

PACTS

Portland Area Comprehensive Transportation System

**PACTS
Transit Committee
Meeting Notice
Thursday, February 11, 2010, 9:30 a.m.
Saco City Hall**

Agenda

- 1. Call to order**
- 2. Approval of Minutes from the last meeting (attached)**
- 3. Status Reports (attached) – 10 min.**
- 4. Review Timeline/Work Plan (attached) – 5 min.**
- 5. Regional AVL Project update – 10 min.**
- 6. PACTS Transit Study Implementation Status Reports – 20 min.**
 - a. Regional Map and Timetable**
 - b. Regional Route Study**
 - c. Transit Planning in Comprehensive Planning Process**
 - d. Regional Pass System**
 - e. Other – in order of priority**
- 7. 5307 allocation update – 10 min.**
- 8. Substitution of unspent STP Transit Funds –5 min.**
- 9. STP Transit Set Aside Application – 5 min.**
- 10. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 11. Other Business**
- 12. Next Meeting Date and Agenda (March 11, GPCOG)**
- 13. Adjourn**

Attachments: January 14 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster

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PACTS Transit Committee Minutes
January 14, 2010
9:30 a.m. at GPCOG

Members Present: Ed Clifford, Chair, ShuttleBus/ZOOM; Barbara Donovan, MaineDOT; Hilary Frenkel, Pol. Com. Appt.; Connie Garber, YCCAC; Alex Jaegerman, Planning Com. Appt.; Roki Horr (for Nick Mavodones), CBITD; Tom Meyers, SPBS; Sue Moreau, MaineDOT; Mark Nahorney, Pol. Com. Appt.; Marina Douglas (for Patricia Quinn), NNEPRA; David Redlefsen, METRO; Nick Rofo (for Sara Trafton), RTP

Members Absent: Sara Devlin, MTA

Staff and Guests: Maddy Adams, GPCOG; Neal Allen, GPCOG; Susan Davis, MNGRR; Carl Eppich, PACTS; Tex Haeuser, PACTS Planning Committee; Judy Harris, Portland; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Nathan Poore, METRO Finance Committee/Falmouth Town Manager; Tom Reinauer, SMRPC; Barbara Sawtelle, CBITD; Robert Wagner, Portland Transit Advocate

1. **Call to order.** Ed Clifford, Chair, called the meeting to order at 9:32 a.m. Introductions were made.
2. **Approval of Minutes from the December 10th, 2009 meeting.** *Connie Garber made a motion to accept the minutes, with Tom Meyers seconding the motion.* On page 4, #7, the amount of the CDBG grant should be \$2,500 rather than \$4,000. **With that correction, the minutes were approved.**
3. **Status Reports.** In response to a question on item #3 on page 5, Paul explained that the \$10,000 from MaineDOT is for MPO's to make the connection between bikes/pedestrians and transit more friendly. It hasn't yet been approved.
4. **Timeline/Work Plan.** The dates on the timeline need to be corrected.
5. **Approval of Section 5307 Allocation Formula.** At the November meeting, the Subcommittee (Sara Trafton, Ed Clifford and David Redlefsen) submitted the proposed formula. The idea was to have a performance-based formula. The Subcommittee took last year's number and increased it by 7% and kept the STIC number the same. Staff provided an update using this hypothetical dollar amount in the proposed formula. The yellow box on the hand-out sheet is the 2010 estimate (D1). The salmon color represents the 2009 revenue vehicle miles and boardings. They are used for the performance measures. A 30/70 (vehicle miles/boardings) split was applied to the balance of the 5307 amount. If you have growth, then you got an increase.

The STIC program is more volatile. In this formula the STIC was treated separately from the 5307 amount. Ten percent (up to 50k) of the STIC funds would be set aside for regional projects. The balance of the STIC amount used an 80/20 ratio for the performance measures. This was done to compensate those agencies that were able to gain efficiencies. If you have growth, you receive the percentage. If you have negative growth, then you don't receive any STIC money. The STIC is a bonus that we get based on performance as a region.

The Subcommittee met on December 22nd and voted unanimously to approve the formula. David R. said that METRO had a misunderstanding about the base. They were under the assumption that the percentages would remain the same. Because of performance, they knew that they weren't qualified for STIC funds. However, they thought only their STIC funds would be affected but not 5307 funds.

