

PACTS

Portland Area Comprehensive Transportation System

**Transit Committee
Meeting Notice
Thursday, October 14, 2010, 9:30 am
GPCOG, 68 Marginal Way, Portland**

Agenda

- 1. Call to order**
- 2. Public Comments** ó 10 min.
- 3. Approval of Minutes from the last meeting (attached)**
- 4. Status Reports (attached)** – 5 min.
- 5. Review Timeline/Work Plan (attached)** ó 5 min.
- 6. PACTS Transit Study Implementation Status Reports** – 10 min.
 - a. Regional Map and Timetable**
 - b. Regional Route Study**
 - c. Joint Transit and Planning**
 - d. Regional Pass System**
 - e. Other – in order of priority**
- 7. Operations Committee Update** – 20 min.
 - a. Regional AVL Project update**
 - b. Section 5307 Funding Allocation**
 - c. Regional Sign & Shelter Project**
 - d. Regional Passenger Survey**
- 8. PACTS Long Range Plan Update - transit considerations** ó 10 min.
- 9. Other Business**
 - a. Portland Sidewalk Snow Removal Plan 2010/2011**
 - b. Recommendation for use of STP Holding PIN for Transit**
- 10. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 11. Next Meeting Date and Agenda – November 18, Saco City Hall**
- 12. Adjourn**

Attachments: September 2 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster, .

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PACTS Transit Committee Minutes
September 2, 2010
10:00 a.m. at GPCOG

Members Present: Sara Trafton, Chair, RTP; Hank Berg, CBITD; Barbara Donovan, MaineDOT; Hilary Frenkel, Exec. Com. Appt.; Connie Garber, YCCAC; Alex Jaegerman, Exec. Com. Apptment; Tom Meyers, SPBS; Mark Nahorney, Exec. Com. Apptment; Patricia Quinn, NNEPRA; David Redlefsen, METRO

Staff and Guests: Maddy Adams, GPCOG; John Duncan, PACTS; Carl Eppich, PACTS; Judy Harris, Portland; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Tom Reinauer, SMPRC; Robert Wagner, Adopt-a-Stop

1. **Call to order.** Sara Trafton, Chair, called the meeting to order at 10:15 a.m.
2. **Public Comments.** None.
3. **Approval of Minutes from the August 12th, 2010 meeting.** *Tom Meyers made a motion to accept the July 8th minutes, seconded by Connie Garber. All were in favor.*
4. **Status Reports.** Steve reviewed the highlights.
5. **Review Timeline/Work Plan.** STP projects 1-5 and 7 in the PACTS TIP have not yet been approved by the Policy Committee; that item will be on their October 21st agenda. It will not need to go through a public comment process because JARC is done as an amendment to the TIP.
6. **PACTS Transit Study Implementation Status Reports.**
 - 6a. **Regional Map and Timetable.** Nothing going on right now.
 - 6b. **Regional Route Study.** No news to report.
 - 6c. **Joint Transit and Planning.** This group just met prior to this meeting.
 - 6d. **Regional Pass System.** Rebecca L. reported that she met with METRO, SPBS, and Steve L and they are putting together a presentation for the two boards on the regional pass system.
7. **Operations Committee Update.**
 - 7a. **Regional AVL Project Update.** There was an Operations Committee meeting on August 24th. Rebecca provided an update on MODES and Avego. She put together some delicate language about the AVL project to provide to the Executive Committee. We would not want funding for this AVL project to jeopardize funding for other critical transit projects. We will leave the decision about AVL funding up to the discretion of the Executive Committee. Judy mentioned that right now there is no discretionary method for new projects. She asked why new projects jump ahead of projects that have already been vetted, reviewed and prioritized. John D. stated that many Policy Committee members agree with Judy; we do not have a policy in writing about if new money shows up. We have never had two million dollars in the Holding PIN, so this is new. We want to be considered for AVL funds but we have a funding gap. Rebecca noted that the range of the gap is rather large, going up to about \$600,000. What we are looking for is complicated. We need to clearly state to the Executive Committee that this has been vetted as a priority and we have been working on it for a long time and we have come up with a plan that integrates with MODES at the state level, etc. We can now bring all the pieces together. The numbers that we are talking about are only estimates since we have not gone out to bid and that is why there is such a range.
 - 7b. **Section 5307 Funding Allocation.** Steve provided an update. Connie suggested that Annual Funding be added to the last bullet on page 8 (first paragraph). The working group is working on the formula and then it will go to the Transit Committee and then to the Policy Committee.
 - 7c. **Regional Sign and Shelter Project.** The outline is what we will use to develop a scope for the project. We have a significant amount of STP money for the project and it is for both signage and shelters. We will identify the most important places to get this started.

