

PACTS

Portland Area Comprehensive Transportation System

**Transit Committee
Meeting Notice
Thursday, August 12, 2010, 8:30 am – 10:50
Saco City Hall**

Agenda

- 1. Call to order**
- 2. Public Comments – 10 min.**
- 3. Approval of Minutes from the last meeting (attached)**
- 4. Status Reports (attached) – 5 min.**
- 5. Review Timeline/Work Plan (attached) – 5 min.**
- 6. PACTS Transit Study Implementation Status Reports – 20 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. Regional AVL Project update – 5 min.**
- 8. PACTS Long Range Plan Update - transit considerations – 15 min.**
- 9. Endorsement of the State of Good Repair request (?)**
- 10. Other Business**
 - a. Portland Sidewalk Snow Removal Plan 2010/2011**
 - b. Annual Report to Policy and 5307 Impacts**
 - c. Representative on Gorham East/West Advisory Committee**
 - d. UPWP projects, local match, what's next?**
- 11. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 12. Next Meeting Date and Agenda - September 9, GPCOG**
- 13. Adjourn**

Attachments: July 8 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

PACTS Transit Committee Minutes
July 8, 2010
9:30 a.m. at GPCOG

Members Present: Sara Trafton, Chair, RTP; Hank Berg, CBITD; Ed Clifford, ShuttleBus/ZOOM; Connie Garber, YCCAC; David Redlefsen, METRO; Elizabeth Roberts (for Sara Devlin), HNTB/MTA

Staff and Guests: Maddy Adams, GPCOG; John Duncan, PACTS; Art Handman; Mike Knapp, Conservation Law Foundation; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Jon McNulty; Tom Reinauer, SMPRC; Robert Wagner, Adopt-a-Stop

1. **Call to order.** Sara Trafton, Chair, called the meeting to order at 9:35 a.m. Introductions were made.
2. **Public Comments.** None.
3. **Approval of Minutes from the June 10th and May 13th, 2010 meetings.** *Connie Garber made a motion to accept the May 13th minutes. The motion was seconded by Dave Redlefsen and all were in favor.*

Dave R. made a motion to accept the June 10th minutes, seconded by Connie Garber. Motion passed.

4. **Status Reports.**
 - The NOFA is finally out for the HUD grant. A meeting will be held today at USM regarding the application, which is due August 23rd. The geographic area to be included will be discussed; it looks like Cumberland and York County will be included.
 - The Executive Committee will be meeting on Tuesday and will be updated on the UPWP and the \$65,000 that is available. The funds could be used for transit/planning work. The following two studies are being considered for funding; they were proposed a year ago and didn't make the cut. (1) Implementation of Portland TDM Ordinance to encourage work with employers to promote carpooling or use of transit, also transit in lieu of parking; and (2) Scarborough Oak Hill area pedestrian plan. This study will determine where there should be sidewalks, crosswalks, etc.; there was also some mention of good locations for bus service. Another consideration is a bike/ped education study submitted by the Bike Coalition of Maine. This would help towns to revise their planning ordinances to create more bike and ped friendly towns. All three plans could be done for \$65,000. Ed asked if a Scarborough Transit Study could be considered. The Gorham East/West Study includes Scarborough and there is no transit. Saco/OOB is interested in having Scarborough join their transit district; Ed met with the Scarborough Town Council in February but nothing further has happened. Sara will follow up with Dan Bacon on Tuesday.
 - With Ed Clifford's news about resigning, Nathan Poore thought it might be a good time to have a conversation about consolidation issues. John D. recommended staying the course because the Transit Committee is making very good progress with the implementation of the Regional Transit Coordination Study. Connie suggested providing some background on the Regional Coordination Study and the study of consolidation. Applications for Ed's position are due by July 13th. They are hoping to have someone in place by September. Ed will let the Committee know once an interim person has been selected.
5. **Review Timeline.** We need to finish up some items from the previous meeting – adopt STP proposals and annual evaluation of committee.

6. PACTS Transit Study Implementation Status Reports.

6a. Regional Map and Timetable. Steve is continuing to work with Penmor. Donna is meeting with them regarding changes to the map. The deadline for schedule changes has passed.

6c. Regional Planning in Comprehensive Planning Process. Joint meetings of the Planning and Transit Committees are scheduled for September 2nd and December 9th

6d. Regional Pass System. Rebecca L. reported that a base fare is being set but right now we are trying to compare apples to apples. They will adjust the fare categories and then develop formulas using four months of data.

- 7. Regional AVL Project Update.** Rebecca L. reported that originally what we were looking at was real time passenger information. We quickly realized that we don't have an adequate AVL system for providing real time. Then we looked at procuring an AVL system. We tagged along with RTP on their AVL RFP. Some things have changed. Sara's time line is longer than we thought (maybe a year from now). RTP is looking at software for paratransit and we are not sure if the RTP software would work for the other providers. CBITD and RTP have taken their funds out. What is available now is \$250,000. To have an AVL system with real time passenger information, the cost range is between \$8,000 and \$15,000 per vehicle and that is just capital costs.

