



CONGESTION MANAGEMENT PROGRAM & PLANNING COMMITTEE

Thursday, November 20, 2003

MINUTES

1. CALL TO ORDER

The Regular Meeting of the Congestion Management Program & Planning Committee (CMPP) was called to order at 10:38 a.m. by Chairperson Chavez in Room 104, San Jose City Hall, 801 North First Street, San Jose, California.

ROLL CALL

Members Present

Blanca Alvarado
Patricia Dixon
Cindy Chavez, Chairperson
John McLemore
Thomas Springer, Vice-Chairperson

Members Absent

None

A quorum was present.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

There were no Orders of the Day.

CONSENT AGENDA

4. Minutes of September 18, 2003

M/S/C (Alvarado/Springer) to approve the Minutes of October 16, 2003.

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

5. **Monthly Legislative Reports**

On order of Chairperson Chavez, there being no objection, the Monthly Legislative Reports were received and filed.

REGULAR AGENDA

6. **2003 Congestion Management Program**

Chris Augenstein, Principal Transportation Planner, provided an overview of the Congestion Management Plan (CMP) which is mandated by the statutes guiding the Congestion Management Program. There are nine elements that structure the Program including: 1) transportation system definition; 2) traffic level of service standards; 3) multimodal transportation performance measures; 4) transportation demand management; 5) countywide transportation model; 6) community form and land use impact analysis; 7) capital improvement program; 8) annual monitoring and conformance requirements; and 9) deficiency plan requirements.

Mr. Augenstein provided changes from the 2001 CMP including: 1) information regarding the Community Design and Transportation (CDT) Program which the Board of Directors adopted in November 2002; 2) revised Capital Improvement Program (CIP); and 3) updated Traffic Level of Service section reflecting monitoring results from 2002.

Mr. Augenstein provided the areas that VTA will address in the CMP over the next two years including: 1) Alternative Mitigation Strategies toolkit which will be used by VTA as well as Member Agencies; 2) revisions to the CMP Transportation Impact Analysis (TIA) Guidelines; 3) guidelines and strategies for implementing Senate Bill 1636 (infill opportunity areas) sponsored by Figueroa, 2002; and 4) update section regarding Countywide Transportation Model and Database Element to reflect the new countywide transportation model and enhanced GIS/Land Use Analysis capabilities.

Member McLemore took his seat at 10:40 a.m.

M/S/C (McLemore/Springer) to approve submitting a recommendation to the Board of Directors to approve the 2003 Santa Clara County Congestion Management Program (CMP).

OTHER ITEMS

7. VTA Fare Policy

Scott Buhner, Chief Financial Officer, discussed a Fare Policy addressing both recovery ratio and pricing/structure goals for the Santa Clara Valley Transportation Authority.

Mr. Buhner noted that the VTA Fare Policy would be on the Administration & Finance Committee (A&F) today for approval and hopefully brought forward to the Board of Directors for consideration at the December 4, 2003 Board of Directors' Meeting.

Mr. Buhner noted that the proposed Fare Policy has been revised to clarify how discount fares shall be calculated. Mr. Buhner further noted that because of Federal Regulations, senior/disabled fares could not be priced more than 50 percent of the adult fare. Senior/disabled fares would always be rounded down whereas there are times that fares for youth would be rounded up or down.

Mr. Buhner noted that the proposal is that adult cash fares would be determined, youth would be 75 percent of the adult fares, senior and disabled would be 50 percent of the adult cash fares, day passes would be three times the cash fare for each perspective fare payment category, and the monthly passes would be 35 times the cash fare for each perspective category.

Peter M. Cipolla, General Manager, noted that this is establishing a Fare Policy for future fare increases. It is not a new fare increase.

Member Alvarado expressed concern regarding keeping a fare for seniors and persons with disabilities that is not justified.

Member Alvarado stated that a review of fares is not going to be driven exclusively by trying to reach a numerical cost recovery ratio but would be based upon efficiencies and ridership. Member Alvarado further stated that it is essential that the VTA Board of Directors have full discussions whenever fares are reviewed.

Member Alvarado expressed concern that if the farebox recovery is 30 percent four years from now, there would be the danger of pricing riders out of the system which needs to be avoided at all costs.

Member Alvarado noted that this County is unique due to the high cost of housing and living and noted further that the financial pressures of riders need to be taken into account.

