

**Planning and Stakeholder Relations Committee
Minutes
July 16, 2020**

The meeting was called to order at 8:30 am in Port Authority's Neal H. Holmes Board Room at 345 Sixth Avenue, Fifth Floor, Pittsburgh, with the following in attendance:

Via WebEx Board Committee Members

John Tague, Jr., Chairman

Jessica Walls-Lavelle

Ann Ogoreuc

Stephanie Turman

Board Members and Solicitor

Sandy Garfinkel, Esq.

Robert Hurley

Jennifer Liptak

Representative Lori Mizgorski

Michelle Zmijanac

Opening Remarks

Mr. Tague, Committee Chair, opened the meeting and welcomed those in attendance.

Approval of Minutes from the June 18, 2020 Planning and Stakeholder Relations Committee Meeting

Mr. Tague asked Committee members if there were any corrections to the minutes. There were none and members approved the minutes.

Mr. Tague made a statement: He would like to thank Ms. Kelleman for her leadership on the increased community engagement.

Authorization to amend Port Authority of Allegheny County Transit Service Standards (D. Huffaker and P. St. Pierre)

Mr. Huffaker, Chief Development Officer, provided a brief overview of the three items on the agenda today and their all related to each other and there is a logical flow to them.

1. First, we will have our Transit Service Standards, that our document provides the guidelines for how we provide service;
2. then we have an annual process where we review those standards and then have the board adopt those standards. Those standards guide our service decisions and we do have a set of proposed service changes that we are looking at for the November service changes based on those service

Planning and Stakeholder Relations Committee

Minutes

July 16, 2020

standards. Presuming that those service standards get approved then we would take forward the action for the actual service changes;

3. Then based on those service changes do a Title VI analysis of those proposals to ensure that we are abiding by the strictures of our Title VI program.

Mr. St. Pierre, Director, Service Planning and Scheduling, discussed the first item on today's agenda.

1. Amending the Transit Service Standards. Last month I gave a preview of the changes we would like to make in FY2021 by adding weekend service. As part of the committee packet is exhibit A, which is the amended update to Transit Service Standards. The only addition can be found on page 15 which establishes the minimum standards for local coverage and rapid route for daily service. Currently our rapid routes are operating seven days a week and we do have some local and coverage routes that are not operating seven days a week whether it be five days or six days to include Saturdays. With these new minimum standards, we would like to get these local and coverage routes to be operating on daily service. Commuter service that is typically a service that is focused on AM and PM peak during the weekdays so that minimum service will be set at weekday service. There is some language as part of the amendment that explains that there may be some differences in the weekday versus weekend routing, depending on the needs of the communities and doing the analysis to make sure that we are providing efficient, effective and equitable transit service. There may be locations along a route that may be closed on Saturday and Sundays so there may be some modifications to that route that is why that language is in there to provide a little bit of flexibility versus weekend and weekday routing.

Today I respectfully request to advance this resolution to adopt this amendment to 2019 Transit Service Standards. Mr. Tague asked for a motion to move to the full board and committee members approved.

November 2020 Major Services Changes (P. St. Pierre)

Mr. St. Pierre discussed the FY2021 proposed major service changes. We are tentatively planning to implement these in November 2020. All the changes are additions of weekend service with an extension to the Route 2. Adding Sunday service on multiple routes but also adding Saturday and Sunday service for a variety of routes that are listed on the slide here. We are very excited to getting weekend service on these routes and feel this is a very big benefit to these communities.

**Planning and Stakeholder Relations Committee
Minutes
July 16, 2020**

Our goal was to address gaps in our service, weekend service was one gap that we really wanted to address. We were also looking to expand to nighttime service and provide transit to employees in the service industry that may not work the typical nine to five. We are very excited to add this service and work towards seeing the benefits in the communities, as the COVID 19 situation has progressed and highlighted gaps in service. We are excited to get this going hopefully in November 2020.

All major service changes require a TITLE VI analysis as part of our TITLE VI program. Because these are service additions, the analysis has shown there is no adverse impacts or adverse effects on dispersed impact for minority populations or proportionate burden on low income population.

As you can see in the slide presented today these service additions show an increase of service for 93% more than the comparable service area in the county for the minority populations and also 168% increase in service compared to the rest of the County for low income populations. So, the TITLE VI has been presented and the analysis includes as required for dispersed impact for minority populations this proportionate burden for low income population and as a result to these service additions.

There are no adverse effects to the service area or to the populations so today we would like to set forth a motion to formally approve the TITLE VI analysis with the November service changes. Mr. Tague asked for a motion to move to the full board and committee members approved.

Questions from Board Members and Others

1. Mr. Tague asked with the equity piece with other groups that are part of our equity equation and we look at the TITLE VI, do you look at other groups at the same time?
 - a. Mr. St. Pierre answered, "Yes, "that is correct, we do have an extensive equity analysis for the TITLE VI portion, and these are the two required populations that need to be analyzed. Since these are service additions, we did not do the extensive analysis. If we are going to do service reductions, then we would want to include all data points that are part of our equity analysis to make sure that there is no adverse impacts on any of the populations that we are trying to provide equitable service to.

Planning and Stakeholder Relations Committee

Minutes

July 16, 2020

2. Ms. Wiens (Stakeholder PPT) we are thrilled about this proposal to extend weekend service to these routes and many of these are routes we have been calling for over the last several years. When will we have a sense of service frequency and service span of those routes?
 - a. Mr. St. Pierre answered we should know before the service changes; we are obviously going to use our transit service standards as a minimum. As we build these routes in our scheduling software, we may find efficiencies where we can have faster frequency than our minimums in our Transit Service Standards. Prior to the implementation of this service we can provide what those schedules will be and the what the span of service would be given an example of the schedule. I would probably say a couple of months before we can present on that. We will present to ACTC and CAT Committees to make sure they are aware, and we can also provide it to your organization as well.