



***CHATHAM AREA TRANSIT®***

BOARD MEETING

OF

November 4, 2011

10:22 A.M.

MR. LIAKAKIS: Okay I call to order the Chatham Area Transit Authority and call on Patricia who is the Secretary/Treasurer for the roll call please.

MS. HAWKINS: Good morning. Chairman Liakakis

CHAIRMAN LIAKAKIS: Here

MS. HAWKINS: Vice Chairman Dr. Thomas

DR. THOMAS: Here

MS. HAWKINS: Mr. Broker is not here today.

MS. HAWKINS: Mr. Dawson

MR. DAWSON: Here

MS. HAWKINS: Mr. Farrell

MR. FARRELL: Here

MS. HAWKINS: Mr. Gellatly

MR. GELLATLY: Here

MS. HAWKINS: Mr. Holmes

MR. HOLMES: Here

MS. HAWKINS: Mr. Kicklighter

MR. KICKLIGHTER: Here

MS. HAWKINS: Mr. Mingledorff

MR. MINGLEDORFF: Here

MS. HAWKINS: Mr. Odell

MR. ODELL: Here

MS. HAWKINS: Mr. Shay

MR. SHAY: Here

MS. HAWKINS: And Ms. Stone

MS. STONE: Present

MS. HAWKINS: Thank you

Also present at the meeting was Ty Butler, Chad Reese, Sarah Rayfield, Marie Burks and Patricia Hawkins.

CHAIRMAN LIAKAKIS: Next on the agenda is the approval of minutes. They were distributed to all the members we need a motion to approve.

MR. DAWSON: So moved.

MR. HOLMES: Second.

CHAIRMAN LIAKAKIS: I have a motion on the floor and a second. All in favor signify by raising your hand. Motion passes. New business; 1: Request Board approval for Executive Director to execute the contract for the Chatham Area Transit Freedom Wheelchair Accessible Taxi and the Guaranteed Ride Home Program to Southern Belle Taxicab/Transportation Service. Chad.

MR. ODELL: Move for approval.

MR. KICKLIGHTER: Second.

CHAIRMAN LIAKAKIS: We have a motion on the floor and a second let's all in favor raise your hand. Motion passes. Item 2: Request Board approval to issue Request for Proposals for CCTV and Video Surveillance. Chad.

MR. ODELL: I'll motion to approve.

MS. STONE: And I'll second but I want to make a comment if it's alright Mr. Chairman.

CHAIRMAN LIAKAKIS: Go ahead Helen.

MS. STONE: As I said in the Pre-Meeting I just want to make certain that before any local matching money is allocated that we make certain that the FTA money is available. I'm very nervous about all of these wonderful amenities that will be in the new Transit Center but I want to make sure before we commit any local money that the FTA money is in fact there cause it's the lion's share of it.

DR. REESE: Yes ma'am.

CHAIRMAN LIAKAKIS: Patrick.

MR. SHAY: Following on Commissioner Stone's concern, but I do think it's wise what you've done here in items 2 thru and including 6 to take these technologies that are absolutely fundamental to having the kind of service that we need and instead of having sort of provided

through the generic construction contract for the building of the building, a lot of these are proprietary technologies and when they work they're amazing and when they don't work the whole system doesn't work and so by pulling these out and making them separate procurement you have a lot more control and a lot ability to monitor those and make sure that all of that technology gets integrated in the buildings. As an architect a lot of times people ask me on buildings that I'm designing "Do you design computer systems? Do you design these kinds of things?" and I say absolutely not. I'll make sure there's a place for your wire, I'll make sure that the machine that runs it has electricity, but getting this kind of technology integrated into buildings, at least in my case, is beyond my pay grade. I think it's great that you're taking that responsibility on and willing to take that risk frankly to make sure that all that stuff works.

DR. REESE: Yes sir and that was the issue that we ran into with this project and coordinating everything because you build a new building the bus has to have something to tell it which bay to go to, it has to be conveyed to the passenger; given that it's new, it has to meet new requirements associated with homeland security, the updated requirements of ADA and so on and so forth. So as opposed to sending it to the lowest bidder, the concept is we will control the process and select a vendor that will work best in addition, if you notice throughout the program we require five years support on site support that's also included as part of the price for the program. So we won't just buy a product, they have to be here to support it and warranty for five years as part of the original price.

