

# PACTS

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## Portland Area Comprehensive Transportation System

**Transit Committee Meeting**  
**Thursday, December 9, 2010, GPCOG**  
**Approx. 10:00am**  
**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 – 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 – 5 min.
9. Other Business
  - a. Reprogram \$300,000 STP funding – Action Item
10. Information Sharing/Round Table Discussion/Check-In/What's Up
11. Next Meeting Date and Agenda – January 6, 2011?
12. Adjourn

Attachments: November 18 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

## PACTS Transit Committee Minutes

November 18, 2010

9:30 a.m. at Saco City Hall

**Members Present:** Sara Trafton, Chair, RTP; Sara Devlin, MTA; Hilary Frenkel, Exec. Com. Appt.; Connie Garber, YCCAC; Tom Meyers, SPBS; Mark Nahorney, Exec. Com. Appointment; David Redlefsen, METRO; Al Schutz, ShuttleBus

**Staff and Guests:** Maddy Adams, GPCOG; Carl Eppich, PACTS; Art Handman; 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 9:37 a.m.
2. **Public Comments.** None.
3. **Approval of Minutes from the October 14, 2010 meeting.** *Tom Meyers moved approval of the October 14, 2010 minutes. Connie Garber seconded the motion and all were in favor.*
4. **Status Reports. No action.**
5. **Timeline.** Connie asked that the JARC amount that she submitted to MaineDOT for next year be included in the TIP. Steve L. will confer with John D. on this. Staff requested that transit providers turn in their passenger and vehicle miles now rather than wait until we get the money and have to scramble for the numbers. Connie said that she hoped we could coordinate this with the MaineDOT process. It was recommended that the "Other tasks" list on the timeline be updated. Carl mentioned that the Bus Priority Study RFP is just about complete and will be going out by the end of the year. The Transit Focused Region Study will begin in either December or January. Everyone at this table will be invited, especially those with expansions to fixed route service. It is a strategic effort between planners and transit providers.
- 9b. **Reprogram \$115,000 STP funding for 2012/2013.** (Taken out of order.) Steve reported that some transit money became available for transit so the electronic ticketing for CBL got funded. Transit still has \$115,000 available for 2012/13. There may be \$300,000 (to possibly \$500,000) available that was to fund a CBL ferry but that got funded with ARRA funds. Steve hasn't had an opportunity to confirm that yet. There may have been \$200,000 spent on engineering for the boat. We have to take care of the \$115,000 today but the \$300,000 can be done anytime because it is an amendment. Option A would be to reprogram the \$115,000 and Option B would be to reprogram the \$300,000-\$500,000. ***Connie made a motion to program the \$115,000 for preventive maintenance of CBITD. Tom M. seconded the motion.*** This included maintenance of a number of terminal vessels and computers. Tom M. noted that the money has to be used on capital items. ***Connie amended the motion so that it includes verbiage that the \$115,000 be allocated to CBITD preventive maintenance based on the eligibility of the work to be accomplished and that we could revisit it later if it is not eligible. All were in favor of the amendment and the main motion.***
6. **PACTS Transit Study Implementation Status Reports.**
  - 6a. **Regional Map and Timetable.** Steve reported that 10,600 guides will need to be printed. We have not yet heard back from Penmor on the cost. METRO will have some changes effective January 9 so would like to have copies available around Christmas time.
  - 6b. **Regional Route Study.** We have pared back what we were asking for and the RFP is now in its final stage.
  - 6c. **Joint Transit and Planning.** The next joint meeting with the Planning Committee is scheduled for December 9<sup>th</sup>. The Transit Committee meeting will probably begin at 10:00.

**6d. Regional Pass System.** Rebecca L. reported that a subgroup of the METRO and SPBS boards unanimously supported the regional pass system. The proposal included price, allocation and a revenue reallocation proposal. The proposal will be presented to the METRO Board on December 15.

**7. Operations Committee Updates.**

**7a. Regional AVL Project Update.** At the November 8<sup>th</sup> meeting of the transit providers, those present agreed to move forward with a joint procurement method. METRO agreed to be the lead agency with GPCOG as the project coordinator. Not all of the transit providers have been active in this review process; we need to know who will be involved in the joint procurement process. The Operations Working Group will meet on Tuesday.

**7b. Section 5307 Funding Allocation.** The Operations Working Group had looked at the results of using a three-year rolling average to mitigate the abrupt changes from year to year. A handout was provided. Steve reviewed the table and there were a number of questions. The three year rolling average table is the one that will probably be used. This will need to be made clearer when it gets presented to the Policy Committee. It will also include 2010 numbers. Connie pointed out that there is a big difference between fixed route and demand response. Demand response doesn't get to choose where they will travel because it is demand response. She felt that a factor should be considered for that in the process. She went on to explain that in addition to FTA urban/rural funds, they have had a small pot of money from DHS for people not covered by Maine Care. Seventy-five percent of that money got wiped out and they expect it will all go away with the next budget.

**7c. Regional Sign and Shelter Project.** This was looked at by the Operations Working Group and hopefully reflects the changes that were requested. The working group went through this item by item. The Operations Committee will meet on Tuesday to discuss this further, and also will probably need to address 5307 as well. Sara D. asked if anyone from MaineDOT had worked with the Operations Working Group on this because there are regulations for local signs. Steve responded that they hadn't yet. Sara highly recommended that they consult with MaineDOT or the national signage group before they go too far. Steve asked the operators to please try to review the document prior to the meeting on Tuesday.

