

TransLink[®] Management Group
Minutes of Meeting on 09/15/08 at AC Transit

Attendees: Deborah McClain for Rick Fernandez, AC Transit; Dorothy Dugger, BART; Celia Kupersmith, Golden Gate Bridge Highway and Transportation District (GGBHTD); Steve Heminger, MTC; Mike Scanlon, SamTrans; Nathaniel Ford, San Francisco Municipal Transportation Agency (SFMTA); Ann Carey for Michael Burns, Santa Clara Valley Transportation Authority (VTA); and Jeanne Krieg, Tri Delta Transit. Also in attendance were Robin Reitzes, Consortium Legal Counsel; and Jannet Thoms, Booz Allen Hamilton.

1. Roll Call

The meeting started at 2:05 PM. Roll was called. A quorum was confirmed.

2. Report of the Chair

Nathaniel Ford of SFMTA summarized the items to be presented during today's meeting.

3. Election of Chair and Vice Chair

Dorothy Dugger of BART moved to re-elect Nathaniel Ford of SFMTA as Chair of the TMG. Mike Scanlon of SamTrans seconded the motion. The motion was approved unanimously, 8 – 0. Mr. Scanlon moved to re-elect Celia Kupersmith of Golden Gate Transit as Vice-Chair of the TMG. Ms. Dugger seconded the motion. The motion was approved unanimously, 8 – 0.

4. Minutes of TMG meeting of 6/9/2008

A request was made to amend the minutes from the TMG meeting of 6/9/2008 and remove the sentence relating to whom the Regional Integrated Fare Study was to be distributed, in item 5. The amended minutes were approved unanimously, 8 – 0.

5. TransLink[®] Program Management Report

Scott Rodda of MTC/BAH distributed a project status report detailing TransLink[®] activities and progress and highlighted key points, including: achievement of Revenue Ready for SFMTA on 9/5; completion of installation of remaining Caltrain CID2s at all stations; Caltrain and SFMTA have completed draft soft launch plans; and delivery of BART faregate software in anticipation of Integration 6 testing in October. Ms. Dugger asked for confirmation of 100% availability for the Data Store on the page for Key Performance Indicators. She also asked for greater visibility on the Data Store issue of availability. Mr. Rodda said the Contractor is working to tailor the Data Store to operator needs. Ms. Dugger cautioned that Integration 6 may not happen in October, and may be pushed back. She also asked that the test MTC has referred to as the "BART Cycle Test" be referred to in the future as the "Cycle Test", as the test is not solely for the benefit of BART.

6. Amendments to TransLink[®] Operating Rules

Mr. Rodda presented for TMG approval two requests for changes to the TransLink[®] Phase II Operating Rules; a change to the card registration requirements and a change to language defining help desk hours. Ann Carey of VTA asked if these changes were reviewed by other TransLink[®] committees. Steve Heminger of MTC questioned whether extending Help Desk hours was necessary; Mr. Rodda said the committees had approved these changes and explained that the extensions were aligned to Operator needs. Both amendments to the TransLink[®] Operating Rules were approved unanimously, 8 – 0.

7. Update from TransLink[®] Contractor

Larry Weissbach, ERG General Manager of the Americas, gave an update on the progress and status of TransLink[®]. Highlights included: a restructuring of the organization; delivery of its MASS Clearinghouse system for the Beijing Olympics; and the start of a trial program in Stockholm at the beginning of September of the MASS System.

8. Revenue Ready Status and Launch Plans for SFTMA and Caltrain

Gigi Harrington of Caltrain reported on the status of the launch of TransLink[®]. She reported that not all TransLink[®] equipment was operational yet. There will be a two stage launch on Caltrain, with 100 users envisioned for the first phase and 400 users for the second phase. Each phase should last approximately two months, and there will be a month in between the two stages to evaluate results from the first phase. Debra Johnson of SFMTA reported that SFMTA will have about 2,000 staff participate in the first phase of SFMTA soft launch and expects it to last between 4 to 6 weeks.. The second phase, which will include members of the general public, should begin in early November. SFMTA is shooting for about 7,000 users in this phase and it should last between 6 to 8 weeks

9. Scheduling of Future TMG Meetings

Discussion of this item was folded into item 11.

10. Future Direction of TOG

Deborah McClain of AC Transit reported that few TOG meetings were held in 2008 due to the lack of significant issues. Mr. Heminger commented that many issues were not dealt with by the TOG and simply moved forward to the TMG to act on. Mr. Ford recommended that the discussion of the future of the TOG be addressed at the upcoming Business Planning Workshop.

11. Approach for Business Planning Workshop

Jannet Thoms of Booz Allen Hamilton gave a presentation on the proposed TMG Business Planning Workshop. The purpose of the workshop is to provide information and direction needed to prepare a work plan, budget estimate, and schedule for the

development of a Strategic Business Plan for the Consortium. Besides interviewing TMG members, Celia Kupersmith of Golden Gate Transit suggested also that interviews be held with TOG members and other key staff from various transit operators. Mike Scanlon of SamTrans agreed that interviews with other individuals would be appropriate.

12. Public Comment/New Business

There was no public comment

13, 14. Recess Regular Meeting and Convene Closed Session/Announcement of Closed Session Action

The TMG met in closed session pursuant to Government Code Section 54956.9(b) and/or (c) to confer with counsel regarding anticipated litigation. The meeting was reconvened. Mr. Ford reported that no action was taken in closed session.

15. Adjournment/Next Meeting

The meeting was adjourned at 5:05 PM. The next meeting is to be determined based on the schedules of the TMG members.