

Board of Directors

January 25, 2024 | 4:00 p.m. – 5:00 p.m.



Onsite:

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

Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81569993494?pwd=MUQ2SzV3UzBuSkFFSmdsN1k3aVFhUT09>

Passcode: 131272 | Webinar ID: 815 6999 3494

Phone: (309) 205 3325 | Telephone participants: *9 to raise hand, *6 to unmute

AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (4:00)	Michael Foley, Board President	N/A
2. Public Comment (4:00-4:05) The board 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.	Michael Foley, Board President	Information
3. Approval of Meeting Minutes (4:00-4:05) Consider approval of the meeting minutes from the December 13, 2023 board meeting.	Michael Foley, Board President	ACTION
4. Welcome to Incoming Board Members (4:00-4:05) Recognition of incoming board members Roberto Rodriguez (Portland Council Member) and Julie Dubovsky (Yarmouth Assistant Planner).	Greg Jordan, Executive Director	Information
5. Executive Director's Report (4:05-4:25) Information and updates pertaining to agency operations, service performance, major projects and programs, and related issues.	Greg Jordan, Executive Director	Information
6. Purchase of Compressed Natural Gas Dispenser (4:25-4:45) Staff is seeking approval of a sole source purchase of a compressed natural gas (CNG) dispenser to replace existing dispenser that cannot be repaired.	Glenn Fenton, Chief Transportation Officer	ACTION

<p>7. Future Agenda Items (4:45-5:00)</p> <ul style="list-style-type: none"> • Strategic Planning: Goals-Objectives Workshops (Feb) • Final 2024 Operating-Capital Budgets (Feb) • Agency-Board Policies Review and Reorganization (Feb) • Collective Bargaining Agreement renewal (Mar) • Update Executive Director’s Performance Evaluation (Mar) 	<p>Michael Foley, Board President</p>	<p>Information</p>
<p>8. Upcoming Meetings (4:45-5:00)</p> <ul style="list-style-type: none"> • Finance Committee – February 7, 2024 at 4:00 p.m. • Executive Committee – February 14, 2024 at 3:30 p.m. • Ridership Committee – TBD • Board of Directors – February 22, 2024 at 4:00 p.m. 	<p>Michael Foley, Board President</p>	<p>Information</p>
<p>9. Adjournment (5:00)</p>	<p>Michael Foley, 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.



**Board of Directors Meeting
December 13, 2023 at 4:00 p.m.
DRAFT Meeting Minutes**

Municipality	Representative	Title	Attendance
Brunswick	Ryan Leighton	Asst. Town Manager	Present
Falmouth	Merrill Barter	Community Member	Present
Falmouth	Hope Cahan	Town Council Member	Present
Freeport	Bill Rixon	Community Member	Not Present
Portland	Pious Ali	City Council Member	Present
Portland	Paul Bradbury	Jetport Director	Present
Portland	Jeff Levine	Community Member	Present
Portland	Ed Suslovic	Community Member	Present
Portland	Andrew Zarro	City Council Member	Not Present
Westbrook	Mike Foley	Mayor	Present
Westbrook	John Thompson	Community Member	Not Present
Westbrook	Prosper Lohomboli	DEI Administrator	Not Present
Yarmouth	Nat Tupper	Town Manager	Present

Staff Present	Identified Members of the Public
Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Mike Tremblay, Director of Transit Dev. Shelly Brooks, Chief Financial Officer	George Rheault – Portland resident