MR. SHAY: And you will allow me to go on, I applaud that in the sense that when people come and use this facility in the future we want it to be more like what their expectations would be if they were visiting an international airport or you know one of the great train stations in our major metropolitan areas. And when they get there they need to be able to look at something and be able to tell them when their bus is leaving, when their ride is arriving, what the terms and conditions of service are and so forth in a way that is very intuitive so even if somebody arrives here from a foreign country and they want to be able to use our system they have a way of figuring that out. I travel a little bit in Europe when I have a chance and I'm always amazed that even though I don't speak the language I'm some how able to figure out how to navigate their transit system because it is so well done and intuitive. I don't want to steal your thunder for the Amenities Guide but I think this is a really good thing and I would ask the motioners if we could amend the motion not just to be item 2, but to be item 2 thru 6, they're all related one to another.

MR. ODELL: I'll accept that.

CHAIRMAN LIAKAKIS: Okay Harris you wanted to say something.

MR. ODELL: Pat read my mind. He did, I'm impressed.

DR. REESE: It's another thing to note. What this will also allow us to do is stay on the platform and if you noticed in the notes that it is scalable so that as we begin putting shelters in place we're able to put a small camera inside the shelter and control it from our control center just as we are any other type of activity associated with emergency phones or panic phones throughout the system.

CHAIRMAN LIAKAKIS: Okay all in favor signify by raising your hand. Okay that's items 2,3,4,5 and 6. Item 7; Request Board receives presentation on Passenger Amenities Guidelines, Chad.

DR. REESE: Thank you Mr. Chairman at this time I'd like to introduce Sarah Rayfield who's our Transit Planner to make this presentation.

MS. RAYFIELD: Good morning Mr. Chairman members of the Board.

CHAIRMAN LIAKAKIS: Do this; pull that mic closer so they can pick you up. Thank you.

MS. RAYFIELD: Sure. Today I'm presenting the Passenger Amenities Guidelines. The primary goal of this document is to establish the framework for maintaining and developing the bus stops. It's important to note that the agency really has not had a complete inventory or a real amenities plan previously so this is the initial step in developing that inventory as well as that plan. And we are working very hard to create both to be able to have a sense of order and a process in place. The goal of the guide book is to promote consistency in bus stop and amenity placement and design throughout the CAT service area; develop a bus stop and amenities program that meets the operation requirements of the existing and proposed fleet and encourage the members of the community to use public transit through the provision of safe, comfortable and convenient transit facilities. Broken down here on this slide is how we achieve that in this guideline book. The Passenger Amenities Guidelines Book is broken into five chapters. The first is the introduction, identifies what a bus stop should provide. It should be easily identifiable, safe, accessible and comfortable. And in comfortable also includes an ideal walking distance as well as informative. We have a bus stop program status report. This is a snapshot of our current inventory; this is a work in progress but will still provide you with an idea of what we have and where we need to go. The Bus Stop; this section identifies the various elements of the bus stop which is the bus stop location and placing, stop placement, this includes amenities such as shelter, seating, trash receptacle, lighting, customer information as well as access. The fourth section is Public Involvement. Bus stops are seen as public spaces and provide a sense of community and so we explore options in this chapter to enhance that and finally is our Bus Stop and Shelter Amenity Implementation this identifies the immediate within the next two years, short term two to five years and long term goals five years and beyond towards passenger amenity implementation. This is a snapshot of our inventory. Currently we have approximately 1745 bus stops in the CAT service area. 16 of those are major transfer points where more than two routes meet. Minor transfer points are where two routes meet and currently we've identified 32 of those. Again some of these items we have completed in the inventory, others are ongoing and this information will continue to be more detailed and more precise. Approximately 1600 or 94% of our stops have some type of identification whether that's the rectangular green sign that you see or if it's the historic orange CAT bus stop sign the lollipop sign. We have 107 currently that are just the orange paintings on utility poles. We have 144 bus shelters that's only 8% of our stops. Coinciding we have 128 trash receptacles which is 7% of our stops so just to give you a comparison that we have just about percentage wise just about as many bus stops with trash receptacles as we do with shelters. And we have just less than 8% on benches with 137.

