleet Workshops, inquiries
Regional Corridor Planning	\$40,000	\$28,000	\$12,000	70%	Lakes Transit, USM Bus Study, Falmouth TF
State & federal assistance	\$10,000	\$5,000	\$5,000	50%	On budget
Human Svs Trans planning	\$25,000	\$10,000	\$15,000	40%	Public outreach, <i>Title VI Plan, BOP</i>
ITS Planning	\$40,000	\$21,500	\$18,500	54%	AVL papers & analysis
METRO DTC	\$10,000	\$2,000	\$8,000	20%	Traveler information (see narrative)
Maine Mall Transit Center	\$20,000	\$2,000	\$18,000	10%	Mtgs regarding new transit center, delayed
Total Long Range	\$255,000	\$108,500	\$146,500	43%	On budget, some tasks over and under
Short Range Support					
Traveler Information	\$40,000	\$12,000	\$28,000	30%	See narrative
Portland Explorer	\$15,000	\$4,000	\$11,000	27%	Completed Fall 2007
Total Short Range Support	\$55,000	\$16,000	\$39,000	29%	under budget
Technical Support					
Databases, Training	\$30,000	\$20,000	\$10,000	67%	Additional databases w/GIS projects
Mapping & GIS Support	\$24,000	\$22,800	\$1,200	95%	Additional mapping tasks, Lakes, USM Study
Total Technical Support	\$54,000	\$42,800	\$11,200	79%	Over budget: new regional projects
Total Planning Budget	\$444,000	\$231,900	\$212,100	52%	12 Month Summary

* **New Studies:** USM Bus Study, Lakes Region Transit Study, Peninsula Transit Study, METRO/Falmouth Task Force, Saco Bay Study

Agenda Item #9 d.

Background:

At the July PACTS PTC meeting, the Committee asked staff to investigate the issues regarding the development of a low-tech regional transit pass, and provide some examples of areas that have utilized something similar.

In general, services in larger urban areas have mostly instituted either magnetic fare cards, or more sophisticated “smart cards”. Magnetic fare cards can be used in either a “read only” way or can be encoded and/or validated. Smaller areas often use printed “flash” cards, meaning that the patron simply shows their monthly pass, student ID, etc., to the bus driver or other operator.

The following are just a few examples of printed fare cards that are shared among more than one transit provider:



Los Angeles “EZ Transit Pass”:

- Printed flash card, monthly unlimited ride
- Valid on local service of 22 transit operators
- “Zone Stickers” are used for services with higher fares, or patrons pay the difference in cash
- Periodic passenger surveys are done to reconcile division of revenue



Puget Sound “Puget Pass”:

- Printed flash card, unlimited ride for monthly, three month, and annual timeframes
- Come in different face-value denominations, and patrons pay higher fare differences in cash
- Prior to implementation, five participating agencies agreed to adjust fares to 25-cent increments and set common eligibility ages for seniors, children, etc.
- Revenue distributed by formula based on periodic passenger surveys

Cooperative Alliance for Seacoast (NH) Transportation (COAST):

- Monthly printed flash cards are valid on COAST system and the University of New Hampshire “Wildcat Transit” (3 major routes connecting to the University formerly operated by COAST)
- Both sell and collect revenue from monthly passes individually.

Portland METRO and South Portland Bus Service – Summer Youth Pass

- Valid for unlimited rides on either service from June to August.
- Both sell and collect revenue from passes individually.

Magnetic Fare Cards:

Many agencies have the read-only versions of these cards, where they serve much the same purpose as a printed monthly pass, for example. There is an added benefit in being able to validate the card at the point of entry to the system (on the bus or through a turnstile), and being able to record the trip.

If the magnetic cards are encoded with information, it is possible for the transit agency to allow dollar amounts to be placed on the card and be deducted/recorded as the patron uses the service. It is also possible to activate a card for a specific period of time. METRO in Washington D.C. is a good example of this, where a person can buy/order a 7 day unlimited pass, or other timeframe, which is activated the first time someone uses the card.

There are some areas of the country that utilize magnetic fare cards for regional passes, but this is not the norm. Chicago, Minneapolis, and Los Angeles are some examples, although the LA Metrocard is being replaced by smart card technology.

Smart Cards:

Smart cards are much more advanced and have an embedded micro-chip that stores information. That information can also be exchanged via wireless means, which allows the user to pass the card over/near a reader.

The costs for these cards are much higher, and more sophisticated equipment is needed for reading the cards and taking full advantage of their capabilities as an information storage and transfer medium. Typically, transactions and passenger movements are collected and stored in a regional computer system, which lends itself to a regional pass option. Interagency protocols for sharing revenue can be tracked and updated on a regional basis. There is also often a single contractor for multiple agencies which handles the hardware and software for the system.

Staff Recommendation:

Start meeting with staff from METRO, SPBS, and the ShuttleBus to discuss development of pilot regional pass program for the three providers. Consider some options for inclusion of other services (such as CBITD and the Downeaster). Give regular updates to the PTC on progress.

Major Items to discuss/consider:

- Production and printing of fare cards
- Distribution to costumers – how and where?
 - Locations
 - Purchase options (mail-in form, at certain location, internet)
- Methods of recording the use of passes (if needed)
- Current fare structure considerations
 - May replace some current (monthly) pass revenue
 - Other areas have seen usage similar to previous transfer activity (in terms of percent of riders)
 - Comparable to current fare levels
 - Affect of current pass arrangements (ShuttleBus/University of New England for example)
- Pass sales, revenue collection and distribution
 - Individually by provider
 - Pooled and than distributed to each provider
 - Formula (probably too complicated for small number of providers)
- Documentation of any agreements for future agency and MPO staff

PACTS Transit Committee Roster

Updated on 9/4/08

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