

# Board of Directors

June 22, 2023 | 4:00 p.m. – 7:00 p.m.



## Onsite:

Greater Portland Council of Governments  
970 Baxter Blvd # 201, Portland, ME 04103

## Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83603569172?pwd=TWF1NDJsSVpqSExxTkJldFB5aHhpUT09>

Passcode: 595806 | Webinar ID: 836 0356 9172

Phone: (646) 558-8656 | Telephone participants: \*9 to raise hand, \*6 to unmute

## REVISED AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Michael Foley, Board President	N/A
<b>2. Public Comment (4:00-4:05)</b> The Executive Committee 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)	Michael Foley, Board President	Information
<b>3. Approval of Meeting Minutes (4:00-4:05)</b> Review and approve meeting minutes from the April 27, 2023 meeting.	Michael Foley, Board President	<b>ACTION</b>
<b>4. 2022 Financial Audit (4:05-4:10)</b> Staff will provide a brief overview of the FY 2022 Financial Audit. The board may vote to accept the audit at this meeting or receive a more in depth presentation in August.	Shelly Brooks, Chief Financial Office	<b>Information and Possible Action</b>
<b>5. Standard Transit Pass Program (4:10-4:15)</b> Requests approval of a standard transit pass program that can be executed under staff authority.	Greg Jordan, Executive Director	<b>ACTION</b>
<b>6. Approval of Service Improvements and 2023 Budget Amendment (4:15-4:25)</b> Requests 1) approval of final service change recommendations stemming from Metro's ARPA Program and GPCOG's Transit Together project, and 2) a 2023 budget amendment allowing staff to expend ARPA funding for phase 1 service improvements.	Mike Tremblay, Transit Dev. Director  Shelly Brooks, Chief Financial Office	<b>ACTION</b>

<p><b>7. Purchase of Passenger Van (4:25-4:30)</b> Requests authorization to purchase a passenger van by soliciting quotes from area dealers instead of formal procurement process.</p>	Greg Jordan, Executive Director	<b>ACTION</b>
<p><b>8. Metro Strategic Plan Workshop 1 (4:30-6:50)</b></p> <ul style="list-style-type: none"> <li>A. Workshop Purpose and Outcomes</li> <li>B. Develop Vision</li> <li>C. Assess and Refine Current Mission</li> <li>D. Assess and Refine Current Values</li> <li>E. Develop Guiding Principles</li> <li>F. Recap of Decisions</li> </ul>	Kristina Egan, GPCOG Exective Director	Information
<p><b>9. Future Agenda Items (6:50-7:00)</b> <u>Metro Strategic Planning Effort:</u></p> <ul style="list-style-type: none"> <li>○ Mission-Vision-Values <b>WORKSHOP 1</b> (Jun)</li> <li>○ Mission-Vision-Values <b>WORKSHOP 2</b> (Aug)</li> <li>○ Service-Capital Dev. Scenario Planning (Jun-Oct)</li> <li>○ Agency Assessment (Jun-Oct)</li> <li>○ Finance and Funding Assessment (Jun-Oct)</li> <li>○ Strategic Priorities and Goals-Objectives <b>WORKSHOP 3</b> (Nov)</li> <li>○ Strategic Priorities and Goals-Objectives <b>WORKSHOP 4</b> (Dec)</li> <li>○ Implementation Plan (Jan-Feb)</li> <li>○ Progress Reporting Plan (Jan-Feb)</li> <li>○ Final Report (Mar)</li> </ul>	Greg Jordan, Executive Director	Information
<p><b>10. Upcoming Meetings (6:50-7:00)</b></p> <ul style="list-style-type: none"> <li>● Executive Committee – August 9, 2023 at 3:30 p.m.</li> <li>● Finance Committee – August 16, 2023 at 4:00 p.m.</li> <li>● Ridership Committee – TBD</li> <li>● Board of Directors – August 24, 2023 at 4:00 p.m.</li> </ul>	Michael Foley, Board President	Information
<p><b>11. Adjournment (7:00)</b></p>	Michael Foley, Board President	<b>ACTION</b>

*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  
April 27, 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	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	Present
Westbrook	Mike Foley	Mayor	Present
Westbrook	John Thompson	Community Member	Present
Westbrook	Prosper Lohomboli	DEI Administrator	Present
Yarmouth	Nat Tupper	Town Manager	Present

