

Transit Planning & Operations Committee

Thursday, March 19, 2009

MINUTES

CALL TO ORDER

The Regular Meeting of the Transit Planning and Operations (TP&O) Committee was called to order at 4:35 p.m. by Chairperson Sellers in Conference Room B-104, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

1. ROLL CALL

Attendee Name	Title	Status
Dominic Caserta	Vice Chairperson	Present
Ash Kalra	Member	Present
Dolly Sandoval	Member	Present
Greg Sellers	Chairperson	Present
Chris Moylan	Alternate Member	N/A
Nora Campos	Alternate Member	N/A
Chuck Page	Alternate Member	N/A
Bob Livengood	Alternate Member	N/A

***Alternates do not serve unless participating as a Member.**

A quorum was not present and a Committee of the Whole was declared.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

Chairperson Sellers announced Agenda Item #10, Adopt the 2009 Bus Rapid Transit (BRT) Strategic Plan, would be heard as an information item and not as an action item.

On Order of Chairperson Sellers and there being no objection, the Committee of the Whole accepted the Orders of the Day.

CONSENT AGENDA

Vice Chairperson Caserta took his seat at 4:38 p.m. and a quorum was declared

4. **Minutes of January 15, 2009**

M/S/C (Sandoval/Caserta) to approve the Minutes of January 15, 2009.

5. **Minutes of February 19, 2009**

M/S/C (Sandoval/Caserta) to approve the Minutes of February 19, 2009.

REGULAR AGENDA

6. **Report from the Committee for Transit Accessibility (CTA) Meeting**

Aaron Morrow, CTA Chairperson, reported last month's CTA meeting had a presentation on the economic stimulus package. He reported most of the money on the stimulus package would be spent on roads and new buses. There was positive feedback from members on the overall presentation.

An update on the Advisory Committee Enhancement (ACE) structure was provided at the meeting. There was a presentation from the CTA ACE Subcommittee. The Subcommittee focused on the development of the CTA Mission Statement. The proposed Draft Mission Statement was revised to add the words "seniors" and "economically disadvantaged."

Mr. Morrow reported the Committee's concern that CTA has not received regular updates on the ACE Subcommittee meetings and he wants to make sure CTA members are being heard.

Chairperson Sellers stated he will be following up and looking at committee restructuring and roles to define that for all the committees.

On Order of Chairperson Sellers and there being no objection, the report from the Committee for Transit Accessibility Meeting was received.

Member Kalra took his seat at 4:40 p.m.

7. **April 2009 Service Changes**

Jim Unites, Deputy Director of Service Planning, reported on the April Service Changes. This information is reported to the TP&O Committee every quarter. There are minor changes to the route schedules and changes to the trips based on passengers' survey. Results of the survey indicate that on express service, trips are leaving later than scheduled based on passenger requests. A new trip will be added to line 168, as passengers want the 8:30 a.m. and 9:00 a.m. trips as the workforce changes from manufacturing to high tech.

On Order of Chairperson Sellers and there being no objection, the report on the April 2009 Service Changes was received.

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

8. Annual Transit Service Plan

Jim Unites, Deputy Director of Service Planning, provided a PowerPoint presentation of the Annual Transit Service Plan highlighting the following:

- 1) Public Outreach process for the proposed plan - a comprehensive outreach plan was implemented to allow the public to learn about the service changes. Outreach was done through public meetings, information on vehicles, mailing and email to community organizations and the new Govdelivery service on VTA website.
- 2) List of Public Meetings - there were about 100 people in a scheduled meeting and 70 to 80 comments were received through the Customer Service Center.
- 3) Performance Standards - categorized as standard, minimum standard and express standard.
- 4) Core Route Network - core route shows which routes were above or below the standard to help staff focus on where improvements need to be made.
- 5) Ridership Performance - performed daily evaluation for each route type.
- 6) Recommendations - there are recommendations the Board have to approve by policy. Major changes requiring Board approval are: adding routes, deleting routes, changing routes by more than 25% of the line's route miles. Other changes can be approved at the staff level like the one presented at the previous agenda item, April Service Changes.
- 7) Major Service Change Proposals - change proposals for core and local service, express service and community bus were discussed.
- 8) Minor Service Change Proposals - the plan contains a list of proposals that do not require submittal to the Board for approval like changing frequency or routing, adding trips when demand increases and deleting or combining trips.
- 9) Proposals for five Community Bus studies - review the current route performance and recommend improvements to the routes.
- 10) Deferred Service Improvements - some of the originally proposed service improvements will be deferred due to VTA's financial situation.

The Annual Transit Service Plan will go to the Board on April 2nd for consideration. The service changes will be implemented in July.

Member Sandoval asked if any of the scheduled public meetings are better attended than others. Mr. Unites responded meetings scheduled in the late afternoon seem to work better and attendance also depends on the location of the meeting.

