



**Board of Directors | Executive Committee**

Wednesday, May 13, 2020 at 4:30 p.m.

**Zoom Webinar Meeting Information:**

<https://us02web.zoom.us/j/81802038857?pwd=U25LQUhKbjl4dlhadEdWOG90TWIZQT09>

Call-in/ID #: +1 646 558 8656 | Webinar ID#: 818 0203 8857

**MEETING AGENDA**

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<p><b>1. Call Meeting to Order (4:30)</b></p>	<p>Belinda Ray, Committee Chair</p>	<p>N/A</p>
<p><b>2. Public Comment (4:30-4:35)</b> 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.</p>	<p>Belinda Ray, Committee Chair</p>	<p>Information</p>
<p><b>3. General Update on Metro Response to COVID-19 Emergency (4:35-4:50)</b> Staff will provide an update on the agency’s response to the COVID-19 health emergency including status of service, protective measures, and ridership impacts.</p>	<p>Greg Jordan, METRO General Manager</p>	<p>Information</p>
<p><b>4. CARES Act Funding – Phase II Priorities (4:50-5:20)</b> Staff will present information on the PACTS Phase II process for allocating the remaining CARES Act funding and seek input from members.</p>	<p>Greg Jordan METRO General Manager</p>	<p>Information and Possible Action</p>
<p><b>5. MTA I-95 Main Line Study – Transit Potential (5:20-5:30)</b> Staff have been working with the Maine Turnpike Authority and Biddeford-Saco-Old Orchard Beach Transit on a plan to improve express transit service between Biddeford and Portland along the Route 1 and I-95 corridors. Staff will update the committee on project development.</p>	<p>Greg Jordan, METRO General Manager</p>	<p>Information</p>
<p><b>6. Maine Climate Council – Trans. Working Group (5:30-5:45)</b> The General Manager is a member of the Maine Climate Council’s Transportation Working Group. The TWG has been evaluating strategies for achieving greenhouse gas reductions in accordance with the Governor’s 2030 and 2050 goals. Staff will update the committee on progress.</p>	<p>Greg Jordan, METRO General Manager</p>	<p>Information</p>
<p><b>7. General Manager Performance Evaluation (5:45-6:15)</b> The committee will discuss results of the General Manager’s performance evaluation and process for approving a successor contract. The committee may vote to enter into executive session to discuss the General Manager’s performance evaluation and any related contract items pursuant to 1 MRSA Section 405 (6) (A).</p>	<p>Belinda Ray, Committee Chair</p>	<p><b>Information and Possible Action</b></p>

<p><b>8. Future Agenda Items (6:15-6:20)</b>  Committee members may request future agenda items.</p> <ul style="list-style-type: none"> <li>• Update on Study of Portland Transportation Center</li> <li>• FTA Triennial Review Report</li> <li>• Process for Board Review of Labor Contracts</li> <li>• Strategic Planning (“Metro 2025”)</li> </ul>	<p>Belinda Ray,  Committee Chair</p>	<p>Information</p>
<p><b>9. Upcoming Meetings (6:15-6:20)</b></p> <ul style="list-style-type: none"> <li>• Ridership Committee – May 21, 2020 at 4:00 p.m.</li> <li>• Board of Directors – May 28, 2020 at 4:00 p.m.</li> <li>• Finance Committee – June 3, 2020 at 4:00 p.m.</li> <li>• Executive Committee – June 10, 2020 at 4:30 p.m.</li> </ul>	<p>Belinda Ray,  Committee Chair</p>	<p>Information</p>
<p><b>10. Adjournment (6:20)</b></p>	<p>Belinda Ray,  Committee Chair</p>	<p>N/A</p>

G:/Board/Executive Committee/2020/2. February/Executive Committee Agenda 04-15-2020



General Manager's Report  
May 13, 2020



1

### Item 3: Update on Metro Response to COVID-19

#### Pandemic Response Actions:

- Pulse and Metro HQ Closed to Public – Non-operating Staff Working Remotely.
- Enhanced Nightly and Daytime Bus Cleaning.
- Passenger policies on maintaining physical distance on cough/sneeze etiquette.
- Suspension of Fares and Service Reduction.
- Rear Door Boarding Policy.
- Restriction on Use of Front Seats.
- Passenger Loads Limited to 10.
- Daily Cleaning Supplies Provided to Bus Operators.
- Restriction on Passengers Entering Forward Cabin.
- Roping off Seats to Facilitate Sufficient Physical Distance.
- Communications on Using Transit for Essential Trips Only.
- Face Masks/Coverings Mandated for Bus Operators and Passengers.

