



Board of Directors | Executive Committee

Wednesday, February 10, 2020 at 4:30 p.m.

Zoom Attendee Link:

<https://us02web.zoom.us/j/89905019291?pwd=RldydFc5L1ZYSktUd0pLM1pWZjlhUT09>

By phone: +1-646-558-8656 Webinar ID: 899 0501 9291 Passcode: 415996

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (4:30)	Hope Cahan, Board President & Committee Chair	N/A
2. Public Comment (4:30-4:35) The Executive Committee welcomes public comment. For items NOT listed on this agenda, the chair will recognize speakers at this point on the agenda. For items on the agenda, the chair will recognize public comment following the staff presentation. There is a three-minute time limit per citizen.	Hope Cahan, Board President & Committee Chair	Information
3. Meeting Minutes (4:35-4:40) The committee will be asked to approve meeting minutes from the January 13, 2021 and October 14, 2020 Executive Committee meetings.	Hope Cahan, Board President & Committee Chair	ACTION
4. PACTS Initiatives and Reforms (4:40-5:00) Staff will provide a brief overview of the various PACTS initiatives including the proposed federal funding prioritization framework, committee restructuring, CARES Act funded projects and studies, and Transit Tomorrow.	Greg Jordan METRO Executive Director	Information
5. Meeting(s) of Regional Governing Boards/Councils (5:00-5:30) Board President Hope Cahan will facilitate a discussion on the possibility of arranging one or more joint meetings of the region’s transit governing boards/councils.	Hope Cahan, Board President & Committee Chair	Information
6. Agency Strategic Planning (5:30-5:50) Staff will facilitate a discussion on developing a process to complete a revised strategic plan.	Greg Jordan METRO Executive Director	Information
7. Future Agenda Items (5:50-6:00) Committee members may request future agenda items. <ul style="list-style-type: none"> • PACTS Initiatives and Reforms (Ongoing) • Strategic Planning “Metro 2025” (2021) 	Hope Cahan, Board President & Committee Chair	Information
8. Committee Scheduling - Upcoming Meetings (5:50-6:00) <ul style="list-style-type: none"> • Ridership Committee – February 18, 2020 at 4:00 p.m. • Board of Directors – February 25, 2021 at 4:00 p.m. • Finance Committee – March 3, 2021 at 4:00 p.m. • Executive Committee – TBD 	Hope Cahan, Board President & Committee Chair	Information

9. Adjournment (6:00)	Hope Cahan, Board President & Committee Chair	N/A
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**Board of Directors – Executive Committee – via Zoom
January 13, 2021 at 4:30 p.m.
DRAFT Meeting Minutes**

Draft Minutes of the Executive Committee Meeting of Wednesday, January 13, 2021 at 4:30 p.m. via Zoom
Attendee Link: <https://us02web.zoom.us/j/89905019291?pwd=RldydFc5L1ZYSktUd0pLM1pWZjlhUT09>
By phone: +1-646-558-8656 Webinar ID: 899 0501 9291 Passcode: 415996

Committee Members Present:

Belinda Ray, President
Hope Cahan, Vice President
Paul Bradbury, Treasurer
John Thompson, Secretary

Staff and Guests:

Greg Jordan, Executive Director
Ellen Sanborn, Finance Director
Lauren Shaw, Executive Assistant

Non-Committee Members Present

None

Public:

