

Executive Committee

May 7, 2024 | 3:30 p.m. – 5:00 p.m.



Onsite:

Greater Portland Transit District
114 Valley Street, Conference Room A | Portland, ME 04102

Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84592901902?pwd=WmJMY2p3NlluWnE5cDhVWHBTZ05ndz09>

Passcode: 142481 | Webinar ID: 845 9290 1902

Phone: (646) 931-3860 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (3:30)	Ed Suslovic, Board President	N/A
2. Public Comment (3:30-3:35) The Board of Directors welcomes public comments at this time for items <u>not listed</u> on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a <i>three-minute time limit</i> per speaker. (Comments will be paraphrased in meeting minutes)	Ed Suslovic, Board President	Information
3. Meeting Minutes (3:30-3:35) Review and approve minutes from the April 30, 2024 meeting.	Ed Suslovic, Board President	ACTION
4. Executive Session (1) (3:35-4:00) Staff recommends the committee enter executive session pursuant to 1 MRSA Section 405 (6) (A), to discuss a personnel matter. Any action must be taken in public session.	Shelly Brooks, Chief Financial Officer	Information
5. Executive Search Discussion (4:00-4:40) Staff from Metro’s executive search firm (KL2 Connects) will review staff and stakeholder survey results and present a draft of the recruitment brochure for the Executive Director search.	Shelly Brooks Chief Financial Officer	Information/ Possible Action
6. Future Agenda Items (4:40-4:45) <ul style="list-style-type: none">Executive Director Search ProcessAgency Strategic Planning (Ongoing)Collective Bargaining Agreement RenewalPACTS Initiatives and Reforms (Ongoing)	Ed Suslovic, Board President	Information
7. Upcoming Meetings (4:40-4:45) <ul style="list-style-type: none">Ridership Committee – May 15, 2024 at 3:30 pm	Ed Suslovic, Board President	Information

<ul style="list-style-type: none"> • Board of Directors – May 23, 2024 at 4:00 pm • Finance Committee– June 5, 2024 at 4:00 pm 		
8. Adjournment (4:45)	Ed Suslovic, Board President	ACTION

As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO’s offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of [METRO’s Remote Participation Policy](#) (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.



Greater Portland Metro Executive Committee
Wednesday, May 8, 2024:
DRAFT Meeting Minutes:

Member	Municipality	Role	Status
Ed Suslovic	Westbrook	President & Chair	Present
Hope Cahan	Falmouth	Vice President & Vice Chair	Present
Paul Bradbury	Portland	Treasurer	Present
John Thompson	Westbrook	Secretary	Present

Staff Present	Identified Members of the Public
Glenn Fenton – Chief Transportation Officer, Interim Executive Director Shelly Brooks – Chief Financial Officer	

- I. **With a Quorum in place, this meeting was called to Order By: Ed Suslovic at: 3:32 pm.**
- II. **Public Forum:** No members of the public present.
- III. **Approval of April 18, 2024 Meeting Minutes:**
John Thompson motioned to approve the April 18 meeting minutes. It was seconded by Paul Bradbury. After a roll call vote, the April 18, 2024 Executive Committee meeting minutes were unanimously approved.
- IV. **Revenue Contract Discussion:**
Ed Suslovic leads into item 4, Revenue Contract Discussion. Paul Bradbury moves to go into Executive session, John Thompson seconds. After a roll call vote, it's unanimous to go into an Executive session.
- V. **Future Agenda Items:**
 - Executive Director Search Process
 - Agency Strategic Planning (Ongoing)
 - Collective Bargaining Agreement Renewal

- PACTS Initiatives and Reforms (Ongoing)

VI. Upcoming Meetings:

- Executive Committee – May 8, 2024 at 3:30 pm
- Ridership Committee – May 15, 2024 at 3:30 pm
- Board of Directors – May 23, 2024 at 4:00 pm

VII. Adjournment:

Paul Bradbury motions to adjourn, Hope Cahan seconds. Meeting was adjourned at 4:08 pm.

