

Board of Directors – Remote Meeting

**Minutes of the Greater Portland Transit District’s Board of Directors Meeting on
June 23, 2022 at 4:00 p.m. via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84293032580?pwd=YUc3S2pjRXlvU3VEbnZlWVJjaFFKQT09>

Passcode: 643498 | Webinar ID: 842 9303 2580

Phone: (646) 558-8656 | Telephone participants: *9 to raise hand, *6 to unmute

<p>Board Members Present: Hope Cahan, President Paul Bradbury, Treasurer Nat Tupper, Secretary Bill Rixon Jeff Levine (4:33 p.m.) Ryan Leighton Andrew Zarro Ed Suslovic (left at 4:53 p.m.) Pious Ali (4:12 p.m.)</p> <p>Board Members Absent: Ashley Rand Merrill Barter Ashley Rand Mike Foley</p>	<p>Staff and Others Present: Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Shelly Brooks, Finance Director Mike Tremblay, Lauren Shaw, Executive Assistant Donna Tippett, Director, So. Portland Bus Services</p> <p>Public: None</p>
--	---

1. **With a quorum in place, the meeting was called to order at 4:07 p.m. by Hope Cahan, Board President.**

2. **Public Comment:** No members of the public were present.

3. Approval of June 1, 2022 Board of Directors Meeting Minutes

Ed Suslovic moved, seconded by Andrew Zarro, to approve the minutes of the June 1, 2022 Board of Directors meeting as presented. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Ryan Leighton, Paul Bradbury, Ed Suslovic, Andrew Zarro, Bill Rixon, and Hope Cahan, **the motion passed unanimously by all those present.**

4. Executive Director’s Report

- Ridership is slowly trending upward and RTP space renovations are nearing completion.
- May return to in-person meetings in August, with a virtual portal for the public. State statute requires in-person attendance, unless a very specific reason is provided for being unable to physically attend.
- Staffing & service continuity: Metro has been struggling with Bus Operator staff shortage and, now, mechanics. Progressing with a minimal over-hire in anticipation of ARPA funding being released.
- 98% of full service currently; still slight change to Route 3 with lowered service.
- Comprehensive Rider/Non-Rider Survey: the consultant is in the development stage. The survey will be conducted summer/fall, reassessing demographics, accumulating feedback from both riders and non-riders, and include members of the public who speak English as a second language.

- Ashley Rand is leaving Westbrook and will be stepping down from the Board.

5. Financing Local Share of Bus Purchases

In accordance with the CIP and contract with New Flyer for the purchase of new transit buses, Metro will receive an order of four buses in November/December. We have requested local match assistance from MDOT for 10%, (\$222,000) of the purchase price, but have not received confirmation of approval. Therefore, the Board is being asked to approve the full local match (\$333,000). If MDOT local match funding is awarded, the bond application will be revised to reflect only the standard 5% agency match (\$111,000).

Nat Tupper moved, seconded by Paul Bradbury, to authorize the Board president and treasurer to execute the "Authorization for Borrowing (Not to Exceed \$333,000)," and later be reduced to \$111,000 if additional local funding is obtained, and that the Clerk file an attested copy of said vote with the minutes of this meeting. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Ryan Leighton, Paul Bradbury, Ed Suslovic, Andrew Zarro, Bill Rixon, Pious Ali, and Hope Cahan, **the motion passed unanimously by all those present.**

6. Regional Transit Issues

The task force, with its first meeting Monday, June 27, is expected to last for a 3-4-month period. Changes will then go back to the PACTS policy committee for ratification. The split letter is still in limbo, but Metro will be advocating for clearing issues early that are needed to release the ARPA funding, allowing much-needed projects to begin.

At its June 8 meeting, the Executive Committee reached a consensus on sending a Board-endorsed letter, also signed by the Executive Director, to South Portland, articulating three points:

- Metro has not been, and is not currently, pursuing any form of bus service consolidation.
- Metro supports the goals of the PACTS Transit Together study which aims to create a more seamless mobility network for all riders.
- Recommends a joint bus transit agency board workshop as a way to develop trust, mutual understanding, and develop a set of common values.

Donna Tippett, Director, South Portland Bus Services:

- Transit Stop Allocation Project: it has been said before that this project should be spread out between agencies, but the current draft split letter shows it all going to Metro.
- Letter to South Portland: on behalf of SPBS, we cooperate with Metro and others on many issues/programs. No one, including herself, at SPBS has been cc'd on letters to South Portland city council. She hopes that Metro will include SPBS on any future correspondence.

Following a brief discussion, Paul Bradbury moved, seconded by Jeff Levine, to pass the proposed letter to South Portland as written, with the addition of a clause stating that Metro has worked collaboratively with South Portland city staff on a range of projects and day-to-day operating issues. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Ryan Leighton, Paul Bradbury, Ed Suslovic, Andrew Zarro, Bill Rixon, Pious Ali, and Hope Cahan, **the motion passed unanimously by all those present.**

Ed Suslovic left the meeting at 4:53 p.m.

7. Executive Session – Collective Bargaining Agreement

8. Executive Session – Executive Director Performance Evaluation

Nat Tupper moved, seconded by Paul Bradbury, to enter into a two-part Executive Session to 1) discuss priorities related to renewal of the Collective Bargaining Agreement with ATU Local 714, pursuant to 1 MRSA Section 405 (6) (D) and, 2) to review the Executive Director’s Performance Evaluation pursuant to 1 MRSA, Section 405 (6) (A). Any action must be taken in public session. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Ryan Leighton, Paul Bradbury, Andrew Zarro, Bill Rixon, Pious Ali, Jeff Levine, and Hope Cahan, **the motion passed unanimously by all those present and the Committee entered into Executive Session at 4:55 p.m.**

Greg Jordan attended only Part 1 of Executive Session.

The Board exited Executive Session at 5:28 p.m.

9. Future Agenda Items:

- Comprehensive Review of Board Policies (2022)
- Cost-Revenue Allocation Policies-Procedures (2022)
- Metro Strategic Planning Effort (2022-2023)
- Collective Bargaining Agreement (June/August)
- Gorham Connector

10. Upcoming meetings

- Executive Committee – July 13, 2022 at 3:30 p.m.
- Finance Committee – August 3, 2022 at 4:00 p.m.
- Executive Committee – August 10, 2022 at 3:30 p.m.
- Ridership Committee – August 18, 2022 at 4:00 p.m.
- Board of Directors – August 25, 2022 at 4:00 p.m.

11. Adjournment

Nat Tupper moved, seconded by Andrew Zarro, to adjourn. A roll call vote was taken by Hope Cahan, Board President. With approval by Nat Tupper, Ryan Leighton, Paul Bradbury, Andrew Zarro, Bill Rixon, Pious Ali, Jeff Levine, and Hope Cahan, **the motion passed unanimously by all those present, and the meeting adjourned at 5:30 p.m.**