In reference to the Community bus in Morgan Hill, which is proposed to be discontinued in July due to poor ridership performance, Member Sandoval asked if the seniors (primary users) can utilize VTA's paratransit services. Mr. Unites responded yes, if they are eligible. Member Sandoval also asked if the Board eliminates this route, can VTA make that information available to the riders. Mr. Unites responded we would put out information about the changes to let the seniors know. He added "Outreach" has funds in South County to run alternative services for seniors.

Member Kalra queried if there is something being done to promote outreach on the buses. Mr. Unites responded brochures are provided to riders listing proposed changes.

Feedback is received through people calling or sending emails to our Customer Service Center. Member Kalra suggested having a postcard with information that riders can fill out while riding on the bus and drop it in a box as they exit the bus.

Member Caserta asked how the decision was made on the deferred service improvements. Mr. Unites responded everything on the deferred list is new service. Given VTA's financial situation, it does not seem appropriate to add new service.

Michael T. Burns, General Manager, stated with the anticipated \$28 million deficit for FY 2010 and almost \$50 million for FY 2011, VTA wants to preserve existing service, which will be a significant challenge. It would not be prudent to go forward with new services when we will be eliminating existing services.

Member Sandoval stressed the plan is cost neutral. We add service in some areas and delete or reduce service in other areas. On the community bus ridership performance, Member Sandoval suggested staff provide a chart showing boardings per revenue hour prior to the changes made over the last few years. This will show the Board that changes made were advantageous for VTA as well as to the community.

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to adopt the 2009 Annual Transit Service Plan and the recommended service changes.

Member Caserta left his seat at 5:20 p.m.

9. Bus Wash Replacement (Chaboya)

Michael Hursh, Deputy Director for Maintenance and Security, stated staff recommends the General Manager be authorized to execute a contract to replace the bus wash system at the Chaboya Operating Division. The total amount of the contract is \$610,034 and is 80% federally funded. The system currently installed at Chaboya is 29 years old. The new proposed bus washer has many modern enhancements including a blower system to dry the vehicles and reduce water spots on windows and increase the amount of water that is collected into the recycling system.

VTA advertised and issued an invitation to bid for the replacement of the bus wash system. Four bids were received. Air and Lube Systems Incorporated was the lowest responsible bidder at \$610,034. This is 28% under the engineer's estimate.

M/S/C (Sandoval/Kalra) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a lump-sum time-and-materials contract with Air and Lube Systems Incorporated of Sacramento, CA the lowest bidder for the replacement of all related equipment for two Revenue Vehicle Fleet Wash System Tunnels at the Chaboya Operating Division. The total amount of this contract is \$610,034. This contract is 80% federally funded.

10. Adopt 2009 Bus Rapid Transit (BRT) Strategic Plan

John Ristow, Chief Congestion Management Agency Officer, stated the 2009 Bus Rapid Transit Strategic Plan, scheduled as an Action Item, would be heard as an Information Item.

Kevin Connolly, Transportation Planning Manager, provided a PowerPoint presentation on the Bus Rapid Transit (BRT) Strategic Plan highlighting the following: 1) BRT Strategic Plan Goals and Objectives; 2) VTA Service Design Guidelines; 3) VTA BRT Branding - must be different but also align with the organization and current brand, and be distinctive (different colors and logo); 4) Corridor Evaluation - studied six potential corridors: El Camino Real, King Road, Santa Clara-Alum Rock, Sunnyvale-Cupertino, Stevens Creek and Monterey Highway - evaluated which ones are the prime candidates for development today or for future development. Recommended Santa Clara-Alum Rock, El Camino and Stevens Creek for near-term implementation; 5) Transit Sustainability Policy; 6) Most Promising Options - the objective is 30% travel time savings over local service; 7) Daily Ridership; 8) Total Operating Cost Estimate; 9) Operations & Maintenance Cost/Passenger - measures system efficiency; 10) Capital Improvement Analysis: Major Findings; 11) Design Principles; 12) Photo simulations - photos of today and future of Alum Rock at King Road and Alum Rock at 28th Street; 13) Recommended placement of dedicated lanes on Corridors of Stevens Creek and El Camino Real; 14) Santa Clara-Alum Rock Project concept; and 15) Next Steps to develop a BRT network in Santa Clara County.

Member Kalra asked what are the criteria for near-term projects. Mr. Connolly responded it has to do with market as well as performance. VTA is looking for corridors that need assistance in terms of maintaining and achieving a high level of service.

Mr. Ristow, in response to Member Kalra's inquiry, stated VTA staff has been communicating with Santana Row and Valley Fair owners and managers on the BRT alignment issue as well as the Stevens Creek interchange project. They are familiar with all the plans regarding the transportation upgrade.