DRAFT

Executive Director
Greater Portland Transit District (Metro)
Portland, Maine

Come join Metro Transit, Maine's largest fixed route bus service located in the award winning City of Portland. The Greater Portland Transit District (Metro) is accepting applications for the pivotal position of **Executive Director**, the Chief Executive Officer of the organization.

Metro, a transit district located in Maine's largest city, operates a fixed-route bus service in the communities of Portland, Westbrook, Falmouth, Yarmouth, Freeport, Brunswick, and Gorham.

Metro is overseen by a 15-member Board of Directors made up of five (5) representatives from the City of Portland, three (3) from the City Westbrook, two (2) from the Town of Falmouth, one (1) from the town of Yarmouth, one (1) from the town of Freeport, one (1) from the Town of Brunswick, and two (2) from the Town of Gorham. The majority of Metro is funded by local entities, federal and state transit funds, and farebox revenues.

Metro operates 44 buses with peak ridership of 2,100,000 passengers (2019); more than 1,450,000 vehicle miles per year; employs 115 full time union and nonunion employees, and has an annual operating budget of \$16.9 million. Metro has been advancing several projects from the long range Capital Improvement Program including electrifying its fleet, AVL system enhancement and replacement, and is working towards a major facility expansion over the next five (5) to six (6) years. Additionally, Metro is leading the exploration of Maine's first BRT project.

The Executive Director position is responsible for management and direction of operations, maintenance, vehicle and facilities, strategic vision and planning, responsible growth, finances, procurement, and personnel and public relations of Metro. The individual must be a visionary with demonstrated leadership, organizational, and negotiating skills as well as an excellent written and oral communicator with the ability to assign, coordinate, and evaluate the work of administrative, professional, and technical staff. The individual must have the ability to interface with a wide array of stakeholders, elected officials, regional and community leaders, and customers. The Executive Director serves as a liaison to key local, regional, state, and federal organizations to facilitate multimodal transportation planning and funding and to advance the system's future, including the possibility of consolidating with other transit providers.

The ideal candidate must be a professional leader who can inspire trust and confidence with integrity, honesty, transparency, and humor combined with creative problem solving. Candidates must possess knowledge of transit laws and regulations; operations and scheduling; local and regional transit issues; report preparation and record keeping techniques; governmental procurement and contracts management; and principles of employee development. Required skills include logistics and analytics, organization, detail orientation, professional judgment, effective communication and correspondence, professional relationship management, and professional public representation.

This position requires a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable. Candidates should also possess between five (5) and 10 years of progressively more responsible professional-level public transportation-related experience, including multiple years in a supervisory capacity. A combination of experience and training that would provide the required knowledge, skills, and abilities may be qualifying.

This is an excellent opportunity that offers attractive compensation, relocation, and equal opportunity. Metro values diversity at all levels of its workforce – women, minorities, and people with disabilities are encouraged to apply. To be considered, please visit <https://www.KL2connects.com/openings>, select the Metro listing, and upload your letter of interest, resume, salary expectations, and four (4) to five (5) professional references (preferably supervisory and including name, title, phone number, email address, and relationship to you). For more information on this exciting opportunity, please contact KL2 Connects LLC's Kristen Joyner at Kristen@KL2connects.com. Thank you!

KL2 Advertising Plan

This is a dynamic plan that may be augmented during the search. Advertisements will be placed and or posted in the following media:

- Transit Talent
- Passenger Transport (APTA)
- Conference of Minority Transportation Officials
- Latinos in Transit
- Women's Transportation Seminar
- NorthEast Passenger Transportation Association (NEPTA)
- LinkedIn

In addition, KL2 principals will:

- Post the position to KL2's website
- Perform direct and targeted outreach to KL2's candidate database
- Perform direct and targeted outreach within their professional networks

GREATER PORTLAND TRANSIT DISTRICT (METRO)

Metro has retained KL2 Connects LLC to seek its new Executive Director to lead the organization in providing an exceptional public transportation experience to the greater Portland area.

