

PACTS

Portland Area Comprehensive Transportation System

Transit Committee Meeting
Thursday, June 9th, 2011, 9:00 am
GPCOG
Transit Committee 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. **Operations Committee Update** – 20 min.
 - a. **Regional AVL Project update**
 - b. **Regional Sign & Shelter Project**
 - c. **Regional Passenger Survey**
 - d. **Southern Maine Regional Transit Coordination Study**
8. **Other Business** – 20 min.
 - a. **UPWP – Final Recommendation**
9. **Information Sharing/Round Table Discussion/Check-In/What's Up** – 20 min.
10. **Next Meeting Date and Agenda** – July 14th, 2011 at GPCOG
11. **Adjourn**

Attachments: May 12th, 2011 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

PACTS Transit Committee

May 12, 2011

9:30 a.m.

Committee members: Hank Berg, CBITD; Rebecca Grover, MTA; Tom Meyers, SPBS; Mark Nahorney, Exec Com. Appt.; Dave Redlefsen, METRO; Al Shutz, ShuttleBus

Staff and Guests: Maddy Adams, GPCOG; John Duncan, PACTS; Art Handman, Consultant; Judy Harris, Portland; Steve Linnell, GPCOG; Myranda McGowen, SMPRC; John Pressey, Gorham; Jennifer Puser, GPCOG

1. **Call to order.** Hank Berg called the meeting to order at 9:32. Introductions were made.
2. **Public Comments.** None
3. **Approval of Minutes from April 14, 2011.** *Dave R. made a motion to approve the April 14th minutes, seconded by Tom M. All were in favor.*
4. **Status Reports.** The Congress Street Bus Priority Study's public meeting is scheduled for June 7th. The 'Transforming Forest Avenue' committee will be meeting this evening. There will be a walk starting at Glickman Library at 4:30, and there is a meeting in the Abromson Center in Rooms 109-110 from 6-8 p.m. It is a land use/transit study. It is part of the Complete Streets project – bike lanes, good pedestrian access and crossings, good transit corridors, etc.

Added item:

John D. explained that MaineDOT came to PACTS a month ago and said there are 35 projects in the Portland area that they want to kick off early. There are no transit projects on the list. The idea is to get some design work done this summer so that these primarily road projects can get done next year rather than get started next year and get finished the following year. John wanted to find out if \$10,000 could go to a transit capital project but he was unable to get an answer today. Tom didn't think there were any transit projects that would fit for this anyway.

STP PIN situation. In February we had reallocated \$240,000 in STP money to new projects, namely CBITD and three South Portland projects. Later, MaineDOT said the money wasn't there because the CBITD project got funded with ARRA funds. John D. spoke to Peggy Duval who said to talk to Sue Moreau. At the Policy Committee meeting, Peggy said it's a done deal. FHWA (Carlos) didn't necessarily agree and he said he was going to look into it. Two weeks later Peggy again said it was done. Two days ago the PACTS Executive Committee asked for the decision in writing and John D. has requested that. There was a PIN number assigned and then the project got withdrawn without notification. Judy stated that unless they got a waiver from FHWA, they should not have been allowed to do that. Tom said he appreciates the support of the Executive Committee and staff on this. Hank said there were two issues: substitution of the color of money, and the process.

5. **Timeline.** No issues.
6. **PACTS Transit Study Implementation Status Reports.**
 - 6a. **Regional Map and Timetable.** At the last meeting, the Committee asked that a Press Release be prepared. Steve went a step further and made a laundry list of all the things that have been done or are happening regarding implementation of the Regional Coordination Study. Google has rules that you need to abide by if you use their name in a press release (Google requires 7 days notice to review and approve press releases). Steve suggested the idea of going to the editorial board about

this subject, or we could write an op-ed. Steve asked Committee members to take a look at it and get comments back to him. Tom liked the idea of meeting with the editorial board. Jennifer suggested that meeting with the board might help to get a relationship going. If the editorial board wrote something on their own, that would be very powerful. Tom's experience with the editorial board has been unsuccessful. Jennifer suggested starting with the gas price idea and tying it into the things we're doing, plus Monday starts Commute Another Way Week. Leave the Google piece out if we're concerned about the seven-day issue. Steve said he'd find out when the editorial board meets and let the providers know.

6b. Regional Route Study. A public meeting is scheduled for May 26th at the Portland Public Library. Art is still accepting comments, suggestions, edits, etc. on the study. Dave got some feedback from a board member about potential changes to one of their routes. They are also looking at efficiencies for Routes 1, 5 and 8. Art's report is a snapshot of now, not things that might be. Art is willing to make edits to include any changes that we know will be taking place. Steve noted that we don't have record of a commitment to local match for this study (\$6,000). The providers will work it out.