- 1. With a quorum in place, the meeting was called to order at 4:02 p.m. by Mike Foley, Board President.**
- 2. Public comment:** Portland resident George Rheault commented that he'd like to Metro to work with the City of Portland to operate transit service on major holidays. Currently transit is not provided on 6 holidays throughout the year. Mr. Rheault suggested the service is needed on these days to support workers, general travel needs, and events.
- 3. Approval of September 28, 2023 Meeting Minutes**
Ed Suslovic made a motion to approve the September 28, 2023 meeting minutes. Paul Bradbury seconded the motion. After a roll call vote of the members present, the minutes were unanimously approved by all members present.
- 4. Recognition of Outgoing Board Members**
Staff and members of the board express their appreciation for the service of Yarmouth Town Manager Nat Tupper, and Portland City Councilor Andrew Zarro.
- 5. Executive Director's Report**
The December 13, 2023 Executive Director's report is provided as Attachment A.
- 6. Authorization for Tax Anticipation Borrowing of \$5,600,000 for 2024**
Chief Financial Officer, Shelly Brooks, presented the item which requests authorization to issue a Tax Anticipation Note (TAN) of \$5,600,000 to provide operating cash flow for 2024 through short-term borrowing.

Paul Bradbury made a motion to approve the recommendation. Ed Suslovic seconded the motion. After a roll call vote of the members present, the motion was unanimously approved by all members present.

7. Future Agenda Items

No additional future agenda items were added.

8. Upcoming meetings

These are upcoming meetings as presently scheduled:

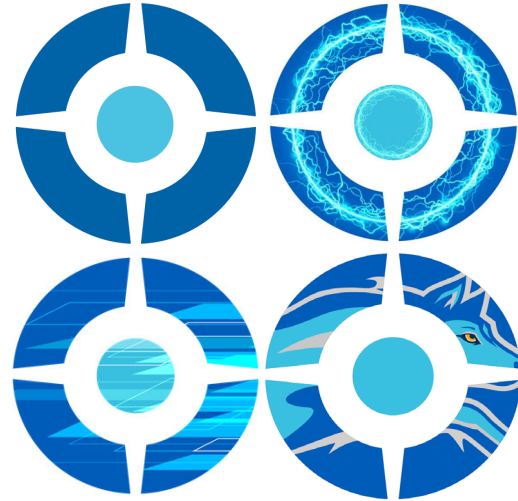
- Ridership Committee – December 20, 2023 at 4:00 p.m.
- Finance Committee – January 3, 2024 at 4:00 p.m.
- Executive Committee – January 10, 2024 at 3:30 p.m.
- Ridership Committee – January 17, 2024 at 4:00 p.m.
- Board of Directors – January 25, 2024 at 4:00 p.m.

9. Adjournment

Following a motion by Ed Suslovic to adjourn the meeting, and a second by Paul Bradbury, Mike Foley adjourned the meeting at 4:51 p.m.

GREATER PORTLAND METRO

Board of Director's Meeting
Executive Director's Report
December 13, 2023



METRO ALL STAFF MEETING

Welcome New and Returning Employees



Figo Tiago
Bus Operator



Lisa Demers
Bus Operator



Ismial Abdi
Bus Operator



Jessy Perry
Bus Operator



Kingsley Nwankwo
Bus Operator



Seth Vanausdoll
Mechanic



Kacy Woodworth
Bus Operator



Jean Bosco
Bus Operator



Jacques Kasakasa
Bus Operator



Meghan Heath
Admin Asst.