Metro by the Numbers ***For Claire to add to the cover page with icons***

1.34 Million Vehicle Miles Traveled

10 Bus Routes

556 Bus Stops

58 Bus Shelters

44 Fleet Vehicles

108 Employees

1,694,203 Passenger Trips

Located in PORTLAND, MAINE

The most populous city in Maine, Portland boasts a metro hub with cobblestone streets, nationally-lauded eats, and a scenic working waterfront in the heart of the Old Port. From the city center to its neighboring communities, one can find beaches, arts and culture, shops and boutiques, lighthouses, outdoor adventures, and world-class accommodations.

Home to a population of approximately 550,000 people, the city is historically tied to commercial shipping, the marine economy, and light industry. While Portland's economy in the 21st century relies mostly on the service sector, the Port of Portland is the second-largest tonnage seaport in the New England area as of 2019.

Described as one of the "best places to live" in the United States by Press Herald in 2023, Portland has a long history of prominence in the arts. The Arts District, centered on Congress Street, is home to the Portland Museum of Art, Portland Stage Company, Maine Historical Society & Museum, Portland Public Library, Maine College of Art, SPACE Gallery, Children's Museum of Maine, Merrill Auditorium, the Kotschmar Memorial Organ, and Portland Symphony Orchestra, as well as many smaller art galleries and studios.

Portland has developed a national reputation for the quality of its restaurants, eateries, and food culture. The city has been visited by many food shows, including Rachael Ray's Food Network show *\$40 a Day*, the Travel Channel's *Man v. Food*, and *Anthony Bourdain: No Reservations*. Bon Appetit named Portland the Restaurant City of the Year in 2018. A variety of food festivals are held in the city throughout the warmer months.

The city is home to four minor league teams. The Portland Sea Dogs, the Double-A farm team of the Boston Red Sox, play at Hadlock Field. The Maine Celtics, the NBA G League affiliate of the Boston Celtics, play at the Portland Exposition Building. The Maine Mariners, ECHL affiliates of the Boston Bruins, play at Cross Insurance Arena. A USL League One soccer team was granted to Portland in 2023. The team, called Portland Hearts of Pine, will begin play by 2025. The city is also home to Portland Rugby Football Club, the oldest continually active sports team in the city, founded in 1969.

The city of Portland includes more than 700 acres of open space and public parks. The city and surrounding communities are linked by 70 miles of trails, both urban and wooded, maintained by the nonprofit Portland Trails. The Portland Parks Conservancy, which was established in 2019, is a nonprofit organization that raises money to support Portland's park system. In addition to its parks, Portland's coastline boasts a number of public beaches and scenic, rugged coastlines. Popular activities include kayaking, stand up paddle boarding, kite surfing, and shell collecting.

METRO OVERVIEW

Greater Portland Transit District, more commonly known as Greater Portland Metro or Metro, was formed in 1966 and is a not-for-profit, quasi-governmental organization governed by representatives from each of our member communities.

MISSION: Provide a public transportation experience that is frequent, fast, safe and simple.

VISION: Be the mobility option of choice that connects people to each other and all the places that make for a full life. Serve as a foundation for regional prosperity, growing communities, and a healthy environment.

CORE VALUES:

Safety – Metro's highest priority is the safety of riders, employees, and the public.

Service – Metro serves its riders and communities, supports its employees, and acts in the public interest.

Simplicity – Metro does the hard work to make transit easy for all.

Sustainability – Metro is committed to responsible and equitable practices today to ensure a sustainable and better future.

Innovation – with imagination and determination, Metro never stops building a better public transportation experience for riders.

Metro's Board of Directors includes representatives from communities of: Brunswick, Falmouth, Freeport, Portland, Westbrook and Yarmouth, and Gorham. Gorham officially joined Greater Portland Transit District in March 2024. Metro's board and committees meet monthly and are open to the public.

Daily public transportation is provided with ten (10) bus routes serving eight (8) municipalities: Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook and Yarmouth with connections to Casco Bay Ferry, Amtrak Downeaster, Portland Jetport, Concord Coach, Biddeford Saco Old Orchard Beach Transit, and South Portland Bus Service. Metro's bus fleet has 44 vehicles: 31 diesel, 11 CNG, and 2 electric buses.

Metro employs more than 100 people from Accounting staff to Mechanics; from Customer Service staff to Fleet Care Technicians; and, of course, Bus Operators. They offer competitive, weekly pay, annual increases, and low-cost benefits. Non-administrative operations staff are members of Amalgamated Transit Union (ATU), the largest labor union representing transit and allied workers in the U.S. and Canada.

