

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

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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 2<sup>nd</sup>. The task force was formed to evaluate restructuring Routes #1 and #8 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.

A motion was made by John Thompson, seconded by Paul Bradbury, to endorse the following recommendations from the Executive Committee:

1. The Executive Committee was pleased to hear that there was a retreat planned for Metro's senior staff in April and encourages the GM to continue to pursue such opportunities for strategic planning and teambuilding within the organization as appropriate.
2. The Executive Committee recognizes the exceptional work the GM does for the organization every day as the challenges he faces in managing the staff of a dynamic and growing organization. To help the GM meet the continuing challenges of his position and further develop his personnel management skills, the Executive Committee wishes to provide the GM with an opportunity for professional development in the form of Executive Coaching. This coaching should be with an area expert of a high caliber and should in the form of in-person and over the phone meetings.
3. The GM has requested that there be no additional compensation, bonus, or benefits conferred at this time beyond the standard COLA received by all Metro employees each January. Recognizing that next year will be a contract year and the negotiation will likely be different at that time, the Executive Committee recommends that his requests be honored.

**Motion passed unanimously by all present.**

#### 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.**