Staff Present	Identified Members of the Public
Greg Jordan, Executive Director	Kristina Egan, GPCOG
Glenn Fenton, Chief Transportation Officer	Eamonn Dundon, Portland Regional Chamber
Mike Tremblay, Director of Transit Dev.	Christian MilNeil, Portland resident
Shelly Brooks, Chief Financial Officer	Sam P., Gorham Resident
Denise Beck, Marketing-Com. Relations Manger	
Tom Ridge, Transportation Manager	
John Jacques, Director of Maintenance	
Patrick Bakajika, Customer Service Manager	

**Attendance roll call taken by Greg Jordan, Executive Director.**

- 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:** No members of the public were present.
- 3. Metro Strategic Plan Workshop**  
 Greg Jordan and Mike Tremblay conducted a presentation on the following items
  - Review purpose, process, and milestones for completing the strategic plan.
  - Presentation on state of public transit at local and national levels including existing conditions on Metro’s services, ridership, infrastructure, costs and funding, organization, and past achievements, as well as national level trends, opportunities, threats, and emerging consensus on best practices and new approaches to providing mobility.
  - Review principal goals and recommendations stemming from PACTS/GPCOG’s recent planning studies.
  - Presentation on rider/non-rider survey research

Following the staff presentation, Board President Mike Foley opened the item for public comment. The following comments were received:

- Eamonn Dundon (Portland Regional Chamber of Commerce) suggested the region’s transit systems should avoid zero-fare initiatives and focus resources on improving frequency of service as well as forging a stronger role in land use and municipal development policies and decisions.
- Christian MilNeil (Streetsblog USA and Portland resident) suggested Metro and the region’s transit agencies should seek to help meet the goals outlined in the state’s climate action plan: “Maine Won’t Wait.” Mr. MilNeil expressed support for greater coordination between transit and the municipal land use/development processes.
- Sam P. (Gorham resident) suggested there should be an easier transit access between Gorham and the Portland Transportation Center and Jetport.
- Kristina Egan (GPCOG Executive Director) expressed enthusiasm that Metro is working to align its work with community plans. She suggested that by taking a more active role in the municipal development processes, Metro and other transit agencies could leverage new development as a funding source to expand transit service.

Following public comment, Board President Mike Foley opened the item for board discussion.

Hope Cahan echoed the value of making sure transit was at the table on policy level on land use decisions and with respect to decisions on actual real-estate developments.

Paul Bradbury asked whether the survey asked about sensitivity to fare price. Mike Tremblay answered that price sensitivity wasn’t ranked high. Greg added that survey research consistently reports that transit users value better service over low/no fares. Paul commented that we should continue to manage our fare policy to optimize ridership and revenue gains. Paul also suggested that the region work to better connect the key transportation modes and hubs.

Mike Foley expressed support for improving frequency before adding new modes or expanding service area and we should explore funding opportunities with the state and through the use of Tax Increment Financing (TIF) districts as was done in Westbrook.

Nat Tupper expressed appreciation for the presentation and high-level information suggested consideration for how microtransit/micro mobility options can be incorporated into/funded by new developments and use of TIF districts. Nat also cautioned that use of TIFs should be cautious as they sunset after 30 years. Nat also suggested that major events and regular operations are opportunities for marketing.

#### **4. Future Agenda Items**

Metro Strategic Planning Effort:

- o Mission-Vision-Values WORKSHOP (May-Jun)
- o Service-Capital Dev. Scenario Planning (Jun-Oct)
- o Agency Assessment (Jun-Oct)
- o Finance and Funding Assessment (Jun-Oct)
- o Strategic Priorities and Goals-Objectives WORKSHOP (Nov-Dec)
- o Progress Reporting Plan (Jan-Feb)
- o Implementation Plan (Jan-Feb)
- o Final Report (Mar)



**5. Upcoming meetings**

These are upcoming meetings as presently scheduled:

- Finance Committee – May 3, 2023 at 4:00 p.m.
- Executive Committee – May 10, 2023 at 3:30 p.m.
- Ridership Committee – TBD
- Board of Directors – May 25, 2023 at 4:00 p.m.

**6. Adjournment**

Following a motion by Nat Tupper to adjourn the meeting, and a second by Paul Bradbury, Mike Foley adjourned the meeting at 5:53 p.m.

DRAFT



## BOARD OF DIRECTORS

## AGENDA ITEM 4

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### DATE

June 22, 2023

### SUBJECT

FY 2022 Annual Financial Audit

### PURPOSE

Review and accept the 2022 financial audit as completed by RKO.