Phase 1 – look at getting a system for METRO and South Portland for this project since they still have money – that would be 35 vehicles. The software is a fixed price. It will be tight to get an AVL system for METRO alone and very difficult for both South Portland and METRO. Options to consider: dig up more money; request more information; determine that it is not a priority and put the money elsewhere. We need to have a reality check to determine where we stand. It was suggested that another meeting of the subcommittee be held. Connie reminded the Committee that it was one of the high priorities of the Regional Coordination Study to get information out to the public and make riding easier. Staff will take a look at sample RFPs that are out there.

- 8. 5303 Adjustment.** We will be getting less 5303 planning money this year (\$9,825 less than we previously had). Steve distributed a handout and explained further. Money was moved from Task 10 to Task 6. Committee support was hit hard this year especially due to the 5307 meetings. The yellow numbers are the ones that got changed. *Connie G. made a motion to accept the changes to the 5303 funds. The motion was seconded by Ed Clifford and passed.*

- 9. STP Transit Set Aside Allocation.** There is less federal money available than John D. had estimated six months ago. He thought we would get more federal STP money. It is a difference of \$197,639 from the first estimate of 1,350,000. The new estimate is \$1,152,362. A handout was distributed. Connie suggested that we draft a joint statement to the Congressional Delegation. This can be done at the subcommittee meeting.

John D. reported that we are nailing down how much money is available in the Holding PIN account for past STP projects that has not been spent. There might be some money available to replace the transit money that was just taken away. Hank explained that they have to answer to the PUC so the electronic ticketing is important. *After some discussion, Ed made a motion to accept the set aside funding for projects 1 through 5, plus #7 for the 2012-2013 STP money. The motion was seconded and passed (Dave R. abstained).*

<i>SPBS</i>	<i>Mill Creek Transit Hub</i>	<i>\$206,870</i>
<i>BSOOB</i>	<i>Bus Shelters</i>	<i>\$100,000</i>
<i>SPBS</i>	<i>Ops and Maintenance Bldgs</i>	<i>\$238,153</i>
<i>RTP</i>	<i>Mobile Data Terminals</i>	<i>\$244,613</i>
<i>BSOOB</i>	<i>UNE – Downtown Bus</i>	<i>\$200,000</i>
<i>CBITD</i>	<i>Electronic Ticketing</i>	<i>\$115,000</i>

- 10. Committee Evaluation.** A handout was provided. It was suggested that implementation of the Regional Transit Coordination Study be mentioned since much of the Committee's time is spent doing that. We should

probably also mention our subcommittee meetings. With bullet #3, add that we share a common goal of working together. Connie suggested that implementation of landmark legislation on the transit TIF that got passed this year should also be mentioned. A final version will be sent to Sara T. before it goes to the Policy Committee.

11. **Policy Committee Representation.** Sara T. and Hank Berg (as Chair and Vice-Chair) would be the representatives to the Policy Committee. However, according to the bylaws, one representative should be from York County. *A motion was made by Ed Clifford that Sara Trafton serve as the Cumberland County representative and Connie Garber as the York County representative to the Policy Committee. If Connie is not available to attend, then Hank Berg will fill in for her as necessary on the Policy Committee. The motion was seconded by Connie and all were in favor.*
12. **Information Sharing.**
 - Sara – RTP ridership is up 33% from last year. CTAA was here yesterday to talk about the Lakes Region project and work with the Steering Committee about how the process will work. There is a three-year timeline. They don't do repetitive studying; they look at what has already been done.
 - Dave – small increase in ridership – 2.5% They hope to be getting rid of some of their 20-year old buses.
 - Robert – it is hard to have people commit to clear out hydrants for a whole winter. Dave R. mentioned that there are 16 miles of sidewalks that won't be plowed this year in Portland, and many are in fixed route areas. Mike Bobinsky will be having a stakeholders meeting about this. Sara thought we should meet with Portland about this. Perhaps we could invite someone (perhaps Mike Bobinsky) to the September meeting to talk about this subject.
 - Connie – the Shoreline Explorer will begin its sixth season on June 26th. They have all new vehicles (ARRA money), and three hybrid buses (diesel electric). The drivers are still getting oriented to them.
 - Carl – the Transit Focused Region Study is under contract. It is a real regional project and they will want input from the PTC.
 - Steve distributed the new SPBS schedule and map.
 - Hank – ridership is up; they have had a great spring and summer. Bids will be opened for the new boat on July 21 or 22nd. The boat is 100% funded.
 - Jon McNulty – he has been retired for two years and he misses coming to these meetings. He would like to be an informal transit advocate.
13. **Other Business.** It was suggested that this item be moved before information sharing. Connie thanked Ed Clifford for his years on the PACTS Transit Committee.
14. **Next Meeting Date and Agenda.** The next meeting is scheduled for August 12th. We can take the train and have the meeting at the Saco Train Station if it is available. The meeting would begin somewhere between 8:15 and 8:45. We'll check the train schedule and let everyone know the schedule.
15. **Adjourn.** The meeting adjourned at 11:50 a.m.

