San Luis Obispo County MSAA TMCC Project – Advisory Committee Meeting

Tuesday, January 23, 2018 - RTA Conference Room (1ˢᵗ Floor)

10:00 am – 11:00 am PST

Conference Call: (866) 730-7512; Access Code: 236145#

Committee Chair: Mark Shaffer, Ride-On

AGENDA

1. **Welcome and Introductions**   Mark Shaffer
   a. *Welcome. Mark welcomed all members to the committee meeting and thanked RTA for hosting.*
   b. *Introductions. Mark Shaffer and Jason Portugal, Ride-On; Geoff Straw and Omar McPherson, RTA; Gamaliel "G" Anguiano, City of San Luis Obispo; Todd Allen, Routematch; Mallory Jenkins, SLOCOG; Bobby Babaeian, Yellow Cab/Ventura Transit; Sarah Pontecchi, Smart Shuttle; Mark Barry, CalTrans Section 5310; and Noah Raynor, SLO Safe Ride.*

2. **MSAA Project Update**   Mark Shaffer
   a. High-Level System Design Deliverable – status update

      i. *Draft Completed and submitted to FTA.*

         1. *Mark stated the draft HLSD was presented to FTA last week.*
         2. *Overview for RTA Board in March. Draft presentation provided to Geoff next week.*
         3. *Next step is completing the "Road to Coordination" and then Implementation Plan.*

   b. "Road to Coordination" Deliverable – status update

      i. *Draft in development.*

         1. *Mark discussed the deliverable and document purpose of providing local experience of the TMCC process for peer knowledge transfer.*
         2. *Mark encouraged all committee members to provide feedback into the document and share "lessons learned."*
         3. *Initial draft to be provided to committee for comment late next week.*

   c. Implementation Plan Deliverable – status update

      i. *Initial draft in development.*

         1. *Mark stated the project management team was providing the committee today with an initial implementation by phases overview summary. These tasks are provided from the System Requirements.*

ii. *Presentations to be created and documents available on MSAA (Ride-On) website.*

      1. *Presentations for the RTA Board and HLSD overview for FTA.*

iii. *Geoff stated that RTA would like to include the final report on their website.*

iv. *MSAA Website. Jason Portugal stated that he will reorganize the material on the MSAA website to place the project reports at the top of the page.*

3. High-Level System Design Deliverable   Todd Allen

    a. Review of recommended Alternatives – per committee comment

      i. *Todd Allen provided an overview of the draft HLSD sections, including design considerations, alternatives, and recommended design. The information contained in the draft HLSD is based on the System Requirements and discussion at recent Advisory Committee meetings.*

      ii. *Mark discussed vendor and local project (i.e. Utah Transit Authority regional travel planning and open So) outreach efforts. Mark stated that he continues to hold conversations with vendors to better understand their technologies and capabilities for the TTT.*

      iii. *Omar McPherson stated that measurements are important to include in the document.*

      iv. *Geoff said that it is important to discuss how the project is measured, monitored, and reported. Include a section to address. Mark stated this will be addressed in the Implementation Plan.*

      v. *Geoff suggested preparing the performance measures to a granular level.*

      vi. *Mark stated the TTT will offer fixed route suggestions as part of the trip planning process. The committee raised the question of how to measure its use.*

      vii. *Omar said the use of historical data is available for baseline planning purposes. The committee was unsure how to leverage this data in the MSAA process to illustrate the benefit of the service.*

      viii. *Geoff also said that measurements can be qualitative. Geoff suggested doing a bi-annual rider survey to conduct information. This task will be addressed in the implementation plan.*

      ix. *Jason said there is an electronic method to track what provider services the customer uses.*

      x. *Geoff stated they recently surveyed tripper bus service to AGHS and 10% of riders are using the RTA app.*

      xi. *Geoff stated the implementation plan should address measurements to determine whether the service is effective. The RTA measures and monitors fixed routes to determine their productivity level.*

      xii. *Mallory suggested determining the intended audience for the TTT. Mark stated the TTT audiences are the public and DRT Providers.*

4. Implementation Plan Deliverable   Mark Shaffer

    a. Preliminary draft2 Implementation Phases - review and comment

        i. Mark reviewed the preliminary draft implementation phases and tasks overview document. Mark stated the meeting handout provides an overview of information contained in the System Requirements – to be incorporated into the Implementation Plan (items discussed by the committee in the past).

        ii. Due to time constraints, Mark focused review on Phase 3 ("Cadillac") implementation and encouraged members to comment on the Phase 1-2 sections.

        iii. Mallory said that it would be beneficial to understand which DRT Providers are interested in sharing trips with one another. Geoff stated this item is tough to address at this time due to agreements not being in place. This process will develop over time as DRT Providers agree to participate. Mark stated the Implementation Plan will address who is anticipated to share trips.

        iv. Mark stated that other stakeholder agencies who wish to participate in the TMCC will also have to agree to the established administrative and operational levels.

        v. Omar asked how the TMCC will help the overall transportation system to become more efficient? Omar stated there is an opportunity to enable providers to spatially understand where each provider vehicles are located to coordinate trips. Mark stated the committee previously agreed to not share database elements for coordination purposes. Mark stated that coordination opportunities are proposed to arise from providers working together, inter-agency agreements, and the Provider Portal.

        vi. Wilshire Senior Services provides general public volunteer services.

        vii. Geoff stated that RTA's ADA-eligible passengers were provided 42,000 trips on Runabout and 17,000 trips on fixed route last year.

        viii. Geoff suggested the need to provide costs for all Implementation phases.

        ix. G stated the TMCC project can connect the rider with the right service for them.

        x. Geoff feels there could be an increase in public subsidy necessary due to trips provided through the TTT.

        xi. Geoff stated the RTA Board will require a cost for each phase and proposed benefits. Geoff provided an example of needing cost estimates for phase 1 – how much would an initial app cost?

5. Questions and Comments   Committee Members

    a. The committee had no additional questions or comments.

6. Next Steps   Mark Shaffer

    a. Receive draft High-Level System Design comments from FTA.

        i. *Mark encouraged all members to share comments with him.*

    b. Complete draft "Coordination Guide" document.

        i. *Mark stated the draft document will be shared with committee members late next week.*

    c. Initial draft Implementation Plan – prepare.

        i. *Mark stated the draft deliverable document will be prepared in February. A draft copy will be shared with the committee for comment next month.*

    d. Next Meeting: February 2018

        i. *Mark stated this meeting date is still to be determined. Mark will contact all committee members in advance to schedule the next meeting.*

7. Closing Remarks   Committee Members