

Minutes – REGULAR MEETING
LEWIS CLARK VALLEY METROPOLITAN PLANNING ORGANIZATION

Tuesday, April 7, 2009 – 2:00 p.m.

Activity Room 1, Lewiston Community Center – 1424 Main Street – Lewiston ID

Policy Board Members: City of Asotin – Mervin Schneider; Nez Perce County – Doug Zenner; City of Lewiston – Garry Bush; Asotin County – Doug Mattoon, Joel Ristau, City of Clarkston – Kathleen Warren

Director: Steven Watson

Others: Linda Rhine, Shannon Grow, Diane Taylor, Kim Gates, Eric Peterson, Karst Riggers, Tom LaPointe, Laura Von Tersch, Chad Pierce, Tara Forsmann, Jay Krauss, Sandi Lee

I. CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

II. CITIZEN COMMENTS

Please limit your comments to three minutes out of consideration for others wishing to speak.

None.

III. ACTIVE AGENDA

a. **Transit Regionalization Study** – *Presentation by consultant of report findings.*

Linda Rhine of Nelson/Nygaard presented the draft report of the regionalization study. A copy of the slides presented are attached to these minutes.

It was noted that the decision making process should focus on the potential benefits of consolidation rather than cost savings. It was further noted that costs quoted in the report are system-wide costs that would be eventually assigned to partners of a consolidated system. For example, Lewiston's out-of-pocket costs may well change.

The final report is expected by the end of April, 2009.

b. **Approval of Minutes of March 10, 2009**

Mr. Ristau made a motion to approve the minutes of March 10, 2009; second by Mr. Mattoon. Motion approved unanimously.

c. **Consideration of bills** – *Nelson Nygaard - \$9,442.71 (Transit study); Project Engineering Consultants - \$6,612.00 (Travel demand mode).*

Mr. Mattoon made a motion to approve payment of bills as presented; second by Mr. Bush. Motion approved unanimously.

d. **Presentation of audit** – *Report from Washington State Auditor*

Mr. Watson presented the report from the Washington State Auditor, noting it was a good report. The one comment regarding reconciliation of reports has already been addressed.

IV. BOARD MEMBER ANNOUNCEMENTS AND DIRECTION TO STAFF

Mr. LaPointe advised that Valley Transit will be applying for 5311 funds. He also provided brief background on the original routing of the transit system.

Mr. Ristau commented there was an excellent turn-out at the open house for the SR129/Fleshman Way interchange project.

Mr. Mattoon advised the Board that the 15th and Bridge signal is being installed. This project is part of remediation from the Wal Mart project.

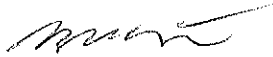
V. STAFF COMMUNICATIONS RELATIVE TO THE MPO

Mr. Watson advised the Board there will be a policy board meeting on April 14 to address programming final ARRA funds for bus purchase for the PTBA.

VI. ADJOURNMENT

There being no further business the meeting was adjourned at 3:10 p.m.

Respectfully submitted



Steven M Watson
Director
April 15, 2009



Regionalization of Public Transit System

Review of Draft Final Report
LCVMPO Presentation
April 7, 2009



Overview



- o Summary of Existing Services
- o Stakeholder Summary
- o Organizational Models and Governance Options
- o Moving Ahead with Consolidation
 - Operations & Administration
- o Implementation Timeline

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Service Overview



| | Asotin County Services | Nez Perce County Services |
|-------------------------|------------------------------------|------------------------------------|
| Service | Fixed Route and DAR | Fixed Route and DAR |
| Same Contractor | Expires 12/31/09 | Expires 9/30/09 |
| Separate Fleets | 3 Fixed Route Buses 3 DAR Buses | 2 Fixed Route Buses 4 DAR Buses |
| 2008 Operating Expenses | \$440,750 | \$366,200 |
| Funding | Dedicated Sales Tax | City General Funds |
| Administration | PTBA Staff | City of Lewiston Staff |
| Governing Body | Asotin County PTBA | Lewiston City Council |
| Fares | \$0.75 Fixed-Route \$1.50 DAR | \$1.00 Fixed-Route \$2.00 DAR |

