



Board of Directors

June 27, 2019 at 4:00 p.m.

114 Valley Street | Portland ME, 04102
 METRO Conference Room

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (4:00)	Belinda Ray, Board President	N/A
2. Public Comment (4:00-4:05) The METRO Board of Directors 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.	Belinda Ray, Board President	INFORMATION
3. Meeting Minutes (4:05-4:10) The Board will be asked to approve meeting minutes from the May 23, 2019 meeting of the Board of Directors.	Belinda Ray, Board President	ACTION
4. General Manager's Report (4:10-4:25) The General Manager will provide an update on current topics, projects, and initiatives.	Greg Jordan, METRO General Manager	INFORMATION
5. Automated Fare Policy and Technology (4:25-4:40) Staff will present an update on this project including the status of the vendor procurement.	Greg Jordan, METRO General Manager	INFORMATION
6. Maine Medical Center Pass Program Agreement (4:40-4:55) Staff will provide information on the new Maine Medical Center (MMC) Metro Pass Program and ask the Board for its approval of the agreement between MMC and Metro.	Greg Jordan, METRO General Manager	ACTION
7. Collective Bargaining Agreement (CBA) (4:55-5:15) Staff will provide information about the CBA negotiation process, which begins in July. The Board may vote to enter into executive session to discuss Collective Bargaining Agreement negotiations and any related items pursuant to 1 MRSA Section 405 (3) and Section 405 (6) (D).	Greg Jordan, METRO General Manager	INFORMATION
8. Future Agenda Items (5:15-5:20) Board members to request future agenda items.	Belinda Ray, Board President	INFORMATION

<p>9. Upcoming Meetings (5:20-5:25) – NO MEETINGS IN JULY</p> <ul style="list-style-type: none"> • Finance Committee – August 7, 2019 at 4:00 p.m. • Executive Committee – August 14, 2019 at 4:30 p.m. • Ridership Committee – August 22, 2019 at 4:00 p.m. • Board of Directors – August 29, 2019 from at 4:00 p.m. 	<p>Belinda Ray, Board President</p>	<p>INFORMATION</p>
<p>10. Adjournment (5:30)</p>	<p>Belinda Ray, Board President</p>	<p>N/A</p>

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Meeting of the Board of Directors
May 23, 2019
Draft Meeting Minutes

Minutes of the Board of Directors Meeting of Thursday, Thursday, May 23, 2019 held at 4:00 p.m. in the Greater Portland Transit District's conference room, 114 Valley Street, Portland, Maine.

Board Members Present:

Belinda Ray – Board President
Hope Cahan – Board Vice President
John Thompson – Board Secretary
Paul Bradbury – Treasurer
Merrill Barter
Mike Foley
Pious Ali
Ed Suslovic
Jeff Levine

Staff and Others Present:

Greg Jordan
Glenn Fenton
Ellen Sanborn
Lauren Shaw
Chris O'Neil

Board Members Absent:

Jim Violette

Public:

- 1. The meeting was called to order at 4:08 p.m. by Belinda Ray, President of the Board.**
- 2. Public comment:**
No members of the public were present.
- 3. Meeting Minutes:**
Motion made by Mike Foley, seconded by John Thompson and Merrill Barter to approve the minutes, amended to reflect the correct "Upcoming Meeting" dates, from the April 25, 2019 Board of Directors meeting. **Motion passed unanimously by all present.**
- 4. General Manager's Report**
Greg Jordan report that Regional Transportation Program (RTP) will not be staying at 114 Valley Street. Ed Suslovic commended the staff for the work they accommodating RTP to stay.

The Peninsula Transit Planning Task Force kick-off meeting was May 2nd. The task force was formed to evaluate restructuring Routes #1 and 38 for better service. The next meeting is June 13. This task force has a timeline of 2020 to prepare for the 2021 delivery of electric buses.

The Tournament of Transit will be 6/14/19, 9:30-4:30. This is an opportunity, put on by Transit Tomorrow, for staff, board members, social service key stakeholders, and elected officials to use transit to get around the region. A copy of the invitation will be sent out to Board members.

There will be no Board or committee meetings in July.

5. Automated Fare Policy and Technology

Due to the lack of public attendance, Greg Jordan did not make a full presentation of the program. He briefly reviewed anticipated revenue, grant funding sources, and the project cost estimate.