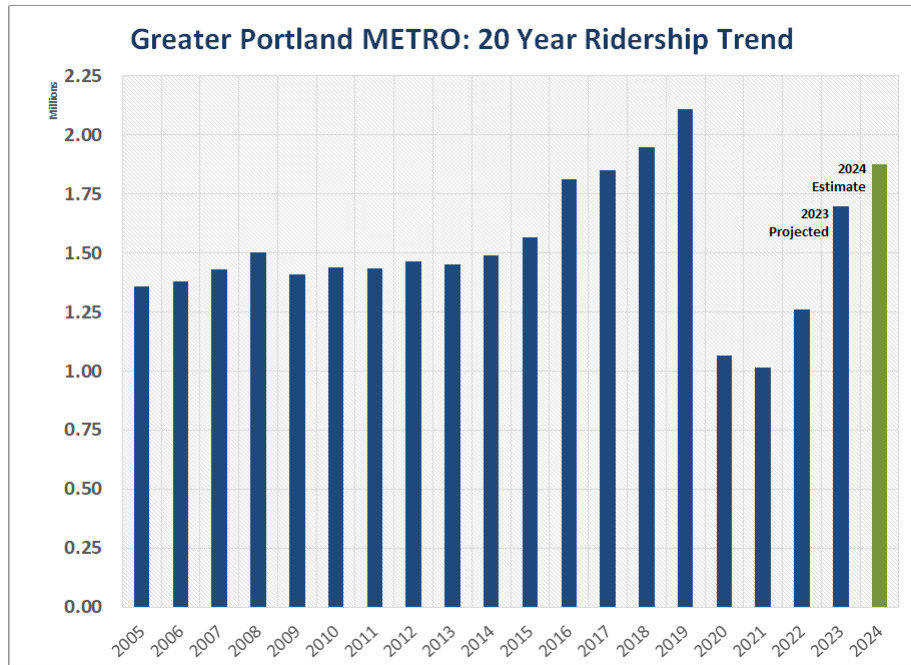
Nicholas Lane
Bus Operator



Osman Muhumed
Bus Operator

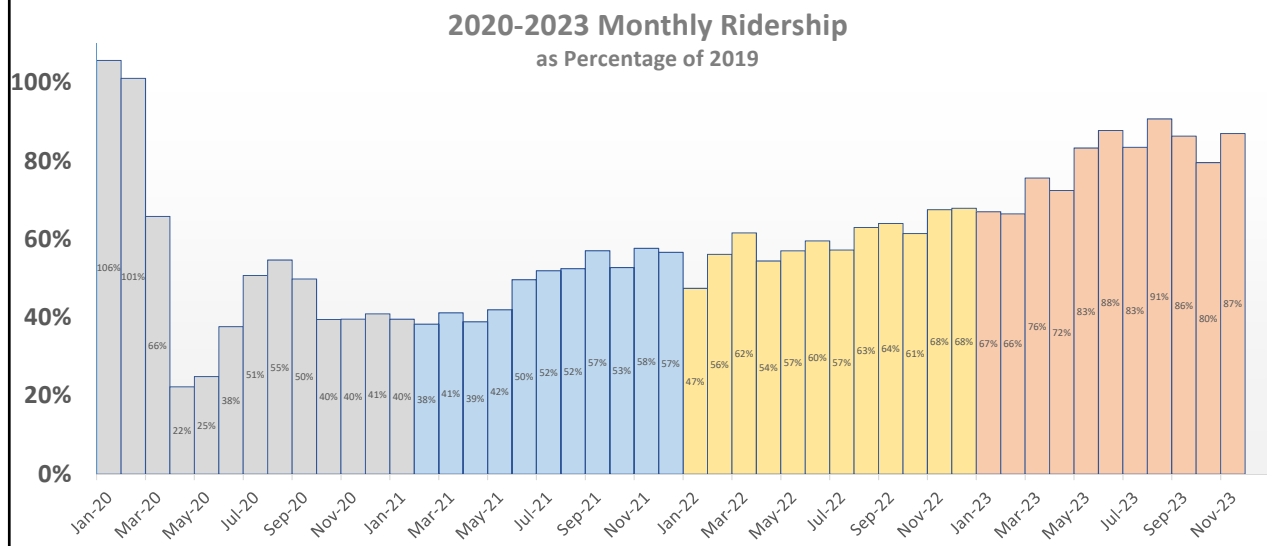
Executive Director's Report

Ridership



Executive Director's Report

Recovery



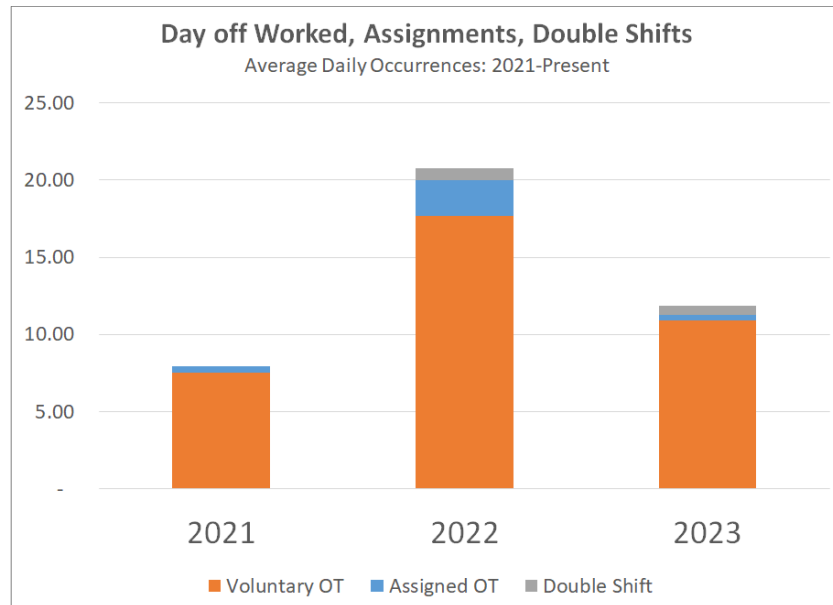
Executive Director's Report

2024 Budget Adoption Calendar

Milestone	Action
✔	October 31 Date by which a preliminary operating budget must be approved along with the formula by which local contributions are determined and the local contribution amounts.
✔	November 1 Date by which Metro is required to submit the preliminary budget, local contribution formula, and local contribution amounts to the "municipal officers" (i.e., the city/town councils) of member municipalities.
✔	November 30 Date by which city/town councils are required to notify Metro of a rejection of the formula by which local assessments are determined. A rejection would trigger a mediation process through the Public Utilities Commission.