6c. Joint Transit and Planning. The next joint meeting is scheduled for June 2 at 9:00. The Transit Committee will meet at 9:00 on the 9th.

6d. Regional Pass System. Dave reported that the majority of people welcome the fact that they can use both systems now; they compared it to a MaineCare pass. One comment from a person in Westbrook who never uses the South Portland Bus System was that he didn't understand why he needed to pay an extra \$5. They'll have a better idea of how well it's working when they do their pickups on Monday. It's only been 12 days so far. Tom said they had a good baseline from tracking MaineCare passes. They have probably doubled the number of trips per day using the pass. Again, he needs to make sure that his operators are counting it right. They'll have a better idea in a couple of months. There's no separate monthly pass anymore.

7. Operations Committee Update

7a. Regional AVL/ITS project. There will be a demonstration on June 8th at 1:00. There will also be another AVL presentation on June 2nd, after the Joint Planning and Transit Committee meeting. Rebecca has provided the vendors with background information. The ACT Conference will be happening on June 7th. The topic of MODES and Route Match were brought up. Dave saw a demo for Route Match. Donna sent them Google Transit feed specs. She can sit down with Tom and Dave to see what it looks like. Steve and Donna had a conference call with CastleRock (Sue was also involved). The problem was that Donna was having to do a double maintenance between MODES and Google Transit. Google Transit will always be a work in progress. CastleRock agreed to try to use our Google Transit data without forcing Donna to do too much tweaking to make it workable with MODES. They still have to do some things because they are two different programs. The goal will be for Donna to do the work through Google Transit and they'll be able to adjust it to fit MODES. The state is letting Donna work directly with CastleRock.

AVL – local match. We have \$457,516 available which would require a total match of \$93,883. Tom noted that whatever the local match is, there is going to be a unit cost for the capital procurement fees. We should look at that and come up with a number for the local match. In terms of commitment, we know what the match is. The costs can be frontloaded. There isn't a commitment from Biddeford/Saco or RTP (because RTP is doing their own thing). It was asked if we have the ability to tag onto an RTP project (on an AVL modular). Art responded that it's not in

there right now as far as he knows. He added that if you are going to piggyback on RTP's project, then it would need to be spelled out in the RFP.

7b. Regional Sign and Shelter Project. We had an extensive update on that at the operators meeting. Branding and marketing is being pulled out and being made a separate project. Ben is still gathering data. The next time we talk about this, we should have a list of stops, with the criteria prioritized.

7c. Regional Passenger Survey. The CBITD survey is very close to being complete. Survey Monkey had some constraints on how much data it could spit out. We had to pull the data from Survey Monkey and put it into Excel. The comments haven't been addressed yet; usually we organize the comments by topic. Judy asked if we will look at these results and compare them with the Crickelair survey that was done. She was curious about if attitudes are changing. Steve responded that it would be hard to compare comments that people have made in a survey compared to Tom Crickelair editing what people's comments were to him.

7d. Southern Maine Regional Transit Coordination Study. We've chosen a firm out of New York – Main Street Connections. Their proposal looks pretty good. Tentative site visits have been scheduled for Tuesday, May 31st. They want to visit South Portland, Saco, the proposed site in Scarborough, and RTP, and then also have a stakeholder meeting. Do we want to set up a stakeholder meeting on June 1st? They hope to be two-thirds done by June 30th. MaineDOT will consider funding the rest of it if it's that far along. They will have a fair amount of work done by the end of June. The plan is to be done by the end of July. Site visits can start with Al on May 31st (he can be available at 6). Tom will make his schedule work with theirs. A stakeholder meeting may possibly happen on June 1st in the morning. Tom Hall will serve as the representative for the Managers on this project.

8. Other Business

8a. Reprogram STP Funds. Already addressed.

8b. UPWP – Final Recommendation - A revised budget and work plan was distributed which Steve reviewed. A project needs to be in the work plan in order to use federal funds; however, the UPWP can be amended. The budget is based on the numbers from the last biennium since we don't have any idea about what we'll be getting this year. Adjustments will need to be made accordingly. *Tom M. made a motion to approve the UPWP, seconded by Dave Redlefsen. All were in favor.*

9. Information sharing.

- Tom - we're all in a very busy period with internal budgets, state budgets and legislative activity. There's some vehicle acquisition and dispositions that are going on. The good thing is that a lot of the things we've been talking about informally are starting to come out. The opportunity to pick up some high quality used buses is really helpful. There are options for stopgap vehicles, as well. Things are moving quickly and it's working pretty well.
- Commissioner Bernhardt was at the Maine Transit Association meeting yesterday.
- Dave reported that he got a call from his Board Chairman, Mike Foley saying that he was disappointed that he wasn't notified about the new buses that were put on the road. Dave didn't know that they had been put on the road. After investigating, he learned that they hadn't gone out and Chairman Foley must've seen an older bus that looked good!
- Myranda – Commute Another Way Week is next week. It is also National Public Works Week. At the Kittery Trading Post, Public Works equipment will be on display and the public will have

an opportunity to meet with PWD's between 10 and 1. There will be two open houses – one in Portland and one in Westbrook.