2

### Item 3: Update on Metro Response to COVID-19

**Metro staff have developed the following targets for resumption of service:**

**Metro HQ Restart:**

- Dynamic restart on June 1: Remote work continuing with intermittent office activities.
- Developing facility changes/protocols for gradual increase in on-site employees.

**Metro Pulse Restart:**

- Planning to align re-opening of Pulse with Portland Public Library.
- Regardless of PPL status, Pulse re-opens to support launch of AFP system on August 3.

**Resume Full Service:**

- Working target of July 5 remains in place.
- Staff continue to work through all the issues related to ramping up service.

**Reinstatement of Fares/AFP:**

- Working target of August 3 remains in place.
- Staff continue to work through all the issues related to ramping up service.

3

### Item 4 – CARES Act Funding

**CARES Act provided \$25 billion to transit industry:**

- Shock absorber and, hopefully, foundation for recovery.
- May be used for all expenses normally eligible under FTA Section 5307 Program, including operating, capital and planning.
- 100% federal share and no spending deadlines.
- \$53 million allocated to PACTS region.
- May be insufficient in long-run – *NY MTA already lobbying for additional \$8 billion on top of \$4 billion received.*

4

## Item 4 – CARES Act Funding

### Phase 1 – Focused on Crisis Period:

- Allocated \$13.7 million to 7 transit agencies; \$3.8 million to Metro.
- Amount developed to cover 100% of operating costs for Feb 1-Jun 30 period.
- **Finance Committee took action on the following distribution of the estimated \$750,000 of local municipal funding that will be supplanted by CARES Act funding and available for re-programming in 2020 (subject to Board approval).**
  - \$375,000 to be submitted back to municipalities in proportion to local contributions.
  - \$245,215 used to eliminate existing Metro debt which will lower municipal contributions in starting in Metro FY 2021 (municipal fiscal year 2021-22).
  - \$129,785 to allocated to agency's financial reserve which helps progress toward board adopted financial reserve goal, improves cash flow and lowers TAN needs.

5

## Item 4 – CARES Act Funding

### Phase 2 – Focused on medium-long term needs and priorities:

Remaining balance is \$40 million.

- **Priority 1 – Funding to Offset Reduced Passenger Revenue:**
  - Goal is to preserve sufficient funding to offset the long-term loss of passenger revenue to ensure preservation of transit services and avoid higher municipal contributions while allowing post-pandemic recovery strategies to gain effectiveness.
  - Any alternative emergency funding sources which can also offset lost passenger revenue should be optimized.
  - Agencies will submit estimates of anticipated lost passenger revenue in 6-month increments (Jul-Dec, Jan-Jun, etc.) thru December 2023.
  - Needs based in relation to anticipated ridership losses 2020-2023.
  - Remaining funding gets distributed among second order priorities.

6

## Item 4 – CARES Act Funding

### Proposed Second Order Priorities

- **Pandemic Recovery and Resiliency (\_\_\_%)**  
Projects aimed at improving the health and safety of transit agencies' operations and enhance resiliency to the current and future pandemics.
- **Transit System Innovation (\_\_\_%)**  
Regionally significant projects or improvements that [re]build ridership, improve the customer experience, improve network efficiency and/or help meet climate goals.
- **State of Good Repair Needs (\_\_\_%)**  
Invest in the repair-rehab-replacement of major capital assets where municipal local match is either not available, can be avoided to assist municipal budgets or avoid debt.
- **Direct Municipal Budget Assistance (\_\_\_%)**  
Allocate funding to transit agencies that directly receive local funding from municipalities. Funding could be used to provide direct credits or reductions to local contributions and/or uses that structurally lower agency costs with direct positive impact on municipal finances.