➔	February 29 Date by which Metro must approve a final budget.
➔	April 1 Date by which Metro transmits "warrants for taxes" to the member municipalities.
➔	July-August Local contributions due to Metro within 30 days after the date that taxes are due within each member municipality.

Executive Director's Report

Bus Operator Staffing



Executive Director's Report

ARPA Project Update

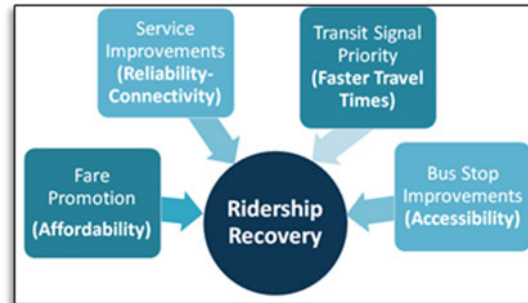
Fare Reduction – Complete

ADA Bus Stop Improvements – In progress

- 23 stops in 2024
- 27 stops in 2025

Transit Signal Priority - In progress

- Phase 1 (2024): Forest, Washington, key spots on Brighton, Congress
- Phase 2: Additional locations on Brighton, Congress, William Clark



Service improvements:

August 2023: Husky Line Extension; improved headways to Route 9 and BREEZ – Complete

May 2024: Route 7 headway improvement and route modification; Route 5 route modification – In Progress

