

## ***Bus Rapid Transit (BRT) Task Team (TT)***

Minutes of Meeting  
March 4, 2005, 8<sup>th</sup> meeting

**Participants:** Peter Steinert, Chair (HQ Mass Transportation), Ina Gerhard, Recorder (HQ Mass Transportation), Al Arana (HQ Planning), Tunde Balvanyos (AC Transit), Jerry Champa (HQ Traffic Ops), Paul Chiu (Caltrans District 4), Antonette Clark (HQ Design), Jim Cunradi (AC Transit), Don Dean (HQ Research and Innovation), Jean Finney (Caltrans District 4), Kimberly Gayle (HQ Mass Transportation), Corinne Goodrich (SamTrans), Bob James (Caltrans, District 11), Jim Jarzab, Julie Kirschbaum (SFCTA), Wingate Lew (Caltrans District 4), Sunny Lofton (HQ Right of Way), Eunice Lovi (San Joaquin Regional Transit District), Dee Maddox (Caltrans District 10), Scott Page (LAMTA), Chris Schmidt (Caltrans District 11), Peter Strauss (San Francisco MUNI), Sonja Sun (HQ Research and Innovation), Linda Wright (Caltrans District 7)

### ***Introductions/Approval of February 4 Minutes***

**Following the introductions, the TT approved the last meeting minutes without comments/changes.**

### ***Management Status Report/Transit Operator Needs Assessment***

Peter Steinert summarized the Status Report that was submitted to Division of Mass Transportation (DMT) management and reported on the meeting with management, where the Status Report and the progress of the BRT TT were discussed. In summary, management would like to see draft guidelines as soon as possible.

Regarding the Transit Operator Needs Assessment, Paul Chiu felt that some complaints listed in the document do not reflect his experience: For example, D4 is committed to the BRT concept, but HQ support and endorsement is sometimes lacking. As experiences vary from district to district, one way to put this in perspective and address these variations could be to be more specific regarding the number of complaints.

Kimberly Gayle was introduced as a new member of the BRT TT representing DMT management. She indicated management was pleased with the Status Report.

**The group agreed that the document should not be edited further at this point. However, it will be retitled Transit Operator Survey Comments.**

### ***Guideline Format Examples***

The group discussed the two sample guidelines that were sent out earlier. The “Main Streets ...” document is more of a policy document, whereas the “HOV Guidelines” have both a policy section in Chapter 1 and detailed guidelines (standards, configurations, enforcements) in the other sections. There was consensus that the “HOV Guidelines”

were closer to what the BRT guidelines ought to look like. Already existing definitions and descriptions should be used as much as possible and ‘creative work’ should focus on Caltrans’ role and responsibilities and cooperation with local agencies. The BRT guidelines should be the guiding document for Department staff as well as a reference for transit operators/local agencies.

### ***Subcommittee Formation***

The discussion began with a review of Julie Kirschbaum’s document, in which she defines the focus areas of each of the three subcommittees: infrastructure, technology, system planning/identity. It was noted that some important areas are not listed such as system planning, funding, and issues of cooperation with other agencies. Also, the group should distinguish between a BRT resource document for local agencies/transit operators and Caltrans guidelines.

Further discussion evolved around how and where in the guidelines technical and policy issues should be addressed. Opinions ranged from technical documents to be available as reference or in the appendices to technical issues as part of the introduction or first chapter to educate Caltrans staff. Most comments emphasized the importance of Caltrans staff to understand the whole range of BRT system features; also having future developments in mind when Caltrans might get involved in more sophisticated ITS applications, data collection and dissemination. For example, passenger count data and AVL are crucial to be able to check success or appropriateness of TSP. All this ties in with questions of system and data integration (which does not necessarily have to do with immediate operations).

The idea of having two subcommittees - policy/coordination and technical – was briefly revisited and, in response to that the suggestion was made to stick with the three subcommittees but each have a policy/coordination and a technical arm. Policies will grow out of knowing technical details.

**The group agreed on the 3 subcommittees structure to develop the draft sections, which will then be discussed by the full TT. The whole group will work on and reconcile the policies.**

#### ***The subcommittees (by geographic area):***

**Southern CA: Infrastructure.** Chris Schmidt from District 11 will take the lead. Paul Chiu (District 4) and Sunny Lofton (HQ ROW) would like to join that group.

**Bay Area: Service Planning/Identity.** Wingate Lew from District 4 will coordinate.

**Sacramento/Stockton area: Technology.** Don Dean from HQ DRI will coordinate.

The subcommittees will get together before the next TT meeting. Whoever wants join a committee in another area, has to let the respective coordinator know. Kimberly Gayle clarified that no further travel budget is available for the TT and subcommittee meetings other than what DMT has already allocated to the districts (which also precludes travel expense for Sam Zimmerman).

The first task of each subcommittee will be to develop an outline for their respective sections. Also, HQ staff will develop a draft outline for the whole document.

### *Next Steps*

- Draft guidelines outline
- Subcommittee reports
- Establish overall TOC and timeline
- Share info on BusPool project

### *Next meeting*

The next videoconference is scheduled for:

**Friday, April 1, 2005, 9 – 11 am**

Please also note that we have scheduled March videoconferences for:

**Friday, May 6, 2005, 9 – 11 am**

**Friday, June 3, 2005, 9 – 11 am**

**Friday, July 1, 2005, 9 – 11 am**

**Friday, August 5, 2005, 9 – 11 am**

Minutes by: Ina Gerhard