



BAYLINK - VALLEJO BAYLINK ADVISORY COMMITTEE
MEETING MINUTES - JANUARY 16TH, 2005
MARE ISLAND BAYLINK OFFICE

1. ROLL CALL

MEETING START 5:05, ADJOURN 6:20

VBAC: Jim Rutherford, Kim Trotter, Dale Knight, Kathy Beistel, Katie Zimmermann, Dominique Levenberg, Wayne Shepard, Pat Mathews, Robert Boyce

Baylink: Marty Robbins, Kevin Donnelly, Teri Booth

2. APPROVAL OF MINUTES FOR MAY 19TH, JULY 11TH AND NOVEMBER 5TH MEETINGS

3. OLD BUSINESS

a. **“What is the VBAC doing as a Committee to further their charter?”**

VBAC: *The by-laws committee within VBAC (Jim, Wayne, Dale & Kathy) will meet to review current mission statement and provide response by (no later than) next meeting with Baylink.*

b. **Advertising Update**

i. Contract

Baylink: *The contractor that was chosen never returned signed contract, so the vendor that currently provides the advertising for the Vallejo buses will be doing the advertising on the boats.*

ii. Interior ads

(1) vessels

(2) terminal building

c. **Parking Lots**

i. Generally

Baylink: *The Public Works department is looking at contingency lot(s).*

ii. Leaflets

VBAC: *Be sure to turn in a copy of leaflets to Kim in order to provide to the police. They will notify the merchants that they cannot leave “literature” on vehicles in the parking lots.*

iii. Security/lighting

Baylink: *Teri will provide a contact number at the city to report problems with lighting. If vandalism of any kind (no matter how minor) occurs, be sure to file a report with the police. Be sure to notify Kim as well.*

d. **M/V Klondike and M/V Vallejo**

Baylink: *Klondike is returning to Alaska on 2/15 (end of contract). The Vallejo will not return for at least another 3-months. The work being performed on the Vallejo is on schedule. Plans are to replace the defective metal used on the hull. They are investigating the possibility of reconfiguring the exhaust to reduce the noise and vibration. There will not be a backup boat available during this period.*

Baylink: *Baylink has caught up on scheduled maintenance for the most part. Preventative maintenance that needs to be done will be scheduled for weekends and mid-day to the greatest extent possible. This does not preclude unexpected problems. If problems occur, buses will be provided.*

4. NEW BUSINESS

a. **The VBAC Committee approved working with Baylink in the creation of a Baylink newsletter.**

i. Schedule meeting with VBAC to discuss first issue

VBAC: *Will schedule time with Baylink to discuss.*

ii. Electronic format for distribution

VBAC: *Suggested that the newsletter initially be on paper, posted on-line, provided on the boat and sent to mailing list. This is until such time as the newsletter is (or isn't) adopted by the ridership. If successful, newsletter will be made available on-line only.*

- b. **New Website**
 - i. Q&A Responses needed from VBAC
VBAC: (Revised since meeting) – Soft copy version of survey was sent to committee members, completed and returned to Kim/Baylink
 - ii. April 1, 2006 launch date
VBAC: Request “preview” 10-14 days before launch.
- c. **What is Baylink doing to protect the interests of the Vallejo Ferry System riders with the upcoming water front development?**
Attend the meeting if at all possible (City Hall, not Civic Center)
VBAC: Is someone from Baylink on the committee?
Baylink: The City has approval on all Waterfront Plans and is a strong supporter of Ferry System. Baylink will work with the City on Ferry interests regarding the redevelopment.
- d. **Policy re passengers who have their credit card receipt as proof of purchase in the instance that their pass was stolen or lost.**
Baylink: (Left Pass at Home) Proof of purchase (receipt) is acceptable, but will be tracked. If a pattern is seen then a pass will need to be shown. If passenger does not have proof of purchase they will be required to purchase a day pass.
(Pass Lost or Stolen) Always write name on pass and document pass number. With proof of purchase (one time) a replacement pass will be provided.
VBAC: There still is no consistency or standard procedure with deckhands in regard to pass checking.
- e. **Establish Policy between captains of use of boat whistle**
Baylink: On 2/15 the new policy will be provided to public.
3 minutes prior to ferry departures, the Captain will sound two (2) short blasts, the deckhands will stop sending people to the ticket office to purchase tickets.
At departure time the Captain will sound one (1) short blast on the ship’s whistle to signal the deckhands to close the gate.
- f. **Baylink rate increases; what is the time frame?**
 - i. April 1, 2006 will reflect MUNI increase
Baylink: Although price is increasing, it is still at a discounted rate (\$10 less than full ticket price)
 - ii. More reduced fare options
VBAC: Possibility of a semi monthly pass to help breakout monthly cost for riders.
Baylink: Will look at other options.
- g. **Group Sales**
Baylink: Applies to groups of 15 or more (reduced rate). Request VBAC help in promoting. Will also be listed on new website.
- h. **Customer Service**
 - i. How VBAC can help
VBAC: Notify Kim ASAP, if at all possible same day of occurrence. She will discuss with Baylink. Make committee members more noticeable to ridership.
VBAC: Bike loading and unloading is becoming problematic
Baylink: Will look into developing a policy

5. Other issues not on original agenda

- a. **Fare Increases/Changes**
Fuel Surcharge – withdrawn by City Staff.

- i. Late 2006 ferry will be incorporated into the Translink system.
Baylink: This is a “pay as you go” type system. Load a card as needed for as much or little as you need. Discounts with “bulk” purchase. If loaded to equivalent of monthly pass average cost of \$6.36 per trip (\$12.72 R/T). With Translink, cost will most likely be more than what we currently pay. Benefit to Translink is that it can be used on all mass transit systems. This is not something that can be avoided, and is out of Baylink’s control.

VBAC: Will we still be able to use commuter checks, if so, how?

Baylink: Unsure, working on finding answer

- b. **Lights at SF Gate still not working**

Baylink: Bulbs should have been changed 1/15 (later confirmed)

- c. **If there has been a 30% increase in ridership, as reported, will we be getting another boat?**

Baylink: Original plan was to add 2 more boats in 2010. At this time there are no plans (or money) to add any sooner.

- d. **With increase in ridership, why increase in fares?**

Baylink: Fuel and labor is 70% of budget:

Labor – 35%

Fuel – 40%

Administration and operations - 25%

Target is to have riders pay 60-70% of overall costs.

- e. **Boats**

Baylink: New logos have been approved and will be applied to boats within the month; using capital grants not operating dollars.

- i. Mare Island redo?

Baylink: Scheduled to begin as soon as the Vallejo returns. Tables and chairs due in March, carpet on order. Will look like the Intintoli

- ii. Intintoli

Baylink: Painting will be done weekend of 1/19 (actual 2/20 for both Intintoli & Mare Island)

6. NEXT MEETINGS

- a. VBAC – 2/13 Location TBD
- b. Baylink/VBAC tentative meeting – 4/17 Location TBD