Ridership: Greater Portland Metro reached record ridership of 2.1 million in 2019. The following years of 2020 and 2021 saw a downturn from the effects of the COVID

pandemic. In 2023, Metro showed a rebound in ridership and finished with 1.7 million trips, representing 81% of 2019's ridership.

Funding and Revenue: The majority of Metro's funding is from federal grants and through partnership communities. Additional funding includes 2.7% through the State of Maine and 14.8% from passenger fares, including those received from pass programs.

Pass Program Partners: Metro launched a transit pass program with Portland Public High Schools in 2015. Through this program, students at the three high schools ride Metro at no cost to them. This successful program has grown and Metro now has pass programs with several partners including: Baxter High School, Maine Health, Portland Adult Education, Roux Institute (Northeastern University), Southern Maine Community College (SMCC), University of New England (UNE), University of Southern Maine, and the University of Maine School of Law.

JOB DESCRIPTION

The Executive Director position is responsible for management and direction of operations, maintenance, vehicle and facilities, strategic vision and planning, responsible growth, finances, procurement, personnel and public relations of Metro. The individual must be a visionary with demonstrated leadership, organizational, and negotiating skills as well as an excellent written and oral communicator with the ability to assign, coordinate, and evaluate the work of administrative, professional, and technical staff. The individual must have the ability to interface with a wide array of stakeholders, elected officials, regional and community leaders, and customers. The Executive Director serves as a liaison to key local, regional, state, and federal organizations to facilitate multimodal transportation planning and funding and to advance the system's future, including the possibility of consolidating with other transit providers.

Candidate Requirements

The ideal candidate must be a professional leader who can inspire trust and confidence with integrity, honesty, transparency, and humor combined with creative problem solving. Candidates must possess knowledge of transit laws and regulations; operations and scheduling; local and regional transit issues; report preparation and record keeping techniques; governmental procurement and contracts management; and principles of employee development. Required skills include logistics and analytics, organization, detail orientation, professional judgment, effective communication and correspondence, professional relationship management, and professional public representation.

This position requires a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable. Candidates should also possess between five (5) and 10 years of progressively more responsible professional-level public transportation-related experience, including multiple years in a supervisory capacity. A combination of experience and training that would provide the required knowledge, skills, and abilities may be qualifying.

In addition, the successful applicant will possess the following.

Knowledge of:

- Transit operations and scheduling.
- Local and regional transit issues.
- Commuter and intercity bus operations.
- Applicable local, state, and federal laws and regulations,
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.
- Accounting principles and practices.
- Budget preparation and management.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.

Ability to:

- Develop logical and useful transit routing schedules.
- Understand and integrate a variety of transit-related programs.
- Process mathematical calculations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the District effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate, and evaluate the work of subordinate employees
- Train staff regarding work procedures.

BENEFITS

GP Metro provides affordable insurance options for you and your family's security, along with a retirement plan boasting a generous match of up to 7.5%. Employee benefits include:

- Medical Insurance with HRA funded by GP Metro
- Medical Insurance OPT out Benefit
- Dental and Vision Insurance

- Basic Life and Voluntary Supplemental Life
- Short Term and Long Term Disability Insurance
- 457 Retirement
- Legal Shield
- Employee Assistance Program
- Tuition Assistance
- Free Bus Service
- 136 hours of PTO (front loaded at time of hire)
- 13 Paid Holidays
- Free Parking

HOW TO APPLY

This is an excellent opportunity that offers attractive compensation, relocation, and equal opportunity. Metro values diversity at all levels of its workforce – women, minorities, and people with disabilities are encouraged to apply. To be considered, please visit <https://www.KL2connects.com/openings>, select the Metro listing, and upload your letter of interest, resume, salary expectations, and four (4) to five (5) professional references (preferably supervisory and including name, title, phone number, email address, and relationship to you). For more information on this exciting opportunity, please contact KL2 Connects LLC's Kristen Joyner at Kristen@KL2connects.com.

Thank you for your interest and consideration!