Chairperson Chavez reminded the Committee that her office has received many telephone calls regarding students who are unable to take school buses and must now pay to get to school. Chairperson Chavez noted that there are persons, including youth, who are transit dependent.

M/S/C (Springer/McLemore) to recommend that the Administration & Finance Committee (A&F) submit a recommendation to the Board of Directors to revise the youth and senior/disabled categories to reduce the discount, as appropriately determined by management, to the youth in the target area of a discount of between 80 and 90 percent of the adult fare and that the senior and disabled fare be discounted between 40 and 45 percent of the adult fare.

8. Service Management Plan

Mike Aro, Deputy Director, Service and Planning Operations, reported that VTA has always used service standards, guidelines and policies to plan, evaluate, and modify service. Recently, the Board of Directors adopted the Ad-Hoc Financial Stability Committee's recommendation that the guidelines and policies be updated and codified to reflect VTA's current financial situation. The focus of the recommendation is to develop standards that would address target minimum levels of route productivity by route and service types.

Mr. Aro stated that the primary purpose of the Service Management Plan is to develop guidelines to be used to make changes to the service and to establish standards for route productivity. Mr. Aro stated that the farebox recovery ratio is the function of riders per hour, times average fare, divided by the cost per hour. Mr. Aro provided a brief overview of the four parts of the Service Management Plan including: 1) service area/transit network including route types and how they are structured and categorized by function, 2) service design guidelines, 3) service evaluation policy, and 4) service change process.

Mr. Aro stated that the key in the report is the service evaluation policy which addresses productivity. Service will be analyzed by route type since not all routes function similarly.

Chairperson Chavez queried under which scenario different types of buses might be used. Mr. Aro responded that smaller vehicles would be considered for neighborhood feeder service and the 40-foot standard coach for the arterial service. Mr. Aro stated that information regarding vehicle size and vehicle-loading guidelines would be provided in more detail.

On order of Chairperson Chavez, there being no objection, the Service Management Plan was received and filed.

9. Quarterly Performance Report

Mr. Aro provided highlights of the Quarterly Performance Report including: 1) farebox recovery for the first quarter is up 12 percent and the cost per hour is down approximately 2.8 percent compared to the operating cost per total hour at the end of Fiscal Year 2003; 2) overall system ridership declined 18.8 percent; and 3) service quality has improved.

Chairperson Chavez queried the cause of savings in paratransit ridership. Mr. Aro responded that there are greater cost savings and ridership levels are slightly lower than last year. The cost savings are due to reduced costs on the broker's side and the ability to combine passenger trips. Mr. Aro reported that a report of subscription trips and trends would be provided.

On order of Chairperson Chavez, there being no objection, the Quarterly Performance Report was received and filed.

10. Fiscal Year 2004 – 2013 Short Range Transit Plan (SRTP)

Julie Render, Principal Transportation Planner, reported that VTA is required by the Metropolitan Transportation Commission (MTC) and the Federal Transit Administration (FTA) to prepare a Short Range Transit Plan (SRTP) every two years. MTC and FTA use the SRTP for programming grant funds. The SRTP contains information regarding VTA's history, facilities, and operations and also contains an accompanying financial plan.

Ms. Render reported that typically the SRTP is due on a two-year cycle in October of each year. Ms. Render noted that VTA is in the midst of developing a financial strategy dealing with transit priorities and, therefore, has received an extension from MTC until March 2004 to submit the formal, Board approved, SRTP.

On order of Chairperson Chavez, there being no objection, the Fiscal Year 2004 – 2013 Short Range Transit Plan was received and filed.

11. Proactive CMP Reviewed and Approved Projects Status Report

On order of Chairperson Chavez, there being no objection, the Proactive CMP Reviewed and Approved Projects Status Report from Monthly to Quarterly Basis was received and filed.

12. Committee Work Plan

On order of Chairperson Chavez, there being no objection, the Committee Work Plan was accepted, as submitted.

13. Committee Staff Report

There was no Committee Staff Report.

14. Chairperson's Report

There was no Chairperson's Report.

15. Consent Agenda for November 6, 2003 Board of Directors' Meeting

CONSENT: None

REGULAR: Agenda Item #6., Approve the 2003 Santa Clara County Congestion Management Program (CMP).

16. Announcements

There were no Announcements.

17. ADJOURNMENT

On order of Chairperson Chavez, there being no objection, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Judith A. Tinlin, Board Assistant
VTA Board of Directors