- John Pressey – the Gorham East/West Phase 1 study is on their cable channel. They are trying to get local transit in Gorham. They are putting together an exploratory workshop with a number of stakeholders (USM, METRO, etc.) – date to be determined.
- Dave asked John P. - are you looking at the New Portland Road/New Gorham Road as an economic development area? John responded probably not at this time; they would like to get the transit issue worked out first. They are exploring lots of different things at this time.
- Art – Gorham East West Corridor Study won't be implemented until about 2025. Art's study will provide some ideas on things that could be implemented sooner.
- Steve – at the Operations Committee meeting, we said we would meet on May 25th at noon but we would have to meet in the small room. The Committee agreed to stick with the 25th at noon.
- GPCOG Sustainability Forum is scheduled for June 3rd from 8-12:30 at the Abromson Center.
- COG Annual Meeting is scheduled for June 9th at 11:30 at USMs Glickman Library. Peter Mills will be the speaker.
- PACTS Annual Meeting will be on June 23rd at USM's Glickman Library.
- Mark Nahorney apologized for not attending the meetings recently; he's been teaching. A Master Plan for downtown Biddeford with a transit section will be going to council.
- Al Schutz – he's still pretty new but he said the collaboration among the providers has been something that he really enjoys. Equipment and funding will always be issues. It's an exciting time to be in transit.
- Rebecca – lots going on in the Legislature. Restart bill – having recommendations of the Government Oversight Committee put into statute. There will be a hearing on Tuesday. On Monday, a bill will be presented to put the State Treasurer on their Board, as well as have all of their bonds go out to the public. Regarding the East West Study, they hope everything will get kicked off as scheduled; things are in flux.
- Hank – their fiscal year ended at the end of March; they had over 950,000 passengers. They have Wifi on three of their ferries. They restrict web sites that are content hogs and there is a content filtering system. They get about 150-200 uses a day. They are starting to implement the first small step in electronic ticketing. They will have a kiosk in their terminal. At first, they will deal with only adult tickets because they don't know how to implement discounts. It will go soft live today. The next step will be converting all tickets to have bar codes so there will be a bar code scanning system. We'll have instant accurate data. Triennial review in September.
- Tom – South Portland is reviewing their comp plans. He has talked with them about transit oriented development and they have asked him back. We are seeing the fruits of our labor and the ideas are being implemented into comp plans.

10. Next Meeting Date and Agenda. The next meeting is scheduled for June 9th at 9:00 a.m. at GPCOG.

11. Adjourn. The meeting adjourned at 11:47 a.m.

Agenda Item #4

Status Reports

1. Committee meetings:

- The **PACTS Policy Committee** meeting was held on May 19th. Agenda items included a report from the TIP Projects Efficiencies Team, adoption of the Unified Planning Work Program (UPWP) for the next two years, and election of Policy Committee officers for the coming year.
- The **Joint Transit and Planning Committees** will meet on June 2nd at 9 a.m. at GPCOG. Agenda items include an update on the **Congress Street Bus Priority Corridor study and the *Transforming Forest Avenue – Integrated Transportation and Land Use* study.**
- The **PACTS Executive Committee** meeting was held May 10th. Agenda items included discussion of a response to MaineDOT letter regarding STP and ARRA funds related to the CBITD vessel project, Changes to the Early Kick-off Projects process, Study carryover funding action by MaineDOT

2. Other Studies:

- a. The staff and consultant team of the **Congress Street Bus Priority Study** held a public informational meeting on June 7th to request comments and feedback from the public on the project.
- b. The first “**Transforming Forest Avenue**” Public meeting was held May 4th.
- c. Main Street Connections, working on the **Southern Maine Regional Transit Coordination Study** made initial site visits with the regional transit providers to collect data and held a stakeholder meeting on May 25th to provide preliminary observations about coordination opportunities.
- d. The **Transit Operations Working Group** met on May 25th. Agenda items included an update on the regional AVL project, the UPWP, Regional Route Study and upcoming Editorial Board visit with the Portland Press Herald.
- e. The regional transit visioning initiative known as **Moving Greater Portland Toward a Transit Focused Region** is concluding with a draft report that is being reviewed and will be finalized by the July meeting.