Chairperson Sellers asked if we could quantify the benefits to the mall owners. Mr. Ristow responded we have not quantified yet but will go through that process eventually.

On Order of Chairperson Sellers and there being no objection, the 2009 Bus Rapid Transit (BRT) Strategic Plan was reviewed.

11. Federal Transit Administration (FTA) Section 5311 Non-Urbanized Area Grant Program

John Ristow, Chief Congestion Management Agency Officer, distributed a revised memo and resolution on the Federal Transit Administration (FTA) Non-Urbanized Area Grant Program. California Department of Transportation (Caltrans) manages the program and requires applicants to submit a resolution authorizing the submittal of the grant application. VTA received late comments from the State to change resolution to add the American Recovery & Reinvestment Act (ARRA) reference. Staff is recommending approval of the revised memo.

M/S/C (**Sandoval/Kalra**) to approve submitting a recommendation to the Board of Directors to adopt a resolution as amended authorizing the filing and execution of grants with the California Department of Transportation (Caltrans) for funding under the Federal Transit Administration (FTA) Section 5311 Non-Urbanized Area Formula Grant Program.

OTHER ITEMS

12. Joint Workforce Investment Program Quarterly Report

Michael Hursh, Deputy Director for Maintenance and Security, reported the Joint Workforce Investment (JWI) Program is a partnership between the Santa Clara Valley Transportation Authority (VTA) and the Amalgamated Transit Union Local 265 (ATU). Mr. Hursh introduced Ed Dolores, Business Manager of the Maintenance Unit and thanked him for his support of the program.

Mr. Hursh noted that JWI is focused to improve employee job satisfaction and improve customer service in the system. He noted the accomplishments in the major areas: 1) Maintenance Career Ladders Training Program - program takes entry level employees of VTA and train and qualify them to become mid-level service mechanics. Ten mechanic helpers completed the program and graduated in December 2008; 2) New Operator/Mentor Pilot Project - new operators are matched with veteran expert operators; and 3) Transit Careers Ladder Project - help qualify people for entry-level jobs. He provided a summary of JWI and Non-JWI performance statistics.

Mr. Hursh presented a video on the Mechanic Helper Program showing the accomplishments in the Maintenance Program.

On Order of Chairperson Sellers and there being no objection, the Joint Workforce Investment Program Quarterly Report was received.

Member Ash Kalra left his seat at 5:55 p.m.

13. February 2009 Monthly Ridership and Fare Revenue Performance Report

Joonie Tolosa, Manager, Operations Analysis and Reporting, provided a report on the February 2009 Monthly Ridership and Fare Revenue Performance which highlighted the following: System Ridership: increased by .3% compared to the same period last year; average weekday ridership increased by 4.5%, this is the first full month in comparison since VTA started a new bus service plan; Bus Ridership: average weekday ridership increased by 4.6%; Light Rail Ridership: average weekday ridership increased by 4.1%, which is the lowest increase since August 2008 and can be attributed to the weakening economy; and Fare Revenue: FYTD increased by 3.7%.

On Order of Chairperson Sellers and there being no objection, the February 2009 Monthly Ridership and Fare Revenue Performance Report was received.

14. Items of Concern and Referral to Administration

There were no Items of Concern and Referral to Administration.

15. Committee Work Plan

On Order of Chairperson Sellers and there being no objection, the Committee Work Plan was reviewed.

16. Committee Staff Report

Dan Smith, Chief Operating Officer and Staff Liaison, distributed to Committee members a memorandum entitled, "Committee Staff Report."

Michael T. Burns, General Manager, noted the transition to AlliedBarton on the security contract. All Securitas employees have transitioned over to AlliedBarton.

On Order of Chairperson Sellers and there being no objection, the Committee Staff Report was received.

17. Chairperson's Report

There was no Chairperson's Report.

18. Determine Consent Agenda for the April 2, 2009 Board of Directors Meeting

Consent:

Item #7, Receive report on Service Changes effective April 6, 2009.

Item #9, Authorize the General Manager to execute a lump-sum time-and-materials contract with Air and Lube Systems Incorporated of Sacramento, CA the lowest bidder for the replacement of all related equipment for two Revenue Vehicle Fleet Wash System Tunnels at the Chaboya Operating Division. The total amount of this contract is \$610,034. This contract is 80% federally funded.

Item #11, Adopt a resolution as amended authorizing the filing and execution of grants with the California Department of Transportation (Caltrans) for funding under the Federal Transit Administration (FTA) Section 5311 Non-Urbanized Area Formula Grant Program.

Regular:

Item #8, Adopt the 2009 Annual Transit Service Plan and the recommended service changes.

19. ANNOUNCEMENTS

There were no announcements.

20. **ADJOURNMENT**

On Order of Chairperson Sellers and there being no objection, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Yolanda L. Cruz, Assistant Board Secretary
VTA Board of Directors