

Executive Committee

December 11, 2024 | 3:30 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/84142523243?pwd=RjBWTStDV2R3enB6MzA0Q1haZVFQZz09>

Passcode: 344764 | Webinar ID: 841 4252 3243

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 (3:35-3:35) Review and approve minutes from the October 9, 2024 Executive Committee Meeting.	Ed Suslovic, Board President	ACTION
4. Board and Committee Structure (3:35-4:00) Executive Committee Members will discuss the outcomes of Metro's recent Board of Directors retreat including; possible changes in the structure and responsibilities of Metro's various committees.	Glenn Fenton, Executive Director	Discussion & possible ACTION
5. 2025 Metro Committee Assignments (4:00-4:15) Metro Board President will make recommendations for Metro Committee assignments for Board Members for 2025.	Ed Suslovic, Board President	ACTION
6. Future Agenda Items (4:15--4:20) <ul style="list-style-type: none">• Metro Board and Committee Structure• Metro's Advertising Policy• Agency Strategic Planning• PACTS Initiatives and Reforms (Ongoing)	Ed Suslovic, Board President	Information

<p>7. Upcoming Meetings (4:15-4:20)</p> <ul style="list-style-type: none"> • Finance Committee – December meeting canceled • Ridership Committee – December meeting canceled • Executive Committee – January 8, 2024 at 3:30 pm • Board of Directors – January 23, 2024 at 10:00 am 	<p>Ed Suslovic, Board President</p>	<p>Information</p>
<p>8. Adjournment (4:20)</p>	<p>Ed Suslovic, Board President</p>	<p>ACTION</p>

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, November 13, 2024:
DRAFT Meeting Minutes:

Member	Municipality	Role	Status
Ed Suslovic	Portland	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 – Executive Director, Interim Chief Transportation Officer Chad Heid – Chief Transportation Officer Mike Tremblay – Director of Transit Development Bill Rixon – Freeport Board Member	

- I. With a Quorum in place, this meeting was called to Order By: Ed Suslovic at 3:30 pm**

- II. Public Forum:**
No members of the public present

- III. Approval of October 9, 2024 Meeting Minutes:**
Hope Cahan motioned to approve the October 9, 2024 meeting minutes. It was seconded by John Thompson. After a roll call vote, the October 9, 2024 meeting minutes were unanimously approved.

- IV. Rock Row Easement Subordination Agreement:**
Glenn Fenton described the request of Dirigo Center Developers (DCD) owners of the Rock Row development in Westbrook for Metro to sign a subordination agreement in order for DCD to get their Voluntary Response Action Program (VRAP) approved by MaineDOT. Hope Cahan asked if the request for the agreement was time sensitive. Glenn Fenton said he was unsure and would find out. Motion: Recommend approval by full board if there has been a very positive movement towards a pass program AND a very near deadline. If no deadline, table until pass program is finalized. Made by HC, seconded by JT. Passes unanimously.

- V. Bus Rapid Transit MOU with MaineDOT**

Glenn Fenton review the terms of an MOU between Metro, MaineDOT and Maine Turnpike Authority that would facilitate the next steps in the advancement of the Bus Rapid Transit corridor design. Hope Cahan asked about the differences in notice of termination. Glenn Fenton said he would ask about getting the terms the same for all parties. Hope Cahan asked if wage theft was a qualifier for debarment under the terms of the MOU. Glenn Fenton said he would find out. Motion to recommend passage by full Board, moved by Paul, seconded by John. Passes unanimously

VI. Metro Board Retreat Agenda

Glenn Fenton presented options for topics for the Board of Directors Retreat planned for December 2, 2024. The committee discussed the possibility of reviewing the board and committee structure and possibly changing it based on the larger size of the Metro board.

VII. Future Agenda Items:

- Agency Strategic Planning (Ongoing)
- Metro Board and Committee Structure
- Metro's Advertising Policy
- PACTS Initiatives and Reforms

VIII. Upcoming Meetings:

- Finance Committee – Nov/Dec Meetings canceled
- Ridership Committee – November 20, 2024 at 3:30 pm
- Board of Directors – December 2, 2024 at 10:00 am
- Executive Committee – December 11, 2024 at 3:30 pm
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IX. Adjournment: Paul Bradbury moves, Hope Cahan seconds. Adjourned at 4:33 pm.

EXECUTIVE COMMITTEE

AGENDA ITEM 4

DATE

December 11, 2024

SUBJECT

Metro Board and Committee Structure

PURPOSE

Discuss options for changing Metro's Committee structure to make it more effective.

