

PACTS

Portland Area Comprehensive Transportation System

Happy New Year!

**PACTS
Transit Committee
Meeting Notice
Thursday, January 14, 2010, 9:30 a.m.
GPCOG, 68 Marginal Way, Portland**

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. Approval of Section 5307 Allocation Formula – 15 min.**
- 6. Livable Communities Grant – 10 min.**
- 7. 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**
- 8. Regional AVL Project/MODES presentation – 45 min.**
- 9. Substitution of unspent STP Transit Funds – 5 min.**
- 10. STP Transit Set Aside Application – 5 min.**
- 11. Transit Focused Region – Presentation/Endorsement – 20 min.**
- 12. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 13. Other Business**
- 14. Next Meeting Date and Agenda (February 11 in Saco)**
- 15. Adjourn**

Attachments: December 10 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster

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PACTS Transit Committee Minutes
December 10, 2009
10:45 at GPCOG

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

Members Absent: Sara Devlin, MTA

Staff and Guests: Maddy Adams, GPCOG; Susan Davis, MNGRR; Tony Donovan; John Duncan, PACTS; Carl Eppich, PACTS; Art Handman; Judy Harris, Portland; Steve Klein, Mermaid Transportation; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Paul Niehoff, PACTS; Tom Reinauer, SMRPC; Rebecca Schaffner-Tousignant; GPCOG; Elizabeth Trice, Cumberland County; Robert Wagner, Portland Transit Advocate

1. **Call to order.** Ed Clifford, Chair, called the meeting to order at 10:55 a.m. Introductions were made.
2. **Approval of Minutes from the November 12th, 2009 meeting.** Art Handman had a concern about the Regional Route Study (Item 6B) being sole sourced and recommended that some language be removed from the minutes. Staff explained that this item has been revisited and language to that effect could be added to the minutes. *Nick Mavodones moved approval of the November 12th minutes with Tom Meyers seconding the motion. Motion passed.*
3. **Status Reports.**
 - Steve reported that about 35 people attended the Biofuels Summit held at GPCOG on December 8th.
 - Sara Behr has accepted a new position at MaineDOT and thus will no longer be the Transit Committee representative. Either Barbara Donovan or Sue Moreau will take Sara's place on the Committee.
 - In February, John D. will be submitting proposals for the FY 2011 Congressional Annual Appropriations earmark. The earmarks have to be less than one million dollars. Sue Moreau mentioned that items that didn't make it in the first round will be in this next round.
4. **Review Timeline.** The 5307 Subcommittee meeting scheduled for yesterday was postponed due to the weather.
5. **Section 5307 Subcommittee Update.** At the rescheduled meeting of the Subcommittee, a formula will be approved and brought to the full Transit Committee for approval and recommendation to the Policy Committee. We are still waiting to hear what the funding amount will be.
6. **PACTS Transit Study Implementation Status Reports.**
 - 6a. **Regional Map and Timetable.** All updates have been received. Penmore doesn't have the capability that we thought they did so we may need to go to a third party for the art changes. We are on schedule for a January version of the update. There is still no change with our status with Google Transit.
 - 6b. **Regional Route Study.** We cannot go sole source, so an RFP needs to be developed. Hopefully by the next meeting we will have some options.
 - 6c. **Transit Planning in Comprehensive Planning Process.** Prior to this meeting, a joint meeting on Small Starts was held with the Planning Committee. On March 4th there will be another joint meeting with the Planning Committee at 9:00 a.m.; the Transit Committee will meet on March 11th at 9:30.

Tom Meyers mentioned that the Transit TIF proposal will be presented to the South Portland City Council next week and then it will be brought to the State Planning Office. Tom will have the agenda circulated to the full Transit Committee. Orono is also moving ahead with a TIF district.

6d. Regional Pass System. Rebecca presented this idea to the METRO Board and it was positively received. Setting the fare is still to be decided. METRO is currently discussing fare increases and plans on making a decision regarding fares by March. The regional pass idea will be brought to the full Board next Wednesday. We cannot make a decision on the regional pass until METRO makes a decision on their fares.

4. Regional AVL Project. A meeting was held on December 7th and goals were prioritized. Rebecca provided an update. Prioritized goals are as follows:

- 1) Regionally integrated customer information with a real time component (*real time information could be provided through the telephone or web*)
- 2) Use the technology to capture, analyze and internally disseminate information to enhance customer service.
- 3) Identify cost-effective service-delivery solutions

Rebecca will send out an e-mail to the providers once a date for the next meeting is determined. Sue M. said that she hopes to attend future meetings of this group.