### BACKGROUND/ANALYSIS

Documents associated with the agency's FY 2022 financial audit are provided in the attachments. RKO conducted the audit which resulted in no material weakness, no findings and documented improvements in Metro's net position and financial reserves.

### FISCAL IMPACT

None.

### PRIOR COMMITTEE REVIEW

Finance Committee: May 5, 2023 – voted unanimously to recommend acceptance by the Board of Directors.

### RECOMMENDATION

Accept the FY 2022 Financial Audit.

### CONTACT

Shelly Brooks  
Chief Financial Officer  
207-423-5052  
[sbrooks@gpmetro.org](mailto:sbrooks@gpmetro.org)

### ATTACHMENTS

Attachment A – Copy of Audit Presentation  
Attachment B - 2022 Statement of Auditing Standards (SAS)  
Attachment C – 2022 Financial Statements  
Attachment D - 2022 Uniform Guidance Report  
Attachment E - 2022 MAAP Report

# GREATER PORTLAND TRANSIT DISTRICT

## FINANCIAL OVERVIEW

Presented by: Casey Leonard

*RUNYON KERSTEEN OUELLETTE*

### INSIDE

2. Summary of Audit Results
3. Net Position – FY 2019 - 2022
4. 2022 Revenues - Budget and Actual
- 5-6. 2022 Expenses - Budget and Actual
7. Revenue Distribution - FY 2019 - 2022
8. Expense Distribution Comparative

### **About this presentation**

This presentation is intended as a tool to assist the Board of Directors and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784  
20 Long Creek Drive, South Portland, ME 04106



# GREATER PORTLAND TRANSIT DISTRICT

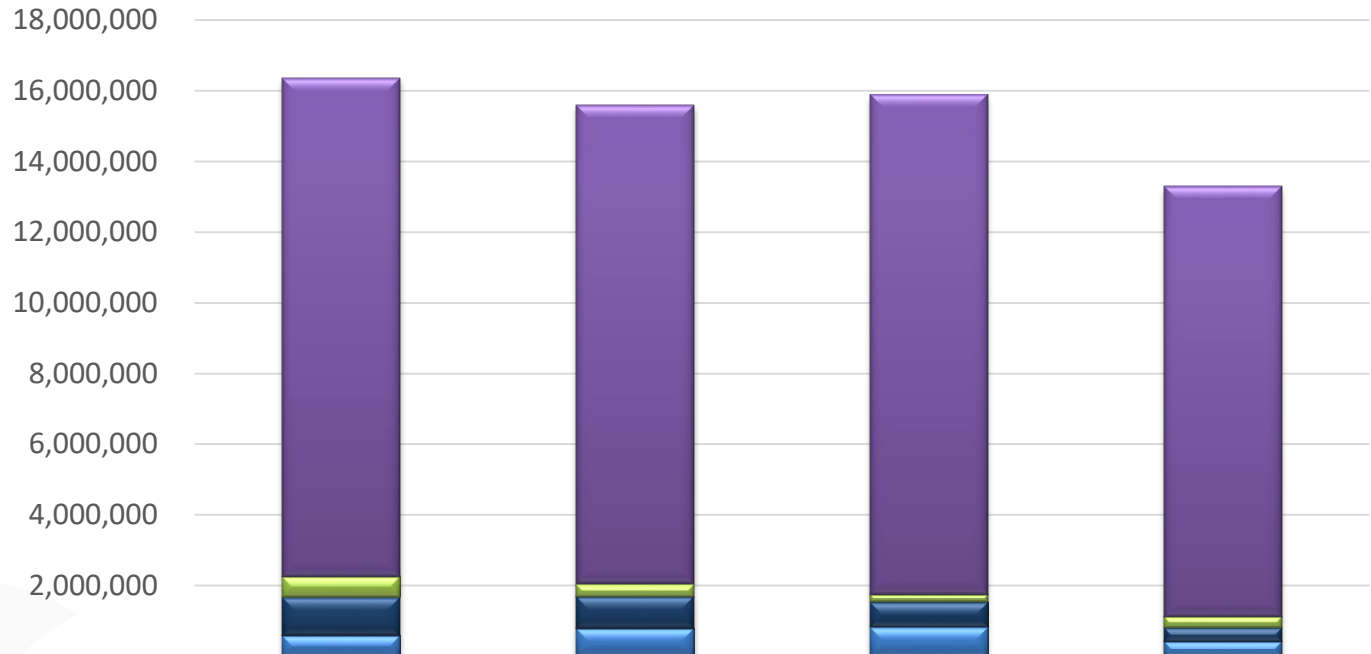
## SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion – Unmodified
- Report Required by *Government Auditing Standards (GAS)*
  - No Material Weaknesses
  - No Significant Deficiencies
- Report Required by the Uniform Guidance
  - Programs Tested:
    - Federal Transit Cluster CFDA #'s 20.507, 20.526
  - Findings:
    - None
- Report Required by the Maine Uniform Accounting and Auditing Practices for Community Agencies
  - Program Tested
    - Transportation Systems Planning
  - Finding
    - No findings