MR. ODELL: I'm sorry may I ask a question?

MS. RAYFIELD: Sure.

ODELL: Bus shelters we have 144?

MS. RAYFIELD: Yes.

ODELL: I thought the numbers were higher. That's the canopy or place where there's a bench.

DR. REESE: Right, the appropriate number should be closer to 25% of your bus stop locations should be covered shelters so as you see here we're about 8% which is far less than what would be ideal in a situation so if you get a call "we need more bus shelters" well 8% of our stops have bus shelters and the number should be closer to 25% so this is kind of a baseline in terms of what we've looked at and where we're at.

MR. ODELL: And this point should not be missed or skipped over. When we did a study approximately 4 or so years ago the biggest concern regarding our ridership increasing our ridership was shelters. That was the absolute biggest stumbling block for growth in ridership was shelters. Obviously it begs to question in that we have 8% and our goal should be 25%. We have a plan that would be presented at some point on how we get from how we get from where we are to where we should be.

DR. REESE: Well this is the initial step that we're bringing to the Board to say "Hey this is where're at" and you'll see further on that the reality of it is that we're short 292 bus shelters from where we need to be. So it's a question of how do we begin programming that in the system and how do we begin to move that process forward.

MR. ODELL: Thank you.

MS. RAYFIELD: To chime in on that exact question as Chad pointed out we need 292 shelters to reach our goal of 25%. At our current rate of installation which is approximately 12 shelters per year it's gonna take us over 20 years—more so over 24 years just to reach the 25% goal at this current rate.

MR. ODELL: I'd like to be alive when we have the shelters--- when we talking 20 years down the road that creates some problems.

MS. RAYFIELD: If our goal is to have 50% of our bus stops with either a shelter or a bench we would need – just looking at benches, we would need 591 benches you're looking at several decades.

MS. STONE: You we live in an area where there are several months out of the year it is so hot you cannot stand out if there's no shade and I've said this until y'all are tired of hearing it, but in my district there are very few shelters and I ride by and I look at these bus stops and I would not stand there in the middle of day or the afternoon. I mean there are no trees, there is no protection. It is the unincorporated area of Chatham and this is to me a very good reason why you wouldn't ride the bus. I mean it's in some instances, and I've called your attention to it Mr. Reese recently about the fact that the grass hadn't even been mowed and there's a pole standing

there. That's not going to attract people to ride our buses so I'm very concerned that we are at 8% and we should be at 25% that's less than a 1/3 of where we need to be so I think this is something that needs to be addressed and I've been concerned about it for the unincorporated area for a very long time.

CHAIRMAN LIAKAKIS: Chad, are there any grants that's available for shelters for that particular item?

DR. REESE: Yes sir we'll begin to pursue it. I guess one of the reasons that we're bringing this to the Board is to give you a snapshot of where we're at, but also it's further in the presentation, its okay this is where we're at so now what we begin to do about the situation; because quite frankly you're talking 3 to 5 million dollars to bring it up to a minimum of where we should be. And so how do we begin to program those. I think the thing that we've laid out is where is our first 50 stops, where is our next 50 stops based upon the programmatic system that we put together of usage of our current customer base.

MR. ODELL: When we are looking for funding, can we not look solely in the traditional shelter category but expand that. There are some things eventually we're gonna do with our shelters like most shelters will have some lighting.

DR. REESE: Right.

MR. ODELL: Those lightings potentially could be solar or some other cutting edge energy source. The federal government, I believe, is encouraging those and potentially in those little niches there's federal funding.

DR. REESE: There is quite a bit of that and we're exploring those options and so those are things that we're pursuing. We've submitted grants unfortunately it wasn't successful this round of grants to build 100 shelters and we weren't successful in that grant application, but that's the direction in which we're moving in and some those the ones we were looking for in particular would be more in terms of urban garden where the top of the shelter is a garden but it's environmentally friendly set aside environmental funds for use for that. But we're looking beyond traditional approaches to some type of public private partnership as related to advertising, our traditional funding sources and the environmental sources that may be available as well.