The project will include a logo and branding. Barbara noted that some elements of this project might be available for New Freedom funds. She explained that \$300,000 is available a year and there is not a lot of demand for the money. The criteria for where the signs and shelters would be placed hasn't been developed yet. It was asked who would maintain and be responsible for the shelters. Alex commented that Portland is struggling with this and is currently working on answering these questions. Barbara stated that consideration for people with disabilities should be included in whatever criteria is used. Alex stated that if a private entity requests a shelter then they should be tasked with maintenance of the shelter.

7d. Regional Passenger Survey. Steve reported that originally we were going to do an on-board survey but we have heard from the group that a survey of people who aren't riding the bus might be more beneficial so that we can learn why they aren't riding. A satisfaction survey may still be done whether it be in this work plan or next. Sara T. reported that RTP does on-board satisfaction surveys quarterly because they have to.

- 8. PACTS Long Range Plan Update – transit considerations.** What has changed since the last *Destination Tomorrow* Plan was done in 2006 and what do those changes mean for the next four years or the next 20 years? A draft of the DT plan will be available at the end of October and will need to be adopted by the Policy Committee at the end of the year.

On Strategy 6 ó Connie asked about "within studies." Carl explained that we have a lot of studies but they may not necessarily address accessibility. It was suggested that this be changed to "within planning and transportation studies." Carl will work on rewording this strategy.

Strategy 9 ó The Committee agreed that the 4C's should be referenced. Tom M. stated that we don't want to study the feasibility of regionalizing the transit providers, rather we want to implement a regional transit authority. He recommended that this be added to Strategy 9 rather than the wording that is currently there. We are not talking about one person becoming the operator of all transit; we are talking about an authority that oversees the various transit systems. It would have to be a state statute. Wording similar to this was included in the Regional Coordination Study. It was recommended that Strategy 9 be changed to "Implement Transit Coordination" and that it include the 4C's as well as the language from the Regional Coordination Study regarding a Regional Transit Authority. Sustainability and livability, and the transportation/land use connections should be included.

Patricia will send some language for Strategy 18. Connie suggested that some wordsmithing be done to Strategy 13 and that "other demands" be qualified. If anyone has other changes, please send them to Carl.

9. Other Business.

9a. Portland Sidewalk Snow Removal Plan 2010/2011. A meeting has been scheduled with the Portland Department of Public Works on Friday, October 8th, at 8:30 a.m. This meeting is for transit providers with Mike Bobinsky. Robert asked if this item should be brought to the public. Hilary responded that there was a public comment period about this when the City budget was up for review. Robert said he would contact the press about this issue.

9b. Annual Report to Policy and 5307 impacts. Nothing new to report.

10. Information Sharing

- Patricia ó the construction project got fully underway on August 16th. The "Train to Maine" Campaign was a success. There was a 20% ridership increase on northbound trains. ARRA made \$8 million available for rail; this is the first project to break ground.
- Tom Reinauer ó the Mountain Division received bond money for about four miles.
- Steve ó The GO Maine Nation campaign was awarded second place nationally for Marketing and Outreach at the recent Association for Commuter Transportation (ACT) Conference.
- Tom M. - dealing with new schedule woes.

- Hank - three bids were received for the new boat. The winning bid was for \$3.5 million. The one bid from a Maine company came in one million dollars higher than the winning bid. They expect to get the boat in a year or so and it is being managed by MaineDOT. They now have a wifi hot spot in the terminal; it is self funded because there are four local businesses that are advertising. They are currently testing a unit for the boats.
- Mark ó ShuttleBus is now covering a Sunday route from UNE to Biddeford Crossing.
- Sara ó RTP is providing over 2,000 trips a day. Demand for service is high. There has been over a 30% increase in ridership over the last 12-18 months.

11. **Next Meeting.** The next meeting is scheduled for October 14th at GPCOG.

12. **Adjourn.** The meeting adjourned at 11:45 a.m.