BACKGROUND/ANALYSIS

At Metro's Board of Directors Retreat on December 2, 2024 there was discussion about possibly revising Metro's Committee structure. The themes of this discussion included:

- The committees' goals should be closely aligned with meeting the priorities of Metro's strategic plan.
- With a now 19-member board of directors, consideration should be given to the challenges of establishing a quorum at meetings.
- New themes for committees to focus on were raised.
 - There was discussion about Metro's role in advocacy and education.
 - There was discussion about a need to focus on marketing and communications.
- To facilitate Metro business, the option of giving the Executive Committee the authority to approve certain ministerial actions was discussed.

Based on the feedback from the full board at the retreat, one option for restructuring Metro Board and Committees could be to give the Executive Committee the authority to take formal action on behalf of the whole board for certain types of decisions by adopting revised bylaws.

Currently, Ridership Committee handles a wide variety of topics included marketing. Removing marketing would change the focus of the committee to operations and planning (it could be renamed as such). Adding a Marketing/Communications Committee would all this committee to focus on the topic of promoting Metro exclusively.

An Advocacy Committee could allow staff to leverage board member insight and connections to further the goal of advocating for a variety to initiatives that would help advance public transit in the region.

Under the proposed structure responsibilities for committees would be:

BOARD OF DIRECTORS

- Approval of annual capital and operating budgets (preliminary & final)
- Approval of debt issuance (short term & long term)
- Approval of real estate sale/purchase and leases
- Changes in GPTD bylaws
- Acceptance of new member communities
- Fare changes
- Service reductions
- Selection/termination of Executive Director

EXECUTIVE COMMITTEE

- Approval of MOU's and other intergovernmental agreements
- Approval of contracts
- Approval of changes to agency policies
- Executive Director annual review
- Executive Director search committee
- Approval of unbudgeted purchases and contracts resulting from a non-competitive procurement process

FINANCE COMMITTEE

- Reviews and recommends proposed capital and operating budget for approval
- Reviews and recommends changes to financial policies for approval
- Reviews annual financial audit
- Provides guidance on financial planning and strategy

OPERATIONS & PLANNING COMMITTEE

- Reviews KPIs regularly
- Reviews advancement of capital projects and service initiatives
- Reviews and recommends service modifications
- Reviews fare policy changes and recommends for approval
- Reviews service cuts (when necessary) and recommends for approval

MARKETING & COMMUNICATIONS COMMITTEE

- Advises on marketing strategies and campaigns to promote Metro.
- Reviews promotions for new services or changes, such as route expansions or technology upgrades.
- Advises on collaborations with local businesses, government agencies, and community organizations to boost visibility.
- Reviews the marketing department budget plan.
- Reviews surveys, focus groups, and studies to understand rider needs and preferences.
- Reviews Metro's communication plans for service disruptions, emergencies, or controversies.

ADVOCACY COMMITTEE

- Support policies that benefit public transportation at local, state, and federal levels.
- Monitor legislative developments and inform stakeholders of potential impacts on transit.
- Advocate for policies that improve transit accessibility, equity, and sustainability.
- Advocate for increased funding from federal, state, and local sources.
- Educate the public about the importance of transit for economic development, environmental sustainability, and social equity.
- Oversees development of campaigns to highlight the economic, environmental, and social benefits of transit.
- Track progress on advocacy goals and provide regular updates to the agency and stakeholders.

MEETING FREQUENCY

To keep committee meetings from becoming an undue burden on staff and board members, the full Metro Board of Directors would only meet four times a year (Feb, Jun, Oct, Dec). The new Executive Committee would meet monthly to make sure that timely items were reviewed and approved. All other committees would meet eight times a year. This would mean that members of these committees would only be obligated to one meeting per month on average.

COMMITTEE SIZE/MEMBERS

Full Board – 19 members

Executive Committee – 5 members (President, Vice President, Secretary, Treasurer, Past President).

Finance Committee – 4 members (Treasurer remains chair)

Operations/Planning – 4 members

Marketing/Communications – 4 members

Advocacy – 4 members

FISCAL IMPACT

None.

RECOMMENDATION

Executive Committee members discuss this item and provide input.

CONTACT

Glenn Fenton

Executive Director

207-517-3025

gfenton@gpmetro.org

ATTACHMENTS

Proposed Board/Committee Diagram

PROPOSED METRO BOARD AND COMMITTEE STRUCTURE

Board of Directors

Executive Committee

Finance
Committee

Operations
Committee

Marketing &
Communications
Committee

Advocacy
Committee