MR. ODELL: So that we don't get side tracked it is absolutely essential that we have a point of start and in order to do that we have to identify a snapshot in time. This is a snapshot in time and the people who are presenting this to us are not the authors of our misfortune.

DR. THOMAS: That's right.

MR. ODELL: I mean so they're simply coming in giving a diagnosis. They're not the people who created this situation. My questions Chad are all in that light. I know that this is like medicine...you're telling us...we need to know this so that when we do our planning we can plan with some level of particularity.

DR. REESE: Currently we program about \$200,000 for shelters which is 12 to 15 shelters at the most.

CHAIRMAN LIAKAKIS: Okay go ahead.

MS. RAYFIELD: Currently less than 10% of our shelters have lighting. I know that you mentioned the potential of solar lighting and that is something that we are exploring. Also less than 50% of our shelters are ADA compliant. That is something also we want to get that number up as well. That includes landing pad as well as an entire pedestrian network so that also hinges on the public private partnership and needing to coordinate with various public agencies to provide that network. One of the other things that I mentioned was the bus stop locations so currently we're also looking at where bus stops are located. Typically have three options; one is on the nearside of the intersection, the farside of the intersection and a mid-block. Bus stops should be predominantly located the nearside or farside of an intersection which maximizes pedestrian accessibility from both sides of the street and can provide connections to intersecting bus routes. Under certain situations bus stops may be placed at a mid-block location. However this placement needs to have adequate sidewalk connections, roadway crossing amenities, marked crosswalks...etc. Placement of bus stops varies from site to site.

DR. REESE: And the thing that's important there's a criteria on page 10 that relates to this; the ideal location- top choice for a location is a farside bus stop in terms of safety, customer use, traffic pattern, traffic flow. The next location is the nearside and then the mid-block is the least favorable one. The farside is beneficial because of the issues I mentioned earlier, but closer to the intersection increases your ability for ADA accessibility where as some mid-block locations are limited in that.

MS. RAYFIELD: On a related note, there's also the stop placement considerations and there's the bus stop spacing. In higher density areas you obviously you need for bus stops to be closer together given the population density as well destination. For the lower density developments the spacing can be further out and in the Passenger Amenities Guidelines we've made recommendations of where those spacing distances should be based on our population. We looked at other metropolitan areas that were roughly in the same size as well as where their projected populations were based. That where the recommendation in the Passenger Amenities Guidelines comes from. This is an illustration just to show you where in higher dense areas the stops are closer together and in lower dense areas they're further apart, but they are spaced to minimize the walking distance between destination and bus stops. Most people are willing to walk the industry standard is a quarter mile sometimes up to a half mile. It's also to increase safety for pedestrians, operations and general traffic as well as increased accessibility for riders. As I mentioned before less than 50% of our stops currently comply with the guidelines set forth in this document for ADA compliance. Several reasons for wanting to increase this percentage and reach this goal is to provide a consistent system for all users and also to conform with current ADA regulations. Also mentioned before was the different shelter types based on the bus stop itself whether or not we have a bus stop A will demand a shelter that – I will provide illustrations here at the end; a shelter that typically shelter type A is for more major transit stops where more than 2 routes connect. It's adjustable in its size based on the demand of the route. It's also customizable with solar lighting, information panels, trash receptacles, bike racks...etc. Shelter type B is almost a smaller version of this; amenities can be scaled down, also depending

on route demand. These type of shelters A and B are intended to be complimentary in design to our Intermodal Transit Facility. Type C is the current green metal shelters that you see often with seating and trash receptacle and D & E is the Sombrero styles that you see with the shelter up above and the one seat on each side. So our goal would be to place those in the lower dense areas for the time being and as we bring in new shelters we'll take existing shelters and move them to stops that we've identified as are in need of shelters.

MR. ODELL: The cost range on these from A to E is gonna be what? Say \$6000 down to maybe \$500?

DR. REESE: Let me kind of explain it in a different format.

MR. ODELL: Okay.