Sue reported that the State has been working to deal with the MODES project and implement real time information for 511. They are in a group with several other states; Iowa is taking the lead in getting the Google license. Then they will be able to roll out Modes for static information on web sites. They will have a real-time feed with Amtrak; it will include Bangor as well. Any provider will be able to put in their static information. However, manual adjustments can also be made should a bus be running off schedule. It benefits them by going in with other states because any updates will be less expensive. They hope they will have this all worked out within six months. The static information will be available on 511 eventually, as well, but there will not be a live operator at the other end. There is also 211 which is a State system that offers information.

5. Substitution of Unspent STP Transit Funds. The Policy Committee has recommended that the Transit Committee draw up a list regarding where they would want the unspent STP funds spent. Steve noted that we do not have a project waiting so we would need to come up with a particular project. However, the Policy Committee could still decide to put the unspent funds into another category. Tom M. explained that the Transit Committee has always used a process of negotiation to determine our needs and then split the funds among all the providers. John suggested that the Transit Committee make a short-term decision about the \$90,000 so that the existing substitution policy could be used for these funds. Afterward, the Transit Committee could work on a policy to deal with future occurrences.

Connie suggested that each of the providers put in a marker for a vehicle. Tom M. mentioned that they have often put in multi-year funding requests. He has a \$140,000 gap in an STP project. We should have an internal process of how to prioritize the projects. Mike Laberge sends out an update each month. Steve noted that we have an existing list of funded projects which has been whittled down from the original proposals that were submitted. Applications are due in February. This is 08/09 money that could be spent now. We need to have a plan or else the money will be spent elsewhere. If a recipient of STP funds has determined that the STP funds cannot be spent in the manner Originally proposed, then that agency should notify PACTS as soon as it is known and provide a formal written statement to that effect from their decision-making body (Board of Directors, Council, etc.). Reallocation of the funds will utilize the criteria already established. Then perhaps we can make a recommendation that transit funds stay with transit. John recommended that the Transit Committee stick with the substitution policy. In January, we would like to see a letter sent to PACTS regarding unspent STP funds.

A suggestion was also made to put out a statewide contract for a vehicle so that if funds become available a contract could be easily executed. It was noted that state input would be needed on the idea of a statewide purchase order.

6. **STP Transit Set Aside Application.** The deadline is February 12th, 2010.

7. **Information sharing.**

- Carl – Fixed Guideway Study. We would like to get an endorsement from the Planning and Transit Committees on this study. The idea is for a planning study to look at the region to become a transit focused region. It is a \$40,000 study. Carl would like to present this to the Policy Committee in January. Judy mentioned that matching funds will be difficult to find.
- Steve – A regional inventory of energy and greenhouse gas emissions is being done by a COG intern. It will be presented at the January meeting of the GPCOG Executive Committee.
- Tom M – Ridership is down 5% from last year. November ridership was just a little higher than last year. He mentioned a book by Rachel Simon – “Riding the bus with my sister.” It is about a developmentally disabled person. He thought it would be a great training tool for our bus drivers. It would be great to have a workshop with Rachel. Tonight they will participate in a group in Red Bank on transportation solutions. Through a CDBG grant of \$4,000, transit passes for educational or economic purposes are available.
- Rebeccah – A Regional Comp Plan for the Lakes Region towns is being discussed. An MOU has been developed with the State Planning Office which has verbal support from MaineDOT. We are currently developing a white paper about what we want to do in the first year. She is also working on a Bridgton bike/ped assessment.
- Nick M – the boat parade of lights in the harbor will be happening on Saturday. Working with MaineDOT on advertising for a replacement vessel.
- Robert W. – He showed posters for the Adopt a Stop program. Most of the volunteers have volunteered to do the stop closest to their home. He asked for people to post the information on their web sites. Tom M. thanked Robert for his energy and follow-through. You can visit the web site at www.adoptastop.org
- Connie – they have not yet felt the direct impact from the state but have felt indirect impacts.
- Susan – 10% behind on ridership over the year. They have a scholarship program for low income – 10 tickets per train overall. Committee members recommended that Susan talk to PROP regarding recipients.
- Ed – ridership is above FY 07 but down from last year.
- Hillary – The Annual Meeting of the League of Young Voters will be happening at Flasks at 8:00.

11. **Other Business.** None

12. **Next meeting date and agenda.** The next meeting is scheduled for January 14th in Portland.

13. **Adjourn.** The meeting adjourned at 12:25 p.m.

Agenda Item #3

Status Reports

- Transit Operators Committee Meeting
 1. In November, the transit operators created a new regularly scheduled monthly operators meeting to handle ongoing projects.
 2. The December 22nd meeting 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

- Funding updates:
 1. Sara Trafton has secured funding from a national non-profit for technical assistance in organizing a **new bus service to Windham**.
 2. Maine Tomorrow and the Maine Affordable Housing Coalition have contacted PACTS about submitting a joint application for funding under the new federal **Sustainable Communities initiative**.
 3. The House of Representatives recently passed a **second stimulus bill** (Jobs for Main Street Act). PACTS is monitoring this.