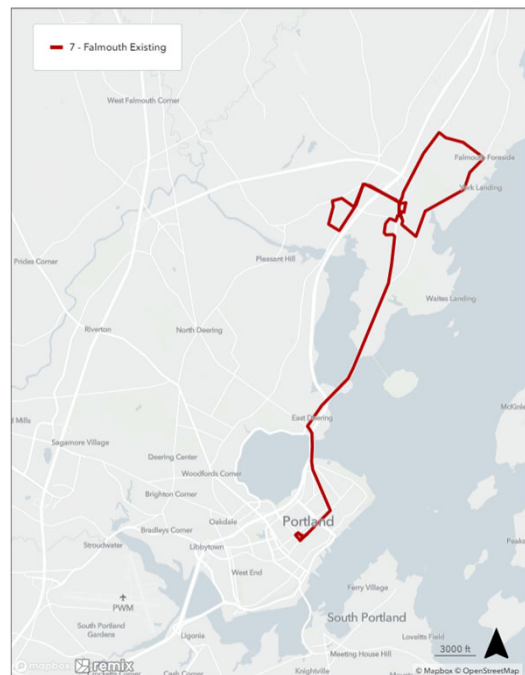
Fall 2024: Introduce microtransit pilot project – In Progress

Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 7

- Falmouth-Portland
- US Route 1; Washington/Congress
- 60 minute headways Mon-Sun.
- Hours: 6:30am-7:30pm (Mon-Sat); 8:30-4:30pm (Sun).
- Destinations:
 - Falmouth Village
 - Ocean View Community
 - Town Landing and Falmouth Foreside
 - Martin's Point Healthcare
 - Downtown Portland

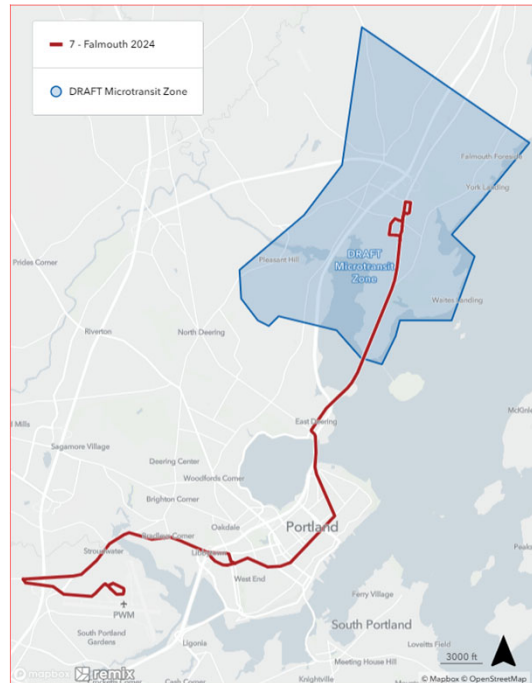


Executive Director's Report

ARPA Funded Service Improvements

ROUTE 7 IMPROVEMENTS

- Falmouth-Portland
- US Route 1; Washington/Congress
- 30 minute headways Mon-Fri; 60 minute headways Sat-Sun.
- Hours: 6:00am-10:00pm (Mon-Sat); 8:00am-7:00pm (Sun).
- Route Adjustments:
 - Remove Oceanview, Foreside loops
 - Extend to Jetport
- Revised Destinations:
 - Falmouth Village
 - Martin's Point Healthcare
 - Downtown Portland
 - **Maine Medical Center**
 - **Walking distance to PTC**
 - **Westgate**
 - **Jetport**

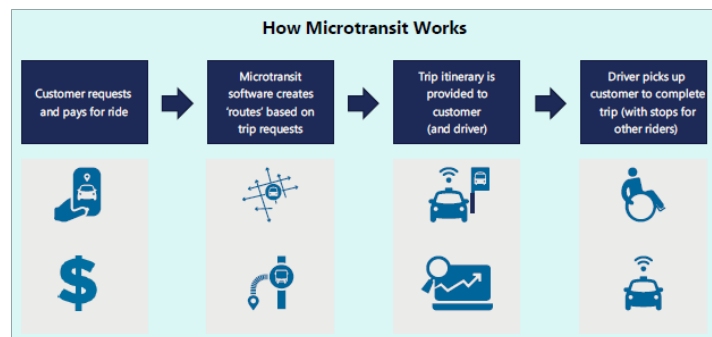


METRO PROJECTS

Microtransit Pilot Project

Microtransit Refresher:

- Accessible mobility in lower-density areas.
- On-demand, shared ride transit service.
- Smaller accessible vehicles.
- Can be “curb to curb” or “virtual stops.”
- Operates within bounded geographic zone while offering connections to area bus routes
- Affordable fares aligned with transit network.
- Professionally trained drivers employed by Metro.