None

1. **With a quorum in place, the meeting was called to order at 4:36 p.m. by Belinda Ray, President.**
2. **Public comment**
No members of the public were present.
3. **Meeting Minutes of December 9, 2020**
John Thompson moved, seconded by Hope Cahan, to accept the minutes of the December 9, 2020 Executive Committee meeting as written. A roll call vote was taken by Belinda Ray. With approval by John Thompson, Paul Bradbury, Hope Cahan, and Belinda Ray, **the motion passed unanimously by all those present.**
4. **Amendment to Pass Program with USM**
With fares being suspended and rear-door boarding implemented in March 2020, all billings to pass partners were suspended until fare revenue collection resumed. USM has asked that the minimum revenue portion of the agreement be suspended through the agreement's end in August 2021. CARES Act funding will sustain Metro through this. In the amendment, Metro removed the provision in the base agreement to hold USM harmless for any fare increase through 2021 and added the DiriGo TouchPass partners to the scope of the agreement. Minimum revenue agreement will be reinstated when a new agreement goes into effect. However, when USM sent back the signed amendment, they had removed the duration terminology, so Committee approval will not be requested until this has been resolved.
5. **Report on FTA Triennial Review**
Greg Jordan gave background on the FTA Triennial review, which covers 21 program areas. No findings were indicated in 15 of the 21 areas, but 13 findings were indicated in the remaining six areas, all of which have been addressed/corrected and submitted to the FTA (as detailed in Attachment A). A detailed review of each finding and how it was addressed, followed.

Paul Bradbury moved, seconded by Hope Cahan, to forward this item to the Board with a recommendation for approval. A roll call vote was taken by Belinda Ray. With approval by Hope Cahan, Paul Bradbury, John Thompson, and Belinda Ray, **the motion passed unanimously by all those present.**

6. PACTS Initiatives and Reforms

Greg reviewed the current PACTS Initiatives and Reforms.

- Long Range Transit Plan – Transit Tomorrow: CARES Act funding has been approved for Transit Together study and plan and a Feasibility Study/Alternatives to Embrace Rapid Transit. PACTS will present to the Metro Board January 28th.
- Updates on 13 other CARES Act funded projects and studies.
- Metro receiving two new buses in March with UV lighting. This feature will be evaluated to determine if it would be beneficial on other buses and possibilities for funding discussed.
- PACTS Committee Restructuring
- Current and Revised Funding Procedures – strategy-driven and aligned with regional goals.
- Review of graph of the Current SYCOP (Six-Year Capital Outlay Program) overlaid on new funding framework.

7. Discussion of Process of Election of Officers and Committee Assignments

This process begins with nominations for officers. Customary officer succession (VP moves to the President's seat) and then other names are submitted for other seats, keeping in mind geographic equity, and willingness and ability to serve in an officer or committee chair position.

Pious Ali is Kim Cook's replacement. All other board members remain the same. Will need nominations for a slate for the next meeting (Belinda to do). All on Executive Committee are willing to serve again if asked. The new president will make committee assignments. Hope Cahan asked that an email be sent out to all board members with the expected committee dates for the year and a description of each committee.

8. Future Agenda Items: none added at this meeting

- Election of Officers and Committee Assignments (Board Jan. 2021)
- PACTS Initiatives and Reforms (Jan. 2021)
- Strategic Planning "Metro 2025" (2021)

9. Upcoming Meetings

- Board of Directors – January 29, 2021 – 4:00 p.m.
- Ridership Committee – January 21, 2021 – 4:00 p.m.
- Finance Committee – February 3, 2021 – 4:00 p.m.
- Executive Committee – February 10, 2021 - 4:30 p.m.

10. Adjournment

Hope Cahan moved to adjourn, seconded by John Thomson. A roll call vote was taken by Belinda Ray. With approval by Hope Cahan, John Thomson, Paul Bradbury, and Belinda Ray, **the motion passed unanimously by all those present, and the meeting adjourned at 5:38 p.m.**



**Board of Directors – Executive Committee – via Zoom
October 14, 2021 at 4:30 p.m.
DRAFT Meeting Minutes**

Draft Minutes of the Executive Committee Meeting of Wednesday, October 14, 2021 at 4:30 p.m. via Zoom

Attendee Link: <https://us02web.zoom.us/j/89905019291?pwd=RldydFc5L1ZYSktUd0pLM1pWZjlhUT09>

