



MEMORANDUM

Date: January 9, 2012

Project #: 12779

To: Public Advisory Committee

From: Susan Wright, PE and Matt Kittelson, PE

Project: Basin Transit Service Transit Development Plan Update

Subject: Public Advisory Committee Overview

The purpose of this memorandum is to provide an overview of the Basin Transit Service (BTS) Transit Development Plan (TDM) project, including the anticipated deliverables and meetings, roles and responsibilities of project team, and the next steps in the process. The project will result in an update of the BTS TDM. This undertaking will include a combination of technical analysis to be provided by the consultant team (Kittelison & Associates, Inc. [KAI]), project oversight by the project management team (PMT), which consists of Basin Transit Service (BTS) staff, city staff, county staff, and ODOT, guidance from the Public Advisory Committee (PAC), and interaction with the public through various forums. The draft TDM is scheduled to be complete in June 2013.

PROJECT OVERVIEW

The BTS TDM was last updated in 1995. Since that time, many of the suggested modifications to the transit system included in that plan have been implemented, most notably the switch to a spoke transit route system. The intention of this TDM update is to provide similar guidance for BTS for transit service modifications needed in the coming years, including, but not limited to, modifications to transit routes, if needed. The plan will be largely based on user feedback, input from a number of stakeholders, and guidance from the PMT and PAC.

OVERVIEW OF DELIVERABLES & MEETINGS

The project process includes producing a series of technical memorandums, which will collectively inform the draft TDM. The initial technical memorandums will summarize specific outreach efforts to the public and transit stakeholders, establish a vision statement for BTS, review existing plans and policies related to or affecting BTS, document existing transit conditions within Klamath Falls, and forecast future transit needs as the urban area grows. Later tasks will include drafting alternatives to address the identified future needs and ultimately creating a plan to guide the future of BTS. The technical documents to be produced by this effort are summarized in the section following section.

MEETING SCHEDULE

A proposed meeting schedule is summarized in Table 1. For each meeting, the date and time, and the key deliverables to be discussed are listed. PAC members are asked to notify BTS and the consultant team of potential conflicts based on the proposed schedule.

Table 1 – BTS Development Plan Meeting Schedule

Meeting	Date & Time	Deliverables
PMT Meeting #2 PAC Meeting #1	Wednesday, January 9, 2013 PAC Meeting: 9:00-11:00 a.m. PMT Meeting: 11:00 a.m.-12:00 p.m.	Technical Memorandum #1 - Existing Plans & Policies - Summary of documents that relate to the BTS TDM Draft Vision Statement and Facilities Evaluation Matrix Stakeholders Phone Interview Summary
PMT Meeting #3 PAC Meeting #2	Wednesday, February 6, 2013 PAC Meeting: 9:00-11:00 a.m. PMT Meeting: 11:00 a.m.-12:00 p.m.	Technical Memorandum #2 – Existing Conditions/Future Needs GIS Database Refinement and Maps Draft Transit Design Toolbox Customer Survey Response Summary
PMT Meeting #4 PAC Meeting #3	Wednesday, March 20, 2013 PAC Meeting: 9:00-11:00 a.m. PMT Meeting: 11:00 a.m.-12:00 p.m.	Technical Memorandum #3 – Future Needs for Transit GIS Database Refinement and Maps
PMT Meeting #5 PAC Meeting #4	Wednesday, May 1, 2013 PAC Meeting: 9:00-11:00 a.m. PMT Meeting: 11:00 a.m.-12:00 p.m.	Draft BTS Development Plan
PAC Meeting #5	Wednesday, May 29, 2013 PAC Meeting: 9:00-11:00 a.m. PMT Meeting: 11:00 a.m.-12:00 p.m.	Draft Implementation Plan
BTS Board of Directors Work Session	Wednesday, June 26, 2012 4:15 p.m.	Recommended BTS Development Plan Recommended Implementation Plan

DELIVERABLE REVIEW PROCESS

In order to accomplish the BTS Development Plan by June 2013, adherence to the schedule will be important. We have identified a four-week review process for the draft TSP Chapters and reports, commencing approximately two weeks prior to each committee meeting. This approach has been

developed to provide sufficient opportunity for committee members to review future draft reports prior to the meetings, within the bounds of the contract timeline.

The technical material review process is depicted in Table 2:

Table 2 - Proposed TSP Report Review Process

Approximate Week in Month	Mon	Tues	Wed	Thu	Fri
1	Consultant provides Draft Deliverable to PMT	PMT provide comments on the Draft Deliverable to Consultant	Consultant provides Draft Deliverable to PAC		
2			PAC Meetings Consultant provides overview of Draft Deliverable and leads discussion on key issues and decisions		PAC written comments due to BTS
3		BTS provides written summary of PAC comments to Consultant Team			Consultant Team delivers Updated/Final Deliverable

ROLES & RESPONSIBILITIES

An outline of responsibilities for each project team member is provided below to clarify the expected contributions from each member:

PMT

- Attend PMT and PAC meetings
- Review draft reports prior to PMT & PAC meetings
- Provide written comments to BTS by Friday following the meeting

PAC

- Attend PAC meetings
- Review draft reports prior to PAC meetings
- Provide written comments to BTS by Friday following the meeting

Consultant Team

- Attend PMT and PAC meetings

- Provide draft reports to the PMT and PAC with adequate time for review
- Conduct public outreach efforts
- Provide final reports, incorporating summarized comments from the PMT, PAC, and input from stakeholder

We look forward to discussing this memorandum at our first meeting on January 9, 2013. If you have any questions in advance of our meeting regarding the proposed project sequence, meeting schedule, deliverable review schedule or committee roles and responsibilities described above, please do not hesitate to contact any of the following members of the consultant team:

- Bob Kniefel, the consultant team project principal at 503-288-5230 or by email rkniefel@kittelson.com;
- Susan Wright, the consultant team project manager, at 503-228-5230 or by email at swright@kittelson.com; or
- Matt Kittelson, the consultant team lead analyst, at 541-639-8614 or by email at mkittelson@kittelson.com.

Alternatively, you may contact the BTS project manager, Ernie Palmer, at 541-883-2877 or by email at bts@ccountry.net.