Agenda Item #4

Status Reports

1. Committee meetings
 - PACTS and GPCOG staff continue to work on the Destination Tomorrow Update. The target date for adoption is December 16th.
 - The Policy Committee met September 16th. They took action on the Holding PIN account for STP funds (details relevant to transit under item 9.b.)
 - The Transit Operations Work Group met September 29 to discuss: the AVL project, 5307 funding allocations, the regional sign and shelter project and the passenger survey.
 - The Executive Committee met October 5th to develop TIP recommendations to the Policy Committee.
2. The **Gorham East West Corridor Study** will present draft land use, transit and highway recommendations at a public forum on October 26th.
3. The **Congress Street Bus Priority Study** is about to begin. Portland, PACTS and GPCOG staff met the week of October 4th to finalize the scope and begin developing an RFP.
4. The **Transit Focused Region Study Strategic Initiative** project background work will begin this month. The first of two Forums with a meeting of PACTS municipal planners, transit providers, and invited regional transportation and municipal managers is anticipated for mid-December. Inviting elected officials is also being recommended. This initiative will be a process open to the public.
5. The **Highway Simplification Study**ø draft recommendations propose a major increase in state funding for the maintenance of state roads, and fundamental changes in the maintenance responsibilities of municipalities and the state regarding collector roads. Regular PACTS participants have been Dave Cole (Gorham), Mike Bobinsky (Portland) and John Duncan. A proposal to reduce capital funding for MPOø appears to have been withdrawn. The final recommendations are due at the Legislature in January. A statewide stakeholders meeting was held on October 7th.

6. Carl Eppich and the Regional Traffic Management System subcommittee organizing a November meeting with city managers regarding a proposal to **regionalize the management of traffic signals**.
7. John Duncan, Eben Marsh and MaineDOT are organizing a November meeting of stakeholders involved in I-295/Turnpike **incident management**.
8. The Greater Portland **Chamber of Commerce** is going to create a regional economic development plan in concert with area municipalities.
9. Executive Committee Draft Agenda for November 2nd
 1. Report on October 14th staff meeting with Kat Beaudoin.
 2. Update on the pace of use of our UPWP planning and administration funds (per our discussion in September).
 3. The pros and cons of having informal PACTS groups meet periodically, such as our ðPACTS Area Bike/Pedestrian and Preferred Modes of Transportation Groupö.
 4. Monthly status reports
 5. Destination Tomorrow Update presentation

Agenda Item #5

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT 11/1/2010

Fiscal Year 2010:

March April May <i>June 2010</i>	Public comment period for Section 5303 and 5307 funds, 10/01 (pending release of Federal Register notice) Public Comment Period for STP proposals for 2012/2013 Update TIP FTA Budget announced Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee Annual evaluation of Committee (year 6) Elect New Committee Officers
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Fiscal Year 2011:

<i>August 2010</i> September <i>October</i> <i>November</i> <i>December</i> <i>January 2011</i>	<i>Participate in PACTS TIP Process Review, including JARC Review and Approve Allocation Formula for 5307 and STIC</i> <i>Destination Tomorrow update</i> Regional Transit Study: Annual Report Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due Submit recommendation to Policy Committee for FTA Section 5307 funds
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February	<i>Submit 2012/2013 STP proposals to staff for ratings</i>
March	Public comment period for Section 5303 and 5307 funds, 12/013 (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
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
 - Greater Portland Livable and Sustainable Region Initiative
 - 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 #6 a
Regional Map and Timetable

The next printing of the Guide will be in January. Allowing for the usual six weeks of lead time puts the due date for changes at **November 19**. If anyone has significant changes they should notify staff as soon as possible.

Agenda Item #6 b
Regional Route Study

A revised draft of the RFP will be issued at or prior to the meeting.

Agenda Item #6 c
Joint Transit and Planning

The Joint Transit and Planning Committee met September 2, prior to the Transit Committee meeting. The next meeting is scheduled for December 9.

Agenda Item #6 d
Regional Pass System

METRO, SPBS and GPCOG staff met to review a draft Board presentation. METRO and SPBS board representatives are scheduled to view the presentation and discuss the issue in November.

Agenda Item #7 a
Regional AVL/ITS Project

Rebecca distributed a draft RFP at the September 29 Operations Work Group meeting. Each provider needs to fill in information for their respective service and get back with comments and questions by October 13. Adding the recently approved \$250,000 funding from the Holding PIN brings the current total for the project to \$457,000.

Agenda Item #7 b
Section 5307 Funding Allocation

Steve presented the Operations Work Group with a draft scenario incorporating a three year rolling average of boarding and vehicle mile data. This approach significantly dampened the spikes in year-to-year data and put all but one provider over the threshold to receive any additional funding to the previous year's allocation. The group asked that staff investigate other performance factors and to look at the relative population densities within each respective service area as a way of mitigating the disparity between the most urban and least urban.

Agenda Item #7 c
Regional Sign & Shelter Project

Ben Lake provided a draft scope and timeline for the project at the Ops Working Group meeting. It was mentioned that the City of Portland has recently gone through the process of identifying locations for bus shelters and developed a set of design standards and technical guidelines for siting them. Also, the City of Portland's Way Finding standards will need to be adhered to when developing signage. It was pointed out that the draft timeline is very ambitious and will need to be adjusted. The group agreed to review the scope and get comments back to Ben by October 6.