By phone: +1-646-558-8656 Webinar ID: 899 0501 9291 Passcode: 415996

Committee Members Present:

Belinda Ray, President
Hope Cahan, Vice President
Paul Bradbury, Treasurer
John Thompson, Secretary

Staff and Guests:

Greg Jordan, Executive Director
Denise Beck, Marketing/Comm. Outreach Manager
Lauren Shaw, Executive Assistant
Aga Dixon, Attorney with Drummond Woodsum

Non-Committee Members Present

None

Public:

None

1. With a quorum in place, the meeting was called to order at 4:32 p.m. by Belinda Ray, President.

2. Public comment

No members of the public were present.

3. Meeting Minutes of September 9, 2020

John Thompson moved, seconded by Hope Cahan, to accept the minutes of the September 9, 2020 Executive Committee meeting as written. A roll call vote was taken by Belinda Ray. With approval by John Thompson, Paul Bradbury, Hope Cahan, and Belinda Ray, **the motion passed unanimously by all those present.**

4. Next Steps on Confronting Racism

Executive Director, Greg Jordan, presented information on a program provided by the National League of Cities that is aimed at helping local government organizations strengthen knowledge and capacity to eliminate racial disparities, heal racial divisions, and build more equitable communities. NLC's Race, Equity and Leadership ("REAL") Program provides a tiered approach to training and support services that includes agency assessment, training and technical assistance, and capacity building. Metro staff is working to develop a partnership with the city of Portland to advance this program and share costs. Staff is working to advance this program in 2021.

The committee expressed support for staff to continue developing the partnership with Portland and implementing the program.

5. Advertising Policy

Executive Director, Greg Jordan, introduced Drummond Woodsum Attorney Aga Dixon who summarized the information and conclusions of her legal analysis on the issues involving a limitation or prohibition of political advertising on Metro's buses and bus shelters. Based on this

review, the committee reached consensus and requested that Mr. Jordan and Ms. Dixon develop, and submit to the committee, policy alternatives that would limit and/or prohibit political advertising on the agency's assets while retaining options for public service announcements and/or ads placed by non-profit organizations.

6. PACTS Initiatives and Reforms

Executive Director, Greg Jordan, provided updates on the following PACTS initiatives.

- CARES Act Funding Strategy
- Transit Together
- Committee Restructuring
- Changes to Federal Funding Prioritization Framework
- Discussions on Authorities of the Designated Recipients and the MPO as it relates to allocating federal transit funding and programming projects.
- Long Range Transit Plan – Transit Tomorrow

7. Agency Organizational Development

Motion made by Paul Bradbury, seconded by John Thomson, to enter into executive session to discuss issues relating to the General Manager's performance evaluation pursuant to 1 MRSA Section 405 (6) (A). A roll call vote was taken by Belinda Ray. With approval by Hope Cahan, John Thomson, Paul Bradbury, and Belinda Ray, **the motion passed unanimously by all those present.**

The Committee entered into Executive Session at 5:27 p.m.

The Committee exited Executive Session at 5:50 p.m.

8. Future Agenda Items: none added at this meeting

- Update on Study of Portland Transportation Center (Nov)
- FTA Triennial Review Report (Nov)
- Strategic Planning- "Metro 2025" (Deferred to 2021)

9. Upcoming Meetings

- Finance Committee – November 4, 2020, 2020 at 4:00 p.m.
- Ridership Committee – October 15, 2020 at 4:00 p.m.
- Board of Directors – October 22, 2020 at 4:00 p.m.
- Executive Committee – November 11, 2020 at 4:30 p.m. - TBD

10. Adjournment

Hope Cahan moved to adjourn, seconded by John Thomson. A roll call vote was taken by Belinda Ray. With approval by Hope Cahan, John Thomson, Paul Bradbury, and Belinda Ray, **the motion passed unanimously by all those present, and the meeting adjourned at 5:56 p.m.**