MaineDOT Action on PACTS Studies Carryover Requests (May 31, 2011)

<u>Activity</u>	<u>Budget</u>	<u>Carryover Request</u>	<u>Carryover Granted</u>	<u>MaineDOT Carryover Work Deadline</u>
Portland Forest Avenue	\$100,000	\$35,000	\$0	na
Regional Signal Study II	\$25,000	\$3,500	\$0	na
Scarborough Oakhill Pedestrian Plan	\$40,000	\$3,500	\$3,500	July 31st
Southern Maine Transit Coordination	\$30,000	\$10,000	\$10,000	September 30th
Transit Bus Route Study	\$30,000	\$5,000	\$5,000	July 31st
Windham Comp. Transpo. Study	\$40,000	\$12,000	\$12,000	September 30th
Yarmouth Route One Phase 3	\$40,000	<u>\$5,000</u>	<u>\$5,000</u>	July 31st
Total		\$74,000	\$35,500	

Agenda Item #5

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT,
Work in
Progress
7/22/2011

Fiscal Year 2011:

June 2011 Annual evaluation of Committee (year 7)
Participate in PACTS TIP Process Review, including JARC

Fiscal Year 2012:

July 2011
August
September
October
November
December
January 2012
February

March Public comment period for Section 5303 and 5307 funds, 2013 (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 2012 Annual evaluation of Committee (year 8)
Elect New Committee Officers

Fiscal Year 2013:

July 2012 Revisit Allocation Formula for 5307 and STIC
August
September
October Review and Approve Allocation Formula for 5307 and STIC
November Develop Study Proposals for 5303 and 5307 Planning funds and UPWP
Provider information (ridership, miles, etc.) due

December
January 2013 Submit recommendation to Policy Committee for FTA Section 5307 funds
February *Submit 2014/2015 STP proposals to staff for ratings*
March Public comment period for Section 5303 and 5307 funds, '14/'15 (pending release of Federal Register notice)
Update TIP
FTA Budget announced

April Appoint Nominating Committee for new Officers
May
June 2013 Annual evaluation of Committee (year 9)

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
- Keep informed of and/or involved in ongoing studies such as:
 - Congress St. Bus Priority Study
 - Lakes Region CTAA Study
 - Passenger Rail to Brunswick
 - Portland North, Small Starts Study
 - Transit Oriented Zoning
 - Maine Narrow Gauge RR Extension Study
 - Forest Avenue Study
 - Gorham East/West Corridor Study
 - Greater Portland Livable and Sustainable Region Initiative
 - Southern Maine Transit Coordination Study
 - Transit Focused Region 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 #6 a
Regional Map and Timetable

The May issue of the Guide has been distributed.

Agenda Item #6 b
Regional Route Study

A public meeting was held on May 26th. Art Handman has completed his work on the project. COG staff will finish up with some demographics and boardings data by the end of July.

Agenda Item #6 c
Joint Transit and Planning

The next Joint Transit and Planning Committee meeting has been re-scheduled for June 2nd as the GPCOG Annual Meeting has been set for 11:30 on June 9th.

Agenda Item #6 d
Regional Pass System

The Pass is underway. There should be sales numbers available from the providers at the next Transit Committee meeting.

Agenda Item #7 a
Regional AVL/ITS Project

A number of vendor demos on AVL systems were held for regional transit providers and staff during May with a final demo scheduled this week. Rebecca crafted a draft reply to TransSystems' in response to their engineering qualifications and budget submission which was approved by the Transit Operations Working Group at their May 25th meeting. Rebecca continues to research different joint procurement models.

Agenda Item #7 b
Regional Sign & Shelter Project

Ben Lake provided updates on the status of the Regional Sign & Shelter project at the May 9th meeting of the PACTS Transit Operations Working Group, and received feedback on a draft capital budget for the project. There was discussion and interest among providers in moving forward on transit branding and marketing, which will progress as a separate project for FY 2012. The current focus of the Regional Sign & Shelter project is completion of the System Inventory of existing transit routes, ridership, bus shelters, stops and amenities, so that potential new shelter sites can be identified and prioritized. The results will be presented to the Transit Ops Working Group at their next meeting.

Agenda Item #7 d
Regional Passenger Survey

The Casco Bay Lines Ferry survey work has been completed. A final draft report is being reviewed by staff and will be available shortly. The METRO and South Portland Bus surveys were completed and data is being tabulated.

Agenda Item # 8a
Reprogram \$300,000 STP funding

Staff will provide an update on this at the 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

FACTS Transit Committee Roster			
Updated 4/8/2011			
Members	Affiliation	Phone	Email
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Private Optr Seat	See below		
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