Agenda Item #7 d
Regional Passenger Survey

Steve introduced the topic to the Ops Group by saying that, even though the focus will be on potential riders there is a strong argument for following through on the satisfaction survey of existing customers. A lot of money is spent in the general marketplace to court new customers, while very little attention is paid to retaining existing customers. However, the relative cost of attracting a new customer is much greater than that of retaining an existing one. The Group agreed with this logic.

Next, Stephanie Carver talked about the results of the short survey she had sent out to the Group to get a better sense of their preferences for the ridership survey. The response to the first question reinforced the point about retention. Three out of the four respondents indicated that frequent riders are their highest priority. This is different from what the Group had originally said.

The second set of questions revealed a less conclusive response. However, it appears safe to infer that the issues that are most important to get feedback on are:

- Schedule adjustments/Route expansion,
- Customer service improvements and
- Marketing and public outreach

- Coordination with other transportation agencies/modes and
- Capital/technology improvements

appear to be somewhat less important, but mostly because fewer people responded to those issues.

Finally, the things the providers most want to know about customers are, in descending order:

- Public perceptions/barriers to using public transportation
- Destination/travel patterns
- Awareness of public transportation options
- Personal technology used by respondents (Twitter, Facebook, etc.)
- Demographics (Employment, age, income, etc.)

Steph also provided a comparative analysis of four ridership studies from other parts of the country. She is looking into options for the methodology of the non-rider portion of the survey. A combination of phone, internet and personal contact interviews is being considered.

The Group advised that the survey should confirm with the goals of the Regional Coordination Study. They also expressed a keen interest in having the on-board portion of the survey completed by January with a goal of completing the non-rider survey by June. Steph will bring a draft rider satisfaction survey to the Transit Committee meeting.

Agenda Item # 8

PACTS Long Range Plan Update – transit considerations

The Committee got an overview at the last meeting. The update is on a fast track to be adopted by December 16th. There is still time to give your input.

Agenda Item #9 a

Portland Sidewalk Snow Removal Plan 2010/2011

A meeting with Mike Bobinsky is scheduled for Friday, October 8th at 8:30 a.m. at the Public Services building in Portland. Attendees of that meeting will report back to the Transit Committee.

Agenda Item #9 b

Recommendation for use of STP Holding PIN for Transit

As mentioned previously, the Policy Committee approved assignment of \$250,000 from the Holding PIN to the AVL project. Additional funds from the Holding PIN were assigned to a major intersection project on Riverside at Warren. The remainder of the funds will be assigned to the Credit Program* and what is being termed as "Ready to Go Projects". This later designation is made up of the usual STP set-aside categories and will be distributed by the regular formula. The 9% for Transit amount is currently estimated at \$47,324. However, a change in this amount is likely by the time we meet.

The 2012/2013 Transit set-aside currently has \$47,726 that has not been obligated to a project. The two amounts cannot be combined because one has to be "ready to go" while the other won't be available for another 18 months or so. PACTS staff suggests that there are a few ways the "ready to go" funds could be used effectively. They could be given to a Collector Roads project in need of more funding right now, with an IOU for the same amount to be combined with the 12/13 funds. Or, if Transit has a project that is ready to go but requires more money, we could "borrow" from another category (up to \$47,726) and "pay it back" in 2012. Whatever the outcome, it would be best if we could have an answer for the Oct 21st Policy meeting.

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. DOE Department of Energy
7. EMDC Eastern Maine Development Corporation
8. FHWA Federal Highway Administration
9. FTA Federal Transit Administration
10. ISTEA Intermodal Surface Transportation Efficiency Act
11. ITS Intelligent Transportation Systems
12. JARC Job Access & Reverse Commute
13. MDOT Maine Department of Transportation
14. MPO Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
15. NNEPRA Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
16. OPT Office of Passenger Transportation (MDOT)
17. PACTS Portland Area Comprehensive Transportation System (Portland Area MPO)
18. SAFETEA-LU Safe, Affordable, Flexible, Efficient, Transportation Act . Legacy for Users
19. STIC Small Transit Intensive Cities
20. STIP Statewide Transportation Improvement Program
21. STPA Sensible Transportation Policy Act
22. STP Surface Transportation Program (Federal Funds)
23. TE Transportation Enhancement Program (Federal Funds)
24. TEA-21 Transportation Equity Act for the 21st Century
25. TIP Transportation Improvement Program (PACTS)
26. UPWP Unified Planning Work Program
27. URIP Urban-Rural Initiative Program
28. 5303 FTA Planning Program
29. 5307 FTA Urbanized Assistance

PACTS Transit Committee Roster

Updated 10/4/2010

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