7

## Item 5 – MTA Main Line Study: Transit Proposal

### Portland Area Mainline Needs Assessment:

- 2017-2018 Planning Process and alternative analysis.
- Concluded widening turnpike between exits 44 and 53 is warranted.
- \$150 million project budget.
- Support for dedicating some portion of project budget to “Congestion Mitigations Strategies” which could include transit.



8

## Item 5 – MTA Main Line Study: Transit Proposal

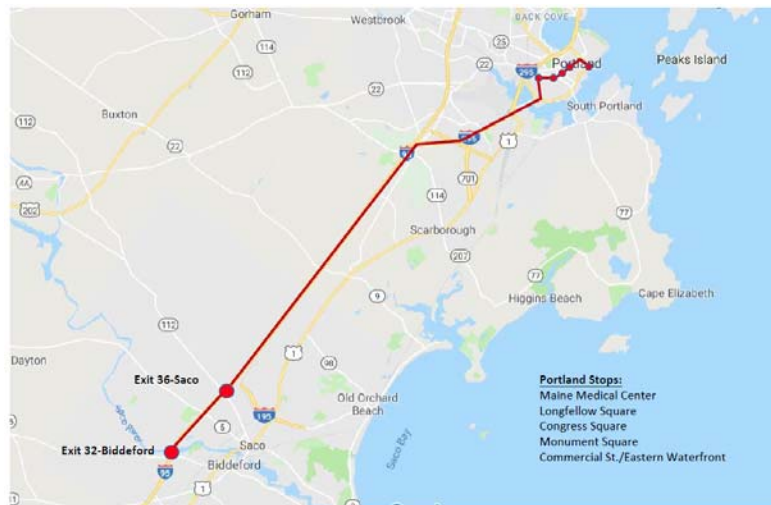
### Possible Metro and Biddeford-Saco-Old Orchard Beach Transit Partnership.

- MTA financial support of Turnpike Express sunsets after three year bridge period.
- BSOOB Transit would transition to more self sufficient operation of Zoom Express during the bridge period.
- Metro Breez South service replaces BSOOB Transit's current service on US 1 corridor between Saco and Portland.
- Multi-faceted funding strategy.



9

## Current Turnpike Express

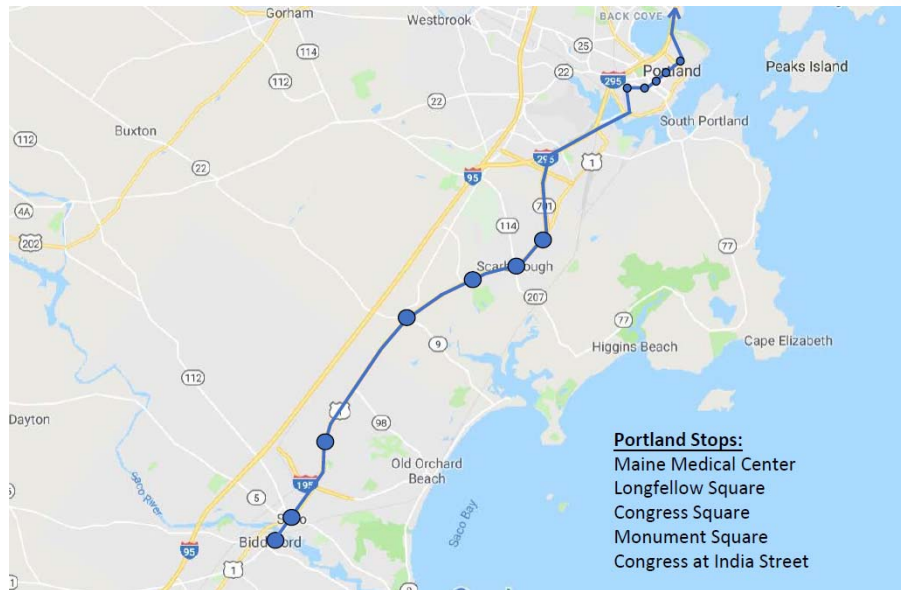


### Turnpike Express Concept

15-20 minute service during peak periods (6am-9am & 3pm-7pm): Single or bi-directional. Weekdays only.  
Requires two (2) additional buses  
Expansion/improvements of park and rides at Exit 32 and 36.