Agenda Item #4

Status Reports

1. Committee meetings
 - The PACTS Joint Technical/Planning Committee met July 13. Agenda items included enhanced project scoping of bicycle and pedestrian projects and the Highway Simplification Study,
 - The Policy Committee met July 15. Agenda items included the PACTS Holding PIN, changes to the 5303 planning funds, TIGER II applications from the Bicycle Coalition of Maine and the annual evaluation of the Transit Committee.
 - The Executive Committee met August 3 and discussed the distribution of Holding PIN funds from Set Asides.

2. Staff updates:
 - PACTS and GPCOG staff continue to work on the Destination Tomorrow Update
 - PACTS and GPCOG staff continue to participate in the Gorham East West Corridor Study. Current study topics include:
 - Results of a Year 2035 regional transit scenario.
 - Meeting with area real estate developers.
 - Develop list of Year 2035 roadway options to be evaluated.
 - GPCOG continues to take the lead on a HUD Sustainable Communities Planning Grant. Proposals are due August 23rd.
 - RTP, GPCOG and CTAA held two meetings to kick off the Lakes Region Bus Implementation effort on August 4.

Agenda Item #5

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT 8/6/2010

Fiscal Year 2010:

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
May	Adopt STP proposals for submission to Policy Committee
June 2010	Annual evaluation of Committee (year 6) Elect New Committee Officers

Fiscal Year 2011:

<i>July 2010</i>	
<i>August 2010</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>	<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
<i>December</i>	
<i>January 2011</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
<i>February</i>	<i>Submit 2012/2013 STP proposals to staff for ratings</i>
<i>March</i>	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
<i>April</i>	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
<i>June 2011</i>	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
 - HUD Sustainable Communities Planning Grant proposal
 - 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 latest guide has been printed and delivered. Hopefully everyone has picked up their share.

Agenda Item #6 b
Regional Route Study

No update.

Agenda Item #6 c
Joint Transit and Planning

No update. Meetings are scheduled for September 2 and December 9.

Agenda Item #6 d
Regional Pass System

In order to create a baseline from which to measure changes and adjust revenue shares, METRO and SPBS need to create comparable fare categories. Rebecca, Tom, Dave, Steve L. and Steve Kirby met to discuss and finalize the data on August 3. Now that “apples to apples” data are available, Rebecca will use them to test fare allocation formulas from the regional pass in various scenarios. The next meeting is set for August 17 at noon.

Agenda Item #7
Regional AVL/ITS Project

The Operations Committee met to discuss this project on August 3. The purpose of the meeting was to discuss the budget, the estimated cost of the project and to decide on next steps. Though the project now appears to be underfunded, the Committee chose to move forward in drafting an RFP, so that it can be ready if and when other funds become available. The next meeting is tentatively set for August 24.

Agenda Item # 8
PACTS Long Range Plan Update – transit considerations

Carl will inform the Transit Committee on the progress of the update and ask for some input on what should go into the plan regarding transit.

Agenda Item # 9
State of Good Repair Proposal

Agenda Item #10 a
Portland Sidewalk Snow Removal Plan 2010/2011

This issue was raised at the end of the last meeting. This will be an opportunity to give an update on any upcoming meetings and/or schedule one.

Agenda Item #10 b
Annual Report to Policy and 5307 Impacts

According to John Duncan these were on the Executive Committee Agenda but neither was discussed. He had the idea of putting out a news release on the 5307 funding reduction.

Agenda Item #10 c

Representative on Gorham East/West Advisory Committee

Ed Clifford attended a number of these meetings. We need to appoint a new Transit Committee representative.

Agenda Item #10 d

UPWP projects, local match, what's next?

Staff is ready to begin transitioning to some new projects on the list and would like some input. Two that could begin anytime are:

The Regional Bus Sign and Shelter project – Provide technical assistance to the transit providers in the implementation of their STP funded shelter project. Work may include identification and verification of high use stops and significant transfer points for eligibility, coordination of time point data, shelter location, etc.

The Regional Bus Passenger Survey – Based on previous passenger surveys of individual systems this survey will include all three fixed-route providers, METRO, SPBS and ShuttleBus-ZOOM. The primary purpose of the survey will be to assess the degree to which existing service fits the needs and expectations of the ridership. It will seek to identify perceived gaps in service, missing or difficult connections between systems and desirable destinations that are currently not served. In addition, the survey will seek input on rider satisfaction and update the passenger profile.

Also, it appears that the City of Portland may not have the local match for the **Congress Street Bus Priority** study. If that is the case there will be \$55,000 (most of which was intended for a consultant) to find the match for elsewhere, carry forward to the next biennium or reprogram to another project.

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. ISTEIA 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 on 6/17/10

Members	Affiliation	Phone	Email
Hank Berg - Vice Chair	CBITD	774-7871 x103	HankB@cascoabaylines.com
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Private Optr Seat	See below		
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