DR. REESE: What we're looking at is placing a category upon each bus stop in the system and so an A bus stop for instance will be a major stop and what we're looking for the Transit Center obviously would be a major stop so we would look for a shelter design that compliments the design that we currently have in place with our transit system. So it would be a mid-century modern more sleek look and it would have certain amenities, it would be scalable to take up to as you see different pictures here of what the different possibilities would look like and they would be scalable for 2 bus stop location, 4 bus stop location and so on and so forth. So under the system we're going to we'll have one major downtown stop, but the plan or the idea would be to have 3 or 4 smaller 4 bus transfer locations with a similar level of amenities that the passengers can enjoy which is a panel with bus stop information, emergency button there for immediate customer service information, a number shelters, spots for wheelchairs, spots to hold bicycles and a stop like that is in the \$100,000 or so range; whereas the smallest ones which are the Sombrero and I understand there are a number of issues with that type of design so we're gonna look to replace the Sombrero design but with a smaller end \$2500 to \$3000 approach to putting a stop at those low density areas so you'll have the full spectrum of the type of shelters that we'll put in place based upon the usage of that location.

MR. ODELL: Two questions if I might Mr. Chairman. Question number one at some point based on what you've said; we will be able to sort by category come out with a definable number per category of shelters that we'll need and therefore be able to with some level of certainty project the cost.

DR. REESE: Yes that's correct.

MR. ODELL: That's point number one. Number two is that we have Step Up which is a construction training and I'm not certain if these can be bought in part and installed.

DR. REESE: Yes they can.

MR. ODELL: It might be an excellent community project where we look to help a training program that this Commission started number one and number two is that it is a reduced overall cost. Because I don't know about anyone else, but I'm in business...most business have a 25 to 35 percent profit margin and we wouldn't have that here so we could potentially have our own

little training program where they actually train and the end results is a service that's a necessary service which we've identified we accomplish two goals with one stroke.

DR. REESE: We'll take a look at that.

CHAIRMAN LIAKAKIS: Priscilla.

DR. THOMAS: Thank you. I just wanted to piggy back on what my colleague Odell has just mentioned. You hit several key points about the involvement of the community. Here again we have been emphasizing about doing things within our community and utilizing our people and etc, but I do want to say that having had an opportunity to move around with Dr. Reese in New Orleans and meeting some of the top transit people across, you know, the line and I'm telling you we have a jewel in Dr. Reese because he has a handle on what are needed here in Savannah and he came into a situation and he hit the ground running so I just want to say that publicly, thank you so very much. He didn't move in New Orleans unless we were there with him at the top level and checked in everything, asking a lot of questions, we had several workshops and I was there with him and he's well respected and he is in the know. So I think we're in for some great surprises and all the questions that have been asked here morning I think will be fulfilled in a short time and we just have to work with him on that.

CHAIRMAN LIAKAKIS: Okay is that it?

DR. REESE: Yeah we got a couple more, we'll rap it up.

MR. ODELL: Can we get a hard copy of this I don't see one in my book.

DR. REESE: Yes sir sure can.

MR. ODELL: Especially the charts with the numbers like number of shelters and ADA requirements looking at that.

MS. RAYFIELD: Sure as we continue to update we will—

MR. ODELL: I don't know if anyone else wants it.

CHAIRMAN LIAKAKIS: That's a good idea; because that keeps everybody informed.

DR. REESE: A couple of other things that we're looking at and I'll kind of summarize this is the current shelter that we have was worked in collaboration with the Historic Savannah Foundation so as more funds would become available we will look to relocate the existing historic look shelters to those historic areas and then in other areas we'll look to use a modern shelter similar as you see here as our base shelter that will be available for advertising either through our purchase or through advertising agreements that we would take a look and you could see the design to the laymen's eye is similar to that of the Transit Center design one of my architect friends say they look nothing alike and but the design is similar in terms of it's format and in terms of the direction we'd like to go...sleek, clean and modern looking. And I think that'll conclude this part of the presentation and I'll entertain any questions you all may have.

MR. ODELL: I – and I’ve talked a lot and I’m gone stop after this; is it any way that we Mr. Chairman can get Dr. Reese and this young lady to do a presentation for our television program. We skipped over number one kind of quickly but that is the Wheelchair Accessible Taxi

Meeting adjourned at 10:50 a.m.

Respectfully Submitted by:

---

Patricia R. Hawkins, Secretary-Treasurer  
Chatham Area Transit Authority