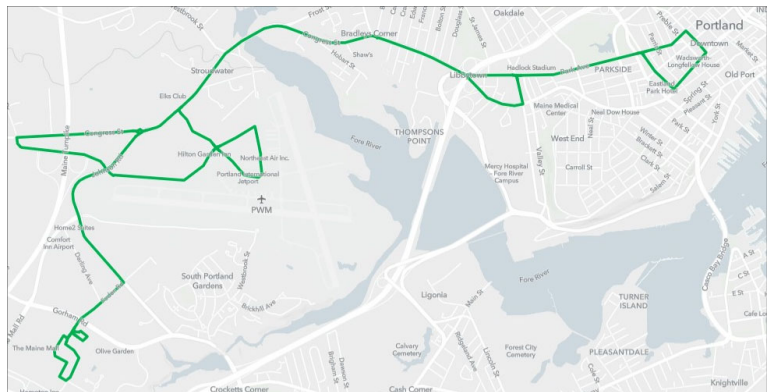
Source: PACTS Transit Together Study (2023)

Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 5

- Portland-South Portland
- Congress-Outer Congress
- 30 minute headways Mon-Sat.
- Hours: 6:00am-10:30pm (Mon-Sat);
8:30-4:30pm (Sun).
- Destinations:
 - Downtown Portland
 - Hadlock Field/IRIS Network
 - Westgate
 - Intermittent trips to Jetport/Hutchins Dr.
 - Maine Mall

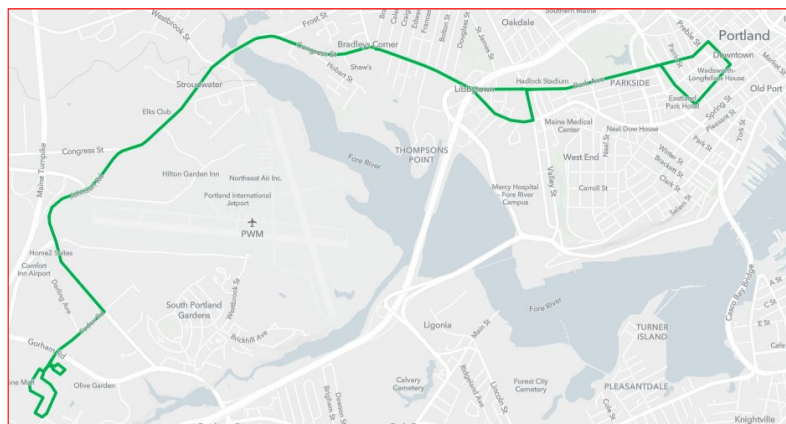


Executive Director's Report

ARPA Funded Service Improvements

EXISTING ROUTE 5

- Portland-South Portland
- Congress-Outer Congress
- 30 minute headways Mon-Sat.
- Hours: 6:00am-10:30pm (Mon-Sat);
8:30-4:30pm (Sun).
- Destinations:
 - Downtown Portland
 - Hadlock Field/IRIS Network
 - Westgate
 - ~~Jetport/Hutchins Dr.~~
 - Maine Mall