# GREATER PORTLAND TRANSIT DISTRICT

## Net Position FY – 2019 - 2022



	2022	( Restated) 2021	2020	2019
Net investment in capital assets	\$14,113,861	\$13,557,383	\$14,138,902	\$12,165,739
Restricted	563,286	349,371	212,759	299,247
Unrestricted - board policy	1,100,000	900,000	704,925	400,140
Unrestricted - unreserved	584,197	791,949	826,542	421,471



# GREATER PORTLAND TRANSIT DISTRICT

## 2022 REVENUES - BUDGET AND ACTUAL

	Budget	Actual	Over (Under)
Passenger fares	\$1,668,609	2,108,658	440,049
Federal assistance	6,924,206	6,301,747	(622,459)
State assistance	397,760	397,770	10
Local investment	4,562,642	4,560,730	(1,912)
Miscellaneous Income	402,402	554,215	151,813
<b>Total budgeted revenues</b>	<b>13,955,619</b>	<b>13,923,120</b>	<b>(32,499)</b>
Unbudgeted federal and state capital grants	-	2,877,703	2,877,703
Unbudgeted federal and state operating grants	-	763,302	763,302
Insurance Proceeds	-	46,947	46,947
<b>Total budgeted and unbudgeted revenues</b>	<b>\$13,955,619</b>	<b>17,611,072</b>	<b>3,655,453</b>

- **Passenger fares** were over-budget as the recovery of ridership revenue after Covid-19 was greater than anticipated.
- **Federal assistance** was under-budget due to higher-than-expected fare and advertising revenue, less allowable net expenses for federal operating reimbursements
- **Miscellaneous Income** was over-budget as the recovery of advertising revenue after Covid-19 was greater than expected.

# GREATER PORTLAND TRANSIT DISTRICT

## 2022 EXPENSES - BUDGET AND ACTUAL

	Budget	Actual	Under (Over)
Personnel	\$9,950,038	9,897,794	52,244
Temporary help	-	46,915	(46,915)
ADA paratransit	425,000	408,210	16,790
Fuel	510,100	503,263	6,837
Dues and subscriptions	37,524	38,471	(947)
Other employee costs	43,430	35,651	7,779
Fleet parts and services	411,625	364,271	47,354
Insurance	369,884	364,131	5,753
Advertising	149,000	101,672	47,328
Office supplies	24,434	24,558	(124)
Contracted services	414,269	464,881	(50,612)
Utilities and telephone	789,853	748,023	41,830
Maintenance costs	341,664	279,926	61,738
Bank and credit card fees	25,000	21,602	3,398
Capital match	155,460	155,460	-
Capital expense	-	47,547	(47,547)
Debt service principal	182,500	182,500	-
Debt service interest	80,838	54,324	26,514
Fund balance restoration	45,000	-	45,000
<b>Total expenses budgetary basis</b>	<b>\$13,955,619</b>	<b>13,739,199</b>	<b>216,420</b>

- **Personnel expenses** were under budget due to staffing vacancies and long term absences.
- **Temporary help**, which was not budgeted for, was needed in the current-year due to vacancies in HR and payroll.
- **Fleet parts and services expenses** were lower-than-expected due to warranties on newer buses.
- **Advertising expense** was under budget as fair promotions were delayed until 2023.
- **Contracted services expenses** were over-budget due to higher-than-expected CAM fees for the new leased property.
- **Maintenance costs** were under budget due to lower-than-expected snow removal costs. Parking lot repair costs were also budgeted in this category, but were ultimately capitalized.