- Staff updates:
 1. PACTS will participate in research project at University of Vermont and Transportation Research Center regarding the **decision making processes of PACTS and the MPO's in Burlington (VT) and Manchester (NH)**. *This will involve signing a Memorandum of Understanding, and interviews of our members.*
 2. PACTS completed the **regional traffic signal coordination study**, and the **regional bicycle/pedestrian plan update**.
 3. Paul has secured a **\$10,000 grant** from MaineDOT to do an assessment of pedestrian safety and access to bus stops. This is a recommendation in our new Bike/Ped Plan.
 4. John Bubier, Kathi Earley and John Duncan met recently at the Biddeford office of **Senator Collins** with Jennifer Duddy and Bobby Reynolds. Highlights include:
 - The Senator has just submitted a climate change bill.
 - We asked if the Senator might be our annual luncheon speaker.
 - We discussed the upcoming FY 2011 annual earmarks – or “plus ups”. Her presence on the Appropriations Committee is important for Maine.
 - We discussed our High Priority Projects proposals submitted six months ago.
 5. Personnel Changes:
 - Henry “Hank” Berg starts as new CBITD General Manager on January 18th.
 - Anna Price to leave in March for a new FHWA position in Maryland
 - Mary Ann Conroy to Kittery
 - Mimi Cerveny to New Jersey
 - Sara Behr to Bill Croce’s job

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	<i>Provide input to PACTS Process Review</i>
September	<i>Participate in PACTS TIP Process Review, 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
February	<i>Submit 2012/2013STP proposals to staff for ratings</i>
March	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
April	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
May	<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>	<i>Participate in PACTS TIP Process Review, including JARC</i>
<i>October</i>	Review and Approve Allocation Formula for 5307 and STIC
<i>November</i>	Regional Transit Study: Annual Report 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
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>
<i>June 2010</i>	Annual evaluation of Committee (year 6) Elect New Committee Officers Provider information (ridership, miles, etc.) due
<i>December</i>	
<i>January 2011</i>	FTA Budget announced (tentative) Public Comment/TIP Amendment Operators submit requests for planning functions and funding for UPWP
<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 2011</i>	Annual evaluation of Committee (year 7)

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

Glossary of Terms

ARRA	American Recovery and Reinvestment Act
AVL	Automatic Vehicle Location
BOP	Biennial Operations Plan (MDOT)
BTIP	Biennial Transportation Improvement Program (MDOT)
CMAQ	Congestion Mitigation Air Quality Program (Federal Funds)
EMDC	Eastern Maine Development Corporation
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 System (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
URIP	Urban-Rural Initiative Program
5303	FTA Planning Program
5307	FTA Urbanized Assistance

Agenda Item # 5

Section 5307 sub-committee

The Subcommittee met December 22nd and voted to accept the formula that was described to the full Committee last month. Staff presented a hypothetical output based on a 7% increase in 5307 funds from 2009 and an equal amount of STIC funds.

As was reported in the November meeting packet, the formula allocates 5307 and STIC 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.

Agenda Item #6

Livable Communities Grant

“The Livability Bus Program makes funds available to public transit providers to finance capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including programs of bus and bus-related projects for assistance to subrecipients that are public agencies, private companies engaged in public transportation, or private non-profit organizations. This notice includes priorities established by FTA for these discretionary funds, the criteria FTA will use to identify meritorious projects for funding, and describes how to apply.” http://www.fta.dot.gov/funding/grants_financing_7829.html

Sue Moreau and Barbara Donovan from MaineDOT will be at the meeting to discuss potential project ideas. Proposals are due February 8, 2010.

Agenda Item #7 a
Regional Map and Timetable

The second printing of maps was delivered before the New Year. Staff will be meeting with Penmor to determine whether we need to find a third party designer to complete the changes before they are submitted.

There is no update on Google Transit at this time.

Agenda Item #7 b
Regional Route Study

Staff is preparing the RFP.

Agenda Item #7 c
Transit Planning in Comprehensive Planning Process

An “historic” meeting of regional planners, managers and municipal officials took place the evening of January 7 at USM’s Wishcamper Center in the context of the Gorham East/West Corridor Study. This second of two Planning Workshops resulted in consensus on the test scenario of future land use development to be compared with the results of the current trends as they play out in 2035 according to the PACTS model. All of the future scenario options will rely on public transportation to varying degrees. The so called “Urban & Rural” option will rely significantly on high density corridor development within the municipalities with an emphasis on Transit Oriented Development. Staff will give a brief update if there is interest.