Executive Director's Report
 ARPA Funded Service Improvements

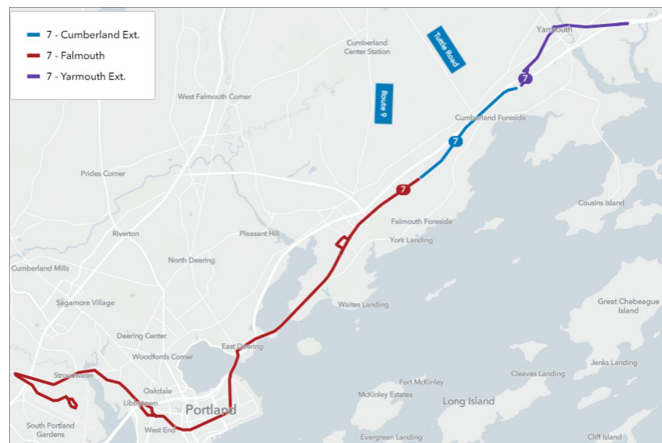


CONGRESS STREET HIGH FREQUENCY CORRIDOR

Executive Director's Report

Exploration of Route 7 Extension to Cumberland-Yarmouth

- **Extend Route 7 to Cumberland-Yarmouth**
- **Potential Benefits**
 - Improves regional inter-city/town transit connectivity
 - Brings service to Cumberland while Route 1 development is in early stages.
 - Improves service to Yarmouth
 - Allows Breez to bypass most of Yarmouth and shorten travel times for thru riders.
- **Additional planning and decision-points**
 - Project to be evaluated and sequenced in relation to other service development and funding priorities.
 - Committee and Board approval
 - Town Council approvals
 - Seek start-up federal funding



Executive Director's Report

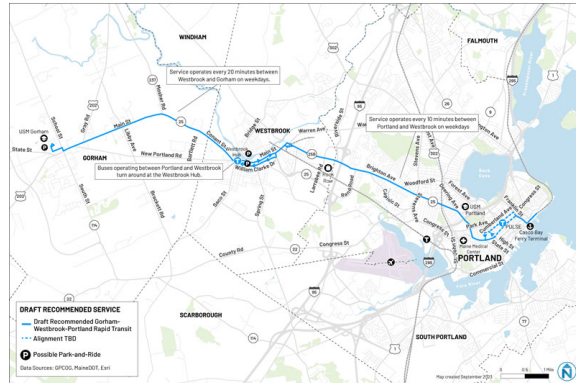
Rapid Transit Project – Project Status

- **Phase I study complete.**
- **Seeking endorsements of Locally Preferred Alternative (Alignment & Mode):**
 - Metro Board of Directors: October 2023
 - City of Portland: 2024
 - City of Westbrook: 2024
 - Town of Gorham: 2024
 - Maine DOT: 2024
 - PACTS Policy Board: 2024
- **Next Step Determination:**
 - a. Pursue 2024 RAISE Planning Grant to address state and municipal concerns and reach 30% design.

OR

 - a. Use available state and local funding to conduct further study on state and municipal concerns prior to seeking 2025 RAISE Planning Grant.

Recommended LPA



Executive Director's Report

4 Day Work Week / 10 Hour Work Days

Admin staff will test 4 day work week from 1/1/24 thru 6/30/24.

- Local experience/research suggests benefits exceed costs:
 - **Potential Benefits:** improve job satisfaction and employee well-being, boost productivity, enhance employee retention, improve morale, environmental benefits.
 - **Possible Drawbacks:** availability to on-site staff, scheduling conflicts, may create stress, may not work for everyone's schedule.
- Staff survey indicates strong support to pilot a compressed work week schedule, with about 93% at least somewhat interested.
- Staff will monitor effectiveness during pilot phase; conduct post implementation survey in May 2024; decide on program continuation in June 2024.

Pros and Cons of the 4-Day Workweek

Pros:	Cons:
Boosted employee motivation	Inadequate coverage for customers and coworkers
Cost savings	Scheduling conflicts
Less downtime	Reduced hours can mean reduced work
Increased productivity	Compression may cost money
Talent attraction and retention	Added stress
Autonomy	More work for others
Environmental benefits	Might not work for every employee

Executive Director's Report

Giving Tree Project

Thank You



Special thanks to

Cathy Geffers and Helene Roy!

And to Michael Augustino, Denise Anania, and Meghan Heath

And, thank you to all who participated.