# GREATER PORTLAND TRANSIT DISTRICT

## 2022 EXPENSES - BUDGET AND ACTUAL, CONTINUED

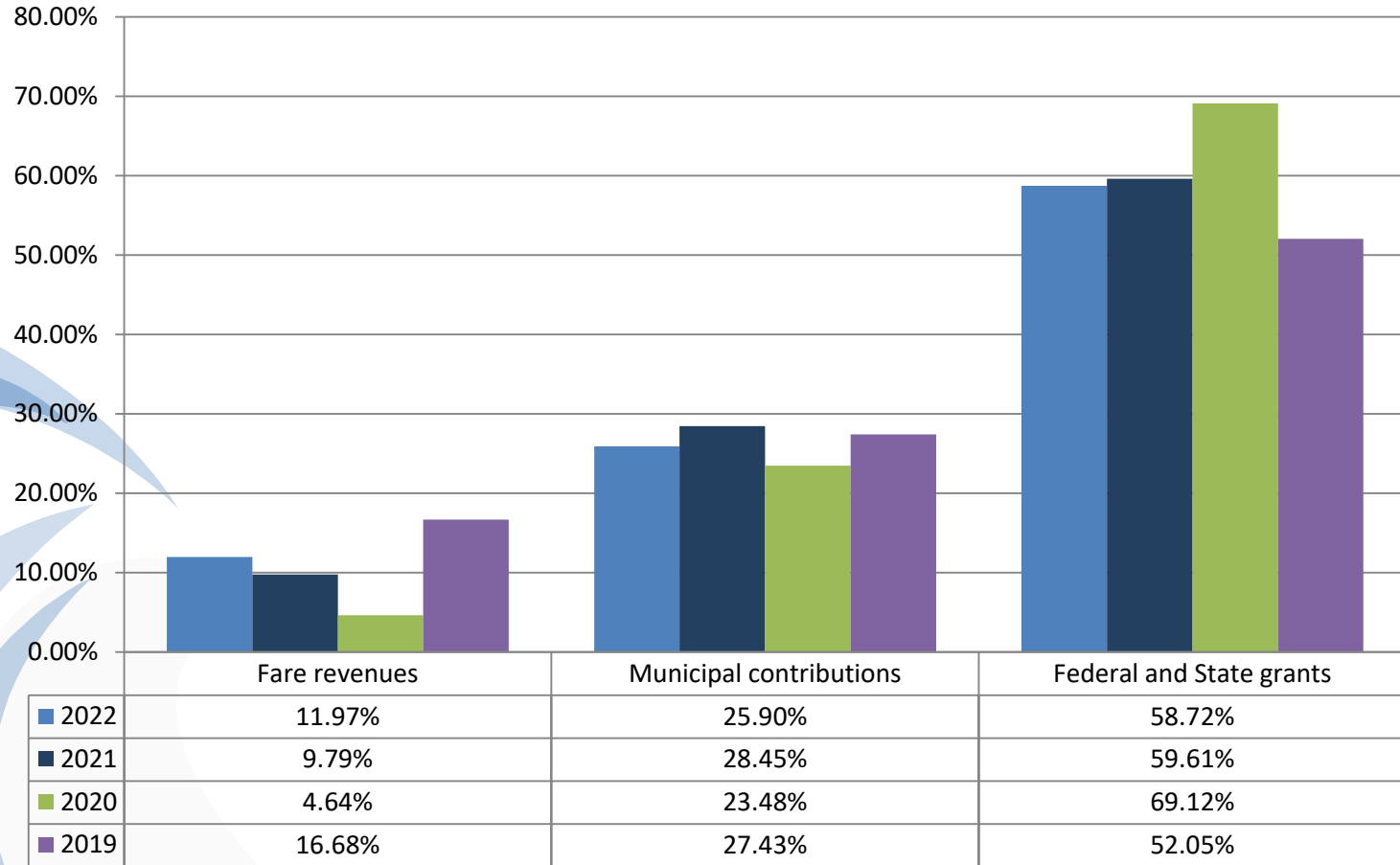
	Budget	Actual	Increase (Decrease)
Unbudgeted capital maintenance	\$ -	3,885	(3,885)
Unbudgeted contracted services	-	890,649	(890,649)
Unbudgeted other expenses	-	271,556	(271,556)
Depreciation expense	-	2,379,379	(2,379,379)
GAAP adjustments	-	(436,237)	436,237
<b>Total expenses GAAP basis</b>	<b>\$13,955,619</b>	<b>16,848,431</b>	<b>(2,892,812)</b>

- **Unbudgeted capital maintenance, contracted services and