**7d. Regional Passenger Survey.** It is ongoing. There are high school and USM students performing the survey.

**8. PACTS Long Range Plan Update – transit considerations.** Carl reported that the deadline has changed and it is much further away, but we are still pursuing getting the Plan done on our schedule. We will need to have a 45-day public comment period. Please let Carl know if you have any comments to the plan especially in regard to transit.

**9. Other Business.**

**9a. Portland Sidewalk Snow Removal Plan 2010/2011.** Hilary reported that a small group met with Portland Public Works and talked about outreach. How will outreach be done to the people who are losing the service and how do we get volunteers to help to remove the snow? The Chamber and neighborhood associations should be informed. A map displaying the snow removal route should be provided. We could look to the schools for community service and Hour Exchange Portland. Mike B. will take the lead in contacting the schools. There is a monthly meeting in Portland with all the neighborhood association groups and that would be a good time to reach a lot of people. Cable stations could also be used to get the word out. Dave mentioned that there have been changes made to the snow removal plan from the original. Forest Avenue from 295 to Morrill's Corner will not be covered. A concept of billing the owner is also being considered. A lot of the private contractors have their own place to dump snow. Robert reported that the

Adopt a Stop program has not been very successful at getting volunteers, and it appears that we may have to rely on property owners.

**10. Information sharing.**

- Tom M. – The NEPTA annual meeting is scheduled for December 2nd. MBTA is hosting along with MaineDOT and MTA. Connie will be a panelist for public transit for five minutes.
- Dave Redlefsen met with Mr. Rogoff from FTA. He said that Mr. Rogoff understood his concerns. If custodial bus transfers come up, then he will probably be responsive. He said for Dave to call him directly and he will make something happen quickly. Contact Barbara if you see something that you are interested in for vehicles. If we see something, we have the opportunity to get the process moving so that we can get the vehicles here quickly.
- Sara T – meeting with Cumberland County Emergency Management Agency regarding emergency disaster evacuation. Tom M., Dave and Sara T. will be working with CCEMA on this.
- It is Diana True’s last day at MaineDOT this Friday – she is the capital replacement person.

**11. Next Meeting Date and Agenda.** There will be a joint meeting of the Planning and Transit Committees on December 9<sup>th</sup> at 8:30, followed by the Transit Committee meeting at 9:30.

**12. Adjourn.** The meeting adjourned at 11:25.

## **Agenda Item #4**

### **Status Reports**

1. Committee meetings

- No committees have met since the last PTC meeting on November 18.
- The **Operations Working Group** met on November 23 to work on the 5307 funding allocation, the regional sign and shelter project, the passenger survey, the regional map and time table, and the AVL project.

2. The **Bus Priority Corridor Project RFP** has been issued. Proposals are due December 30.

3. PACTS staff have received four proposals for the **Forest Avenue Transportation and Land Use Integration Study** (this study will include TOD components to mitigate congestion problems).

## **Agenda Item #5**

### **Draft Timeline/Work Plan for the PACTS Transit Committee**

#### **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)

<b>DRAFT</b> 3/4/2011
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Elect New Committee Officers

**Fiscal Year 2011:**

*August 2010*

***September***

*October*

*November*

*December*

*January 2011*

*February*

*March*

*April*

*June 2011*

*Participate in PACTS TIP Process Review, including JARC Review and Approve Allocation Formula for 5307 and STIC Destination Tomorrow update*

[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

*Submit 2012/2013 STP proposals to staff for ratings*

[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

Appoint Nominating Committee for new Officers

Adopt STP proposals for submission to Policy Committee

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
- 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
  - 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**

Two issues were resolved at the Operations Working Group meeting – a billing error and a design change regarding incoming and outgoing buses. All changes have been received, and the next version will be printed January 1.

**Agenda Item #6 b**  
**Regional Route Study**

The RFP has been issued. Proposals are due December 6.

**Agenda Item #6 c**  
**Joint Transit and Planning**

The Joint Transit and Planning meeting occurred immediately prior to this meeting. The next joint meeting will be scheduled for either March 3 or March 10, depending on availability.

**Agenda Item #6 d**  
**Regional Pass System**

Rebecca L. will present to METRO's board on December 15.

**Agenda Item #7 a**  
**Regional AVL/ITS Project**

The transit providers continue to move forward. In addition to reviewing and editing the draft RFP, the providers are now reviewing and editing a draft Memorandum of Understanding on joint procurement.

**Agenda Item #7 b**  
**Section 5307 Funding Allocation**

Steve incorporated feedback that he had received from the PACTS Transit Committee meeting into a revised spreadsheet and presentation to the Operations Working Group. Steve will further simplify the spreadsheets for the presentation to the Policy Committee

**Agenda Item #7 c**  
**Regional Sign & Shelter Project**

The Ops Working Group reviewed Ben Lake's draft Work Plan and timeline for the project on November 23, and agreed to adopt a revised Work Plan at the next meeting.

**Agenda Item #7 d**  
**Regional Passenger Survey**

The timeline for the passenger survey is now slightly extended due to staffing issues. Steph has had to hire new surveyors.

## **Agenda Item # 8**

### **PACTS Long Range Plan Update – transit considerations**

PACTS is aiming to complete a draft by the end of December, which will hopefully be adopted in February. There is still time to give your input.

## **Agenda Item #9a**

### **Reprogram \$300,000 STP funding – Action Item**

CBITD had originally secured \$300,000 in STP funding for a new ferry. However, CBITD was able to use ARRA funding for this project. \$300,000 in STP funding is now available for reprogramming.

#### **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 21<sup>st</sup> 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