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Stakeholder Summary



Strengths

- o Service exists!
- o High quality
- o Accessibility
- o PTBA dedicated funding

Weaknesses

- o Service frequency and hours of operation
- o Circuitous routing
- o Transfers and fare adjustments
- o Public Information

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Stakeholder Summary



Benefits of Consolidation

- o Potential cost savings
 - Day-to-day costs
 - Capital investments
- o Seamless transit system
 - Uniform fare structure
 - One system map and easy to use

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Existing Administration




- o PTBA Staff (2.5 FTE)
- o City of Lewiston Community Development Staff (.25 FTE)

Existing % Devoted to Administrative Costs

- o City of Lewiston 9%
- o Asotin County PTBA 18%
- o Not all of Lewiston costs "captured" and spends more time than desired

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○○○ **Administrative Consolidation**



- Lead Agency would be responsible for all day-to-day administrative functions
- Requires an intergovernmental agreement between the parties
- Assumes Asotin County PTBA serves as lead agency
 - 100% devoted to transit service – its sole objective
 - Staff and policy board have expressed interest in this role
 - City staff will continue low level of commitment

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○○○ **Operations Consolidation**




- Lead Agency assume all responsibilities for overseeing/managing day-to-day operations

Two Options:

- Continue Contracted Service
- Transition to In-House Operation

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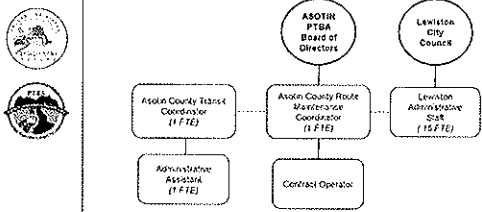
○○○ **Contracted Service**



- One bid document and one contract agreement
- Higher service levels may attract more bidders
- Contract provisions
 - Reporting requirements and format
 - Enhanced oversight and observations
 - Incentives and penalties
 - On-time performance
 - Vehicle condition & safety
 - Missed runs and passenger complaints

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○○○ **Organizational Relationships**
Consolidated Administration and Operations – Contracted Service