10

## Metro Breez South



11

## METRO BREEZ NORTH OVERVIEW

### Service Area and Population:

- Brunswick: 20,279
  - Freeport: 7,879
  - Yarmouth: 8,349
  - Portland: 66,318
- } Population of outlying municipalities: 36,506

**Service Levels:** 14 weekday roundtrips; 7 round trips on Saturdays

**Buses:** 4 medium duty shuttles supplemented by larger buses when needed.

**Bus Stops:** 3-4 in each community; 5 stops in Portland.

**Passenger Fares:** \$3.00 one-way, going to \$4.00 in April 2020.

### Annual Ridership:

- Year 1 (2016-17): 21,926
- Year 2 (2017-18): 52,579
- Year 3: (2018-19) 66,431
- Year 4: (2019-20): 72,000 (Estimated)

12



## METRO BREEZ SOUTH OVERVIEW

### Service Area and Population:

- Biddeford: 21,488
- Saco: 19,485
- Old Orchard Beach: 8,855
- Scarborough: 19,922
- Portland: 66,318

Population of outlying municipalities: 69,750

**Service Levels:** 14 weekday roundtrips; 7 round trips on Saturdays

**Buses:** 4 HEAVY duty buses.

**Bus Stops:** 3-4 in each community; 5 stops in Portland.

**Passenger Fares:** \$4.00 one-way with e-discounting via smart card and mobile app accounts.

**Ridership Estimates:** In progress

13

## Vision of Bus Rapid Transit: Biddeford to Brunswick



14

## Vision of Bus Rapid Transit: Biddeford to Brunswick

- High frequency
- Dedicated lanes and alignments
- Off-board or highly automated fare collection
- Intersection treatments (queue jumpers)
- Transit Signal Priority (TSP)
- High capacity vehicles (60 foot articulated transit buses)
- Prominent Brand or Identity
- Stations rather than stops
  - Limited stops
  - Platform level boarding

15

## MTA Funding Request

### Turnpike Express:

- Operating Asst. (2020-2023): \$571,000
- Local Match Bus Replacement (2020): \$110,000

**Total: \$681,043**

### Breez South:

- Operating Asst. (2022-2025): \$272,631
- Local Match for 4 Expansion Buses (2022): \$440,000
- Bus Stop Improvements (2022): \$562,500

**Total: \$1,275,131**

**Total 5 Year MTA Request: \$1.95 million**

16

## Portland Area Comprehensive Transportation System (PACTS)

Coronavirus Aid, Relief and Economic Security Act (CARES Act)

Phase II Allocation of Transit Funding

Development of Funding Priorities

The following set of draft priorities are provided as a starting point for discussion and refinement by PACTS.

### Priority 1 – Funding to Offset Reduced Passenger Revenue

Passenger revenue is defined as revenue from fares, concessions, charters or organization-based fares paid to agencies on direct behalf of riders. Even after returning to full-service levels, southern Maine transit agencies should expect and plan for ridership recovery to take several years. For CARES funding, PACTS is planning for reduced passenger revenue for the next 3.5 years, through the end of 2023.

Preserving sufficient funding to offset the long-term loss of passenger revenue is prudent to ensure **preservation of transit services** and **avoid higher municipal contributions** while allowing post-pandemic recovery strategies to gain effectiveness.