Tom M. said that the recommendation from the subcommittee has been to reward those agencies for increased boardings; this is consistent with what we have been talking about for several years. Alex said he didn't know all the background, but was concerned about the numbers. *Tom M. moved acceptance of the formula as described. Connie seconded the motion.* We don't have the real numbers yet. When we do we will present them to the Policy Committee.

The topic was opened up for public discussion. Nathan Poore, METRO Finance Committee, said they had received this information on Tuesday and it was quite devastating to the Finance Committee. There are other

measures for performance. He had a number of questions. How did the Subcommittee come up with the number of boardings across the agencies? Are we comparing apples to apples? Should we be looking at an expansion of services or core services? Does this need to go to the Policy Committee for approval? He would like to have answers to these questions for the Policy Committee meeting.

Committee members answered that the Committee collectively decided the performance measure that was going to be used. This isn't the way we have always done it but this is the third year of using performance metrics. We have winnowed it down to those performance measures that make sense. It would be unfair to adjust the performance measures every year. We need to be cautious about adjusting the performance measures and not pay attention to the amounts that each agency receives. We are comparing apples to apples. Each operator provides the information that is provided for the Biennial Operations Plan (BOP). RTP has rural and urban service – the urban service is eligible but the rural service is not. ShuttleBus service to Biddeford Crossing is an example of expansion of service. Our projects and our funding have been balanced across the board. We do thoughtful deliberations. We haven't figured out the NNEPRA piece yet. A portion of the NNEPRA service is in the PACTS area. We have tried to be quantitative versus qualitative.

Judy pointed out that this year, nationally, most of the STIC money has gone to trains. STIC money is supposed to be income based; it should have been allocated to buses.

Judy noted that the Policy Committee will also look at policy. Is there something that needs to be changed about the policy? She questioned if the rural miles had been removed from the formula. The committee assured Judy that all the miles counted are within the PACTS area and not outside.

Tom M. said that we know what the impacts of this formula will be to the various agencies. We have been known to share the pain. Ed said that he took a 10.8% decrease last year.

Nathan thanked the committee for their answers. This does require some thoughtful policy consideration. The betterment of the whole region needs to be kept in mind.

This year a base year of 2007 is being used for boardings and revenue vehicle miles. The year 2008 was considered an anomaly because the fuel prices were up. The formula will normally be based on annual growth, compared with the previous year. We will incrementally move towards a performance based formula. The 5307 allocation is an urban formula based on population. It will be a year to year comparison. Calendar years are different for each of the agencies so they decided to go with the federal year of October to October. Connie noted that this is the third year that we have used performance-based metrics. This is the first time that we didn't include the STIC funds. Ed mentioned that \$66,000 was cut from the ShuttleBus so they had to decrease service. Different agencies have had to take a hit each year. Judy noted that the City of Portland is facing monumental cuts in the budget this year. Any monies cut will not go unnoticed. The Policy Committee will vote on the formula. When we get the actual number, it will go to the Policy Committee again. Roki noted that a lot of work went into this process. The performance based process is a good idea even though CBITD is losing money. Alex noted that with performance based results, even if there were a substantial increase in funding, METRO still wouldn't get more money. There is a great disparity. Ed asked if we should include a caveat about revisiting the formula once the funds get allocated. Tom M. didn't recommend revisiting the formula. Let's give the formula to the Policy Committee now for their feedback. Marina asked to see the ridership numbers for as far back as possible. Steve said that could be provided for as far back as 2004. *The motion to accept the formula passed with Alex Jaegerman voting in opposition, David Redlefsen abstaining, and all others in favor.*