Four-Nines Technology was asked to complete a Fare Equity Analysis to identify any potential disparate impacts on minorities or low-income individuals. Overall, their review states, “the fare equity review indicates that the fare structure and pricing changes currently being considered may not result in adverse effects being disproportionately borne by minority or low-income riders for all aspects of the proposed change.” Based on feedback received through the public involvement process and fare equity analysis, Metro staff conclude that no additional modifications to the proposed fare changes are necessary. However, Metro staff believe that the transition period from the current system to the new one should be of sufficient length that riders have time to learn about and migrate to the new system at their own pace.

GPCOG is also completing a Fare Equity Analysis, with the aid of Four-Nines, for the South Portland area at the request of South Portland.

A marketing strategy is not yet in place, but the Brand Collective has been hired to do this. The Board would like to see the campaign before it is launched.

Staff will report to the Board in August on the status of the project’s regional integration and seek Board action to approve partner participation, terms of fare integration, uniformity, and policies, and the revenue sharing agreements.

The South Portland City Council is holding a workshop on 7/2/19, which Belinda Ray and Greg Jordan will attend. The proposal has to come from South Portland with Metro as a partner.

Only one bid was received for the Automated Fare Payment and Collection System RFP: Delerrok, Inc. Four -nines is polling the other registered bidders to learn why they didn’t bid. The Delerrok’s bid will be evaluated and a decision made whether to award or rewrite and re-publish a new RFP.

Phase 1 is expected to roll out mid-late fall at best. Information will be brought to the Executive and/or Ridership Committee(s) regarding how Metro will address the revenue gap caused by delayed implementation, once a more definitive timeline is in place. If Metro decides to go forward with the current bid, more solid dates will be brought to the June Board meeting.

RECOMMENDATION

Staff recommends that the Board approve the proposed fare changes as listed below and as outlined in Table 1 above and according to the phasing indicated in Table 3.

- Raise the base fare from \$1.50 to \$2.00.
- Eliminate all paper/visual based period passes and tickets (e.g., calendar monthly pass and 10 ride ticket).
- Eliminate physical transfers for cash users.
- Introduce mobile app payment option.
- Introduce smart cards as payment options which will be widely available.
- Introduce “fare capping” for smart card and mobile app users:

- LOCAL bus service is capped at \$6.00 per day and \$60 per month for full fare riders (\$3.00 and \$30 for reduced fare eligible riders).
- BREEZ bus service is capped at \$12.00 per day and \$120 per month for full fare riders (\$6.00 and \$60 for reduced fare eligible riders).
- Expand reduced fare categories and availability.
- Introduce 90-minute pass when paying by mobile app or smart card to accommodate transfers.
- Cash will continue to be accepted.

John Thompson moved to approve the recommended fare pricing and payment methods as outlined in Metro Staff's Recommendation. The motion was seconded by Hope Cahan and Ed Suslovic. **Motion passed unanimously by all present.**

Jeff Levine suggested increasing fares more regularly going forward, rather than a large increase at one time. With Automated Fare, this can be more easily done in odd increments. John Thompson thanked the Metro staff for all the work put into this program. Greg Jordan voiced his appreciation to Glenn Fenton and Ellen Sanborn.

6. General Manager's Performance Evaluation

At this time, Hope Cahan moved, pursuant to 1 MRSA Section 405 (3) and 1 MRSA Section 405 (6) (A), to enter into executive session to discuss the General Manager's Performance Evaluation, seconded by Jeff Levine. **Motion passed unanimously by all present**, and executive session was entered at 4:49 p.m.

Hope Cahan moved, seconded by John Thompson, to exit executive session. **Motion passed unanimously by all present**, and executive session ended at 5:11 p.m.

NEED WORDING FROM GREG

7. Future Agenda Items

8. Upcoming Meetings

- Finance Committee – June 5, 2019 at 4:00 p.m.
- Executive Committee – June 12, 2019 at 4:30 p.m.
- Ridership Committee – June 20, 2019 at 4:00 p.m.
- Board of Directors – June 27, 2019 at 4:00 p.m.

9. Adjournment

Ed Suslovic moved to adjourn, seconded by seconded by John Thompson. **With unanimous approval by all present, the meeting adjourned at 5:20 p.m.**