Considerations on implementation:

- a. Priority 1 is “needs based” – PACTS will set no cap on the total allocation.
- b. Any alternative emergency funding sources which can also offset lost passenger revenue should be optimized.
- c. Agencies will continue to use the normal, annual SYCOP allocations of 5307 and 5337 formula funds for expenses up to allowable limits, excluding the expenses outlined in “pandemic recovery and resilience” and “state of good repair” priorities later in the document. Agencies will need to individually determine how to draw CARES Act funding in connection with other federal grant resources in accordance with their unique accounting systems and FTA requirements.
- d. Agencies will submit estimates of anticipated lost passenger revenue in 6-month increments (Jul-Dec, Jan-Jun, etc.) thru December 2023.
- e. Estimates of anticipated lost passenger revenue would be calibrated against anticipated expenses. In other words, an agency operating at a reduced level of service should require less offsetting revenue. Please note: FTA grant draws are based on covering actual expenses, not filling an anticipated revenue gap.
- f. Allocations would be updated every 6 months based on actual revenue losses in the prior 6-month period.
  - a. Example 1: Agency A receives \$100,000 for the July-December 2020 6-month period to cover expenses that would have ordinarily been covered by budgeted passenger revenue. However, actual passenger revenue is lower than forecast and Agency A needs another \$50,000 to make up the difference. This additional funding would be requested and provided in the subsequent 6-month period. Also, the subsequent funding in the following 6-month period would be increased if the ridership forecast for that period should be reduced.

## **Portland Area Comprehensive Transportation System (PACTS)**

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Phase II Allocation of Transit Funding

Development of Funding Priorities

- b. Example 2: Same example, except Agency collects higher than forecast revenue such that not all of the \$100,000 is needed. In this instance, Agency A keeps the surplus funding, but the allocation in the subsequent 6-month period is reduced by the amount of the surplus. The subsequent period's funding also would be further decreased if the ridership forecast for that period increased.

### **Priorities for Remaining Funding**

Priority 1 funding needs will be met first, before other priorities are funded. The following additional potential priorities are presented as a starting point for discussion and alteration. They are not presented in any particular order of importance.

PACTS will:

1. Select the number, types and scopes of possible priorities.
2. Assign percentages of remaining CARES Act funding (after accounting for Priority 1) that should be allocated to each priority.

### **Pandemic Recovery and Resiliency (\_\_\_%)**

This priority area would invest in projects or improvements directly aimed at improving the health and safety of transit agencies' operations and enhance resiliency to the current and future pandemics. Examples of projects could include: bus operator shields, expanded cleaning operations, PPE, increasing transit capacity to reduce crowding, mitigating labor shortages, marketing and education aimed at regaining public confidence. Agencies would submit individual and/or regional project requests that are aimed at achieving the goal of enhancing operational resiliency and ridership recovery.

### **Transit System Innovation (\_\_\_%)**

This priority area would invest in regionally significant projects or improvements that [re]build ridership, improve the customer experience, improve network efficiency and/or help meet climate goals. PACTS will develop regionally significant projects based on the goals of Transit Tomorrow and Moving Southern Maine Forward.

### **State of Good Repair Needs (\_\_\_%)**

This priority area would invest in the repair-rehab-replacement of major capital assets where municipal local match is either not available, can be avoided to assist municipal budgets or avoid debt.

- a. Eligible projects would be the repair, rehabilitation or replacement of vehicles, equipment or facility systems/components that have either exceeded their useful life or have a condition rating of poor and are identified in transit agencies' Transit Asset Management Plans. Agencies would submit project requests for this area and must demonstrate alignment with TAM plan.
- b. Agencies must commit to pursue discretionary funding programs if time and grant cycles allow, before this funding is finally approved.

## **Portland Area Comprehensive Transportation System (PACTS)**

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Development of Funding Priorities

- c. Projects with funding already identified in the “funded” portion of the SYCOP would be deprogrammed and returned to the region.

### **Direct Municipal Budget Assistance (\_\_\_%)**

This priority area would allocate funding to transit agencies that directly receive local funding from municipalities. Funding could be used to provide direct credits or reductions to local contributions and/or uses that structurally lower agency costs with direct positive impact on municipal finances. This area is applicable to those agencies that receive local contributions.