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

Agenda Item #7 d
Regional Pass System

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

Agenda Item #8
Regional AVL Project

The Operations Committee met on December 22nd, and focused largely on the AVL/ITS project. They discussed the results of “gap analysis,” a process whereby the group determined whether it could meet its prioritized goals with the existing AVL system, and, if not, what changes need to be made. There are major issues with reliability that need to be fixed before AVL data can be shared with the public. Operating expenses are also high. Sara T. agreed to host a meeting with ActSoft Comet Tracker to help overcome reliability issues. Rebecca L. agreed to look into other systems, particularly radio-based systems, which might have lower operating expenses.

Rebecca L. explained that during the next phase of the process, the Committee will come up with candidate solutions and choose one. In order to choose between them, however, the Committee

needs to define evaluation criteria and constraints. The Committee brainstormed and edited the list of evaluation criteria from the previous meeting. At the next meeting, scheduled for January 26th, the Committee will use the evaluation criteria to select a candidate solution.

Agenda Item #9

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 #10

STP Transit Set Aside Application

Reminder that applications are due February 12, 2010. Staff provided a revised draft of the application guidance and scoring with changes that comply with the new TIP Process document. The Transit Committee needs to make recommendations to the Policy Committee in April at the earliest.

Agenda Item #11

Transit Focused Region

Proposal to Amend UPWP for a Regional Transit Oriented Strategic Initiative Instead of a Fixed Guideway Study Approved in May 2009

Last May the Policy Committee adopted a \$40,000 budget for South Portland's proposal to do a "Fixed Guideway" study. The decision included a provision that a final scope of work be endorsed by the Policy Committee before consultant help is sought. During the past several months PACTS and GPCOG staff have worked with area planners on an outline for the revised scope of work below. The description below is a summary of a 4-page scope for this initiative. (Last spring South Portland committed to provide the \$8,000 local match. Given the change in scope to include looking at the region, we now propose that the 15 PACTS municipalities share in paying the local match.)

The intent of this study and planning initiative is to develop a regional vision for Greater Portland to promote economic growth and development by building on existing transit service, and to create realistic and cost effective strategies to do so. Building on past plans and studies, this effort will evaluate the potential within the "core" areas and districts of our urban communities (Portland, South Portland, and Westbrook) where compact development already exists and transit service is provided. The study effort in the core will be complemented with evaluation for potential future expansion into the surrounding suburban areas. The intent is to explore methodologies for reaching regional goals such as a regional SWOT analysis -Strengths, Weaknesses, Opportunities, and Threats, and SROI, -Sustainable Return On Investment for example, and others to be determined.

***We would appreciate any input you have and support as it goes to the Policy Committee on January 21st.

This study initiative is consistent with *Destination Tomorrow's Goal II: Mobility Safety and Accessibility: To improve the movement of goods and the mobility, accessibility and safety of people throughout the region.* This goal contains Objective 3: *To expand accessibility in the region by non-automobile users*, which has two strategies that this study would utilize:

- Strategy 23: Increase Transit
- Strategy 25: Transit Oriented Development.

This planning study is also consistent with Objective 4. *To direct through-traffic to use higher functionally classified roadways*, through:

- Strategy 35: Increase Transit to Centers.

Overarching purpose

The regional integration and coordination of transportation mobility, land use/urbanism, affordability and cost avoidance, and energy and resources efficiency for economic growth.

1. Identify and evaluate the regions “core” identifying geography/districts slated for or under consideration by local communities for compact, mixed-use, Transit Oriented Development (TOD) in: South Portland, Portland, and Westbrook
2. Create transit strategies that will promote growth and solve transportation/mobility issues (congestion, costs –fuel-, road maintenance, etc.):
 - a. By building on existing transit service through “Enhanced Service Districts”
 - b. Coordinate with ongoing regional transit route study and transit providers
3. Provide transit focused options for regional economic growth and development plans, which reduce “growth-induced” increases in climate-changing pollutants and increases in vehicle-miles-traveled.
4. Based on an evaluation and correlation of mixed-use and higher density development, determine the optimal or potential balance between such development activity and the establishment of enhanced and new transit services.
5. Evaluate the projected future financial *and* ridership feasibility of enhanced transit service within these corridors under various development and funding scenarios, for alternative enhanced transit service strategies.
6. Include an evaluation of the economic benefits and viability within the study geography of existing routes, new routes on conventional urban buses, bus rapid transit, and the potential for fixed-guideway streetcar type transit

PACTS Transit Committee Roster

Updated on 11/27/09

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