6. **Livable Communities Grant.** Sue Moreau reported that they have received three applications. The deadline to the FTA is February 8th. Tom M. did a huge amount of work on the Mill Creek Transit Hub. It is a complicated application. The match is 20% and the state has no match. It is a competitive grant and there is \$150 million available nationwide. Tom M. noted that subrecipients of the state have to send their applications to the state. MPO's also have to prioritize their applications for those not having to submit to the

state. The proposals need to be endorsed by the MPO. The Policy Committee meets next Thursday. For the Millcreek Transit Hub, \$166,000 is needed to close up the gap. They already have the local match. Traffic signals were put in place and now they need the transit priority in the signals. This would be part of the application. Regarding urban circulator funds, Barbara reported that there are no Maine projects that qualify. Tom Meyers offered the following motion: *The PACTS Transit Committee strongly supports the SPBS Livability Bus Program grant proposal to close the funding gap for the Mill Creek Transit Hub and implement Transit Priority on traffic signals in the area. These transit projects have been approved and partially funded in the past. These projects can be completed with approximately \$166,000 of new federal funding coupled with the already-available local match. We recommend SPBS coordinate the needed documentation with PACTS staff to seek Policy Committee endorsement in time to meet the February 8, 2010 FTA deadline. Alex moved the motion and Connie seconded. All were in favor of the motion.*

RTP's application is for four buses to begin the Lakes Region Transit Service (\$400,000). They have received a technical assistance grant from CTAA. RTP has the 20% local match. Judy asked who would be paying the operating costs. Sara responded that they would have to patch together a number of different funding sources (JARC, etc.). Steve stated that there were communities that were willing to provide the local match but not all of them wanted to commit. The CTAA money would be to work through that issue. Barbara recommended putting the application in as additional transportation needs identified during the process rather than identifying the Lakes Region service. This will provide some wiggle room. *Sara T. made a motion that the PACTS Transit Committee accept the RTP proposal as submitted to Barbara. The motion was seconded. All were in favor except Dave Redlefsen.*

7. PACTS Transit Study Implementation Status Reports.

- The January 2010 edition of the map and timetable has been completed and distributed.
- The RFP has not yet gone out but will soon for the Regional Route Study.
- Alex provided an update on the Gorham east-west corridor study.

8. Regional AVL Project/MODES Presentation.

Rebecca L. reported that the Operations Committee met, and the AVL project is moving along. A meeting with Actsoft is scheduled for Wednesday at 10:00 a.m.

Sue Moreau provided an update on MODES. This project has been going on for about three years; it is tied to the state's 511 system. The 511 system offers information to the public for road information, weather, events, closures, etc. in real time. There is a centralized radio room in Augusta that operates 24/7. You can get information through your phone. It is seamless and centralized. The 511 system can be translated into French. MODES is a partnership with 22 other states all pooling their money. Ohio has taken the lead on getting the licenses. They just signed an agreement for a license with Google. This will allow the providers to get information out to the public. You can add events into it. Maine will start with four transit systems – METRO, SPBS, the Downeaster and BAT. Eventually the public will be able to get the information through the phone through Interactive voice response (IVR). Sacramento will be picking up the costs for this. Sue walked through a PowerPoint presentation. Eventually all transit providers will be included. The soft launch is scheduled for February 1st. It will be important for the providers to keep their information up to date or else the public won't use the service. The state will do a promotional campaign once the program is ready. It costs approximately \$75,000-\$100,000 to add another provider.

9. Substitution of unspent STP Transit Funds. GPCOG has not yet generated a letter and neither has METRO. Ed stated that we should have a prioritized list of projects so that the money could be substituted to the next project on the list. Tom M. explained that the Technical Committee does it that way but we don't necessarily work the same way because we have made compromises on our projects to meet the budget needs. Sometimes we fund projects at less than was requested. We need to spend it or lose it. Steve reported that in 08/09, RTP put in for \$210,000 for three buses but were only funded \$140,000 for two buses

10. STP Transit Set Aside Application. Applications are due February 12th.

11. **Transit Focused Region** - Tex provided an update. A map of the South Portland TOD tax increment financing district was handed out. Carl explained that the scope has grown. The idea is to create a cohesive policy to bolster the transit system and facilitate economic development. *Tom M. made a motion to approve the scope and to keep it consistent with other transit coordination studies. Dave R. seconded and the motion passed.*
12. **Information Sharing.** Skipped.
13. **Other Business. STP 5307 issue with the bond.** Steve explained that CBITD had bond money for dry docking and STP money for vessel design. They ended up using the bond money for vessel design instead of dry docking. The money from the funds was switched around. Tom M. said that if it is a flip-flop of projects with the same amount of money then that should be okay as long as it meets all of the federal rules of substitution. *A motion was made that the Committee does not object to CBITD flip-flopping the money as long as it meets all of the federal rules of substitution. The motion was seconded and all were in favor.* Steve noted that any change to the application for scope of work would have to go to PACTS for a STIP amendment.
14. **Next Meeting Date and Agenda.** The next meeting is scheduled for February 11th at 9:30 at Saco City Hall.
15. **Adjourn.** The meeting adjourned at 12:15 p.m.