DATE

January 25, 2024

SUBJECT

Purchase of Compressed Natural Gas Dispenser

PURPOSE

Staff is seeking approval of the sole source purchase of a compressed natural gas (CNG) dispenser to replace existing dispenser that cannot be repaired.

BACKGROUND/ANALYSIS

Metro's Compressed Natural Gas infrastructure was installed in 2005. This infrastructure includes: two compressors, various high-pressure tank and valves and three dispensers (a fast fill and a slow fill that share a pump and a separate stand-alone fast fill). During the summer of 2023 the stand-alone fast fill dispenser failed due to an electronics issue. During the subsequent months, staff several solutions to repair the dispenser. Ultimately it was determined that the dispenser could not be repaired due to a lack of available parts for the dispenser.

Staff assessed value of having a second CNG dispenser and the possibility of going forward with the single pump station. It was determined that the risk of the second pump and dispensers failing with no other CNG station nearby was too high. even though Metro's plans to divest its CNG bus program. Half of Metro's current fleet of 10 CNG buses will decommissioned by 2027 and the other half by 2030.

Based on the relatively short-time horizon for Metro's CNG bus program, staff recommend purchasing a rebuilt CNG dispenser. The rebuilt dispenser that Metro is targeting is ten years newer than the current dispensers and comes with a one-year warranty.

Metro staff investigated the availability of other refurbished CNG dispensers by checking with several CNG equipment suppliers. Tulsa Gas Technologies Inc. was the only supplier that had a compatible CNG dispenser available. Based on the high level of disruption to Metro's fleet availability that would be caused by a second CNG dispenser failure, staff recommend a sole source procurement of the T7203-8CNG50W Dual Hose Dispenser for \$30,000 not inclusive of freight.

Staff evaluated the price of the proposed dispenser with reference to new and used CNG dispensers and found that the price was reasonable given the limited supply and urgency of the replacement need.

Metro's procurement policy requires the board to approve purchases of goods/services that exceed \$25,000 and not the result of a competitive solicitation process.

FISCAL IMPACT

The cost of the dispenser is \$30,000 plus freight. Staff have identified leftover funding in Metro's preventative maintenance grant that was originally purposed for repairing leaks at Metro's Elm St Pulse office. Therefore, there won't be any direct impact on Metro's 2024 budget.

PRIOR COMMITTEE REVIEW

None.

RECOMMENDATION

Approve the purchase of a refurbished dual hose CNG Dispenser from Tulsa Gas Technologies for \$30,000 plus freight.

CONTACT

Glenn Fenton
Chief Transportation Officer
(207) 517-3023
gfenton@gpmetro.org

ATTACHMENTS

Attachment A – Quote for Tulsa Gas (1/2/24)



Tulsa Gas Technologies, Inc.

4809 S. 101st E. Ave., Tulsa, OK 74146

Phone: 918-665-2641 Fax: 918-665-2657

Date of Quote: 1/2/2024
Quote Number: GPM010224TB
Company: Greater Portland Metro
Contact: Glenn Fenton
Phone: 207-517-3029
Fax:
E-mail: gfenton@gpmetro.org
Job:
Address: Greater Portland Metro
114 Valley St
Portland ME 04102

- 1 T7203-8CNG50W – (USED) Dual Hose Dispenser with Gas Operated Valves (\$30,000.00)
- 1 ONE YEAR WARRANTY ON ELECTRONICS, "WEAR ITEMS", I.E. 3-WAY VALVES, NOZZLES, HOSES, AND FILTER ELEMENTS ETC NOT UNDER WARRANTY
- 1 Estimated Freight (\$2,642.00)

****FREIGHT WILL BE ADDED TO THIS PRICE WHEN INVOICED****

Regards

Tim Bailey
Inside sales / Parts



Tulsa Gas Technologies, Inc.

4809 S. 101st E. Ave., Tulsa, OK 74146

Phone: 918-665-2641 Fax: 918-665-2657