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graph TD
    ASOTIN[ASOTIN PTBA Board of Directors] --- AC[Asotin County Transit Coordinator (1 FTE)]
    ASOTIN --- AR[Asotin County Route Maintenance Coordinator (1 FTE)]
    ASOTIN --- LEW[Lewiston Administrative Staff (15 FTE)]
    AC --- AA[Administrative Assistant (1 FTE)]
    AR --- CO[Contract Operator]
  
```

Legend:
FTE = Full Time Equivalent Employee
Assumes PTBA as Lead Agency

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○○○ **Consolidated In-House Operation**



Advantages


- High level of control to oversee and monitor service
- More accountability
- Control over recruiting and hiring
- Continuity and stability

Disadvantages

- Higher level of effort required
- Risk for administrative agency
- Time consuming recruiting, hiring and training

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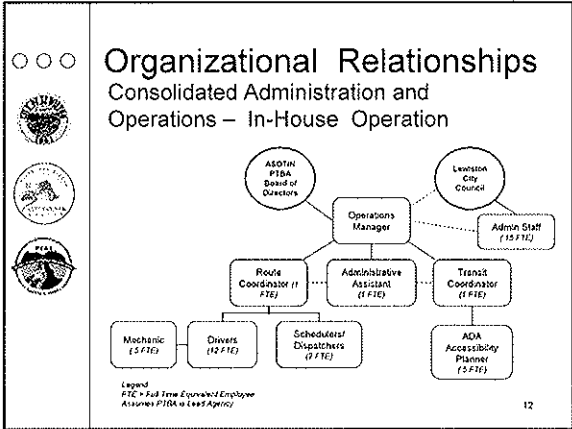
○○○ **Consolidated In-House Operation**



Staff Requirements

- Administration (4.5 FTE)
 - Operations Manager
 - Transit Coordinator
 - Route Coordinator
 - Administrative Assistant
 - Part-time ADA/Accessibility Planner
- Operations (14.5 FTE)
 - Drivers (12 FTE)
 - Dispatchers/Supervisors (2.0 FTE)
 - Mechanic (.5 FTE)

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- ### Recommended Scheduling and Reporting Software
- o Benefits contracted and in-house operations
 - o Data management and reporting tools
 - o Scheduling tools
 - o Initial investment: \$20,000 - \$40,000
 - o Ongoing maintenance: \$3,000 - \$4,000/year

Cost Considerations

| | Existing Administrative Costs and Contracted Service (Status Quo) | Consolidated Administrative Costs and Contracted Service (PTBA as Lead Agency) | | Consolidated Administrative Costs and Contracted Service (PTBA as Lead Agency) | | |
|---------------------------------|---|--|------------------|--|------------------|----------|
| | | Staff | Wages & Benefits | Staff | Wages & Benefits | |
| Asotin County PTBA | 2009 Budget | | | | | |
| Administrative Costs | | | | | | |
| PTBA | | | | | | |
| Administration | \$131,598 | | | | | |
| Core Staff (FTE) | 3.0 | 3.0 | 4.5 | | | |
| Admin Assistant | 1.0 | 1.0 | \$21,900 | 1.0 | \$29,900 | |
| Transit Coordinator | 1.0 | 1.0 | \$52,500 | 1.0 | \$62,500 | |
| Route & Maintenance Coordinator | 1.0 | 1.0 | \$44,616 | 1.0 | \$44,616 | |
| Operations Manager | | | | 1.0 | \$20,000 | |
| ADA/Accessibility Planner | | | | | 0.5 | \$18,408 |
| City of Lewiston | | | | | | |
| Administration | \$42,290 | | \$21,148 | | \$21,148 | |
| Core Staff (FTE) | 0.95 | 0.12 | | 0.12 | | |
| Consolidated Admin Costs | \$163,888 | | \$143,214 | | \$120,622 | |
| Est. (Scenario) Decrease | | | \$21,674 | | \$33,266 | |

Cost Considerations

| | Existing Administrative Costs and Contracted Service (Status Quo) | Consolidated Administrative Costs and Contracted Service (PTBA as Lead Agency) | | Consolidated Administrative Costs and Contracted Service (PTBA as Lead Agency) | |
|--------------------------|---|--|------------------|--|------------------|
| | | Staff | Wages & Benefits | Staff | Wages & Benefits |
| Asotin County PTBA | 2009 Budget | | | | |
| O & M Costs | | | | | |
| Valley Transit | | | | | |
| Contracted Services | \$797,077 | | \$797,077 | | |
| Other Costs | \$182,358 | | \$182,358 | | |
| In-House Operation | | | | | |
| Personnel Costs | | | | | \$218,358 |
| Maintenance | | | | | \$105,180 |
| Fuel | | | | | \$10,000 |
| Tires | | | | | \$42,360 |
| Scheduled Dispatchers | | | | 2.0 | \$52,800 |
| Mechanic | | | | 0.5 | \$21,000 |
| Subtotal O & M Costs | \$979,435 | | \$979,435 | | \$552,718 |
| Est. (Scenario) Decrease | | | 50 | | \$43,717 |
| Travel System Costs | \$1,143,263 | | \$1,121,640 | | \$1,131,340 |
| Est. (Scenario) Increase | | | \$21,644 | | \$5,077 |

- ### Implementation Steps and Timeline
- #### Consolidated Operations
- o Extend existing contracts with Valley Transit
 - o Decide "in house" or contracted service"
 - o Hire, recruit and train new staff
 - o Require one year to implement either option
 - o Track and monitor service

- ### Implementation Steps and Timeline
- #### Consolidated Administration
- o WA code and Idaho statues allow entities to consolidate administrations
 - o Develop inter-governmental agreement:
 - Terms of the agreement
 - Financial contributions
 - Transfer of capital grants and/or assets
 - Cost sharing for operations and capital investments
 - Committees or other formal communication channels
 - Reporting requirements
 - Service provision (contracting or in-house operations)
 - o Allow one year to implement



Next Steps



- o Obtain feedback from LCVMPPO



- o Address Steering Committee and LCVMPPO comments



- o Revise Draft Final Report

- o Prepare and Issue Final Report