Agenda Item #3

Status Reports

- Operations Committee Meeting
 1. The Operations Committee met on January 26th and focused on the AVL/ITS project
- Planning and Technical Committee Meeting
 1. Met on January 12th
 2. Discussed final recommendations of Regional Bicycle/Pedestrian Plan and the Regional Signal Coordination Study
- Executive Committee
 1. Met January 5th
 2. Agenda items included: FY 2011 Congressional Annual Appropriations earmark proposals, PACTS Outreach, Media and Education work, Transit Focused Region proposal
- PACTS Policy Committee
 1. Met January 21
 2. Agenda items included: Discussion of the 5307 allocation and earmark requests (including implementing bus rapid transit as recommended in the Portland North study and – possibly – a request for vehicles).
 3. The Policy Committee approved a UPWP amendment to provide match for the Transit Focused Initiative discussed at the last meeting.
- Staff updates:
 1. PACTS and GPCOG staff continue to work diligently on the Gorham East-West Corridor Study

2. PACTS expects to complete its video on regional transportation issues and opportunities by the end of this month.
3. With an intern funded by Clean Air – Cool Planet, GPCOG recently completed a Regional Greenhouse Gas and Energy Inventory for the Greater Portland Region for the year 2007. Automotive transportation accounted for 40% of energy use, and the region spent \$530 million on gasoline and diesel for automotive transport in 2007.

Agenda Item #4

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT
2/5/2010

Fiscal Year 2010:

<i>July 2009</i>	Sub-Committee on 5307 Formula funding allocation
August	Provide input to PACTS Process Review
September	Participate in PACTS TIP Process Review, <i>including JARC</i>
<i>October</i>	Approve Allocation Formula for 5307 and STIC
<i>November</i>	Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due
<i>December</i>	
<i>January 2010</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
<i>February</i>	Submit 2012/2013 STP proposals to staff for ratings
<i>March</i>	Public comment period for Section 5303 and 5307 funds, '10/'11 (pending release of Federal Register notice) Public Comment Period for STP proposals for 2012/2013 Update TIP FTA Budget announced
<i>April</i>	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
<i>May</i>	<i>Destination Tomorrow update</i>
<i>June 2010</i>	Annual evaluation of Committee (year 6) Elect New Committee Officers

Fiscal Year 2011:

<i>July 2010</i>	
<i>August</i>	
<i>September</i>	Participate in PACTS TIP Process Review, <i>including JARC</i>
<i>October</i>	Review and Approve Allocation Formula for 5307 and STIC
<i>November</i>	<u>Regional Transit Study: Annual Report</u> Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due
<i>December</i>	
<i>January 2011</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds

February	<i>Submit 2012/2013STP proposals to staff for ratings</i>
March	Public comment period for Section 5303 and 5307 funds, '12/'13 (pending release of Federal Register notice) Public Comment Period for STP proposals for 2012/2013 Update TIP FTA Budget announced
April	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
May	<i>Destination Tomorrow update</i>
June 2011	Annual evaluation of Committee (year 6) Elect New Committee Officers Provider information (ridership, miles, etc.) due

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:
 - Congress St. Bus Priority Study
 - Passenger Rail to Brunswick
 - Portland North, Small Starts Study
 - Transit Oriented Zoning
 - Maine Narrow Gauge RR Extension Study
 - Gorham East/West Corridor Study
 - Other future studies
- Monitor likelihood that PACTS will become a Transportation Management Area
- Respond to Policy Committee requests for action, information or recommendations as needed

Agenda Item #5
Regional AVL/ITS Project

RTP hosted a meeting with an ActSoft representative on January 20. The ActSoft rep reviewed the software capabilities and described the Lighting Wire, a relatively new product that connects the phones to the ignition, so that they start and boot when a vehicle is turned on, and shut down when a vehicle turns off. This may solve some of the reliability issues that operators are currently experiencing with their AVL systems.

The Operations Committee met on January 26th, and focused largely on the AVL/ITS project. The Committee reviewed and validated the evaluation criteria that will be used to choose potential solutions. After reviewing the list of candidate solutions, however, the committee opted to rank the evaluation criteria in order of priority before evaluating potential solutions.

Agenda Item #6 a
Regional Map and Timetable

There is no update at this time.

Agenda Item #6 b
Regional Route Study

Staff has been sidetracked with other Transit Committee business.

Agenda Item #6 c
Transit Planning in Comprehensive Planning Process

There was a Planners meeting where municipal staff helped determine the distribution of development between now and 2035. Also, PACTS and COG staff met with the study consultants to discuss the process and assumptions being used.

The next Joint meeting of the PACTS Planning and Transit Committees will be March 4 at 9:00.

Agenda Item #6 d
Regional Pass System

This project is awaiting a decision by METRO on a possible fare increase.

Agenda Item # 7
Section 5307 allocation

The PACTS Transit Committee met on January 14 and, after some debate, voted to accept the formula that was approved in subcommittee on December 22nd.

The formula would allocate 5307 funds as follows:

- Divide the base portion of 5307 funds (funds up to 2007 amounts, or \$1.95 mm) based on the traditional formula (BSOOB: 6.66%; CBITD: 17.34%; METRO: 58.61%; RTP: 7.35%; SPBS: 7.00%; YCCAC: 3.04%)
- Divide any additional 5307 funds based on performance, allocating 70% based on increased riders and 30% based on increased miles using the composite of the two.

The formula allocates STIC funds as follows:

- Use 10% of the allocation (up to \$50,000) for regional projects, such as the regional map
- Divide the remaining funds based on performance as follows:
 - 80% based on increased ridership
 - 20% based on increased miles

The 80/20 split is an attempt to mitigate the “efficiency penalty” that may be affecting the outcome for York County and RTP.

Steve Linnell presented the formula to the Policy Committee on January 21st. After much discussion the item was tabled and sent to the Executive Committee. The chairs of the Executive Committee appointed Nat Tupper to moderate a workgroup made up of the transit providers. The charge is to bring a recommendation to the Executive Committee at their March 2 meeting. The workgroup will meet February 18th at 2:00 PM at GPCOG.

Agenda Item #8

Substitution of Unspent STP Transit Funds

Update on letters from METRO and GPCOG regarding unspent funds.
Staff will provide a list of substitution projects from previous STP proposals that were either not funded or only partially funded.

Agenda Item #9

STP Transit Set Aside Application

Reminder that applications are due February 12, 2010.

Glossary of Terms

1. ARRA American Recovery and Reinvestment Act
2. AVL Automatic Vehicle Location
3. BOP Biennial Operations Plan (MDOT)
4. BTIP Biennial Transportation Improvement Program (MDOT)
5. CMAQ Congestion Mitigation Air Quality Program (Federal Funds)
6. EMDC Eastern Maine Development Corporation
7. FHWA Federal Highway Administration
8. FTA Federal Transit Administration
9. ISTEA Intermodal Surface Transportation Efficiency Act
10. ITS Intelligent Transportation Systems
11. JARC Job Access & Reverse Commute
12. MDOT Maine Department of Transportation
13. MPO Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
14. NNEPRA Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
15. OPT Office of Passenger Transportation (MDOT)
16. PACTS Portland Area Comprehensive Transportation System (Portland Area MPO)
17. SAFETEA-LU Safe, Affordable, Flexible, Efficient, Transportation Act—Legacy for Users
18. STIC Small Transit Intensive Cities
19. STIP Statewide Transportation Improvement Program
20. STPA Sensible Transportation Policy Act
21. STP Surface Transportation Program (Federal Funds)
22. TE Transportation Enhancement Program (Federal Funds)
23. TEA-21 Transportation Equity Act for the 21st Century
24. TIP Transportation Improvement Program (PACTS)
25. UPWP Unified Planning Work Program
26. URIP Urban-Rural Initiative Program
27. 5303 FTA Planning Program
28. 5307 FTA Urbanized Assistance

PACTS Transit Committee Roster

Updated on 2/2/10

Members	Affiliation	Phone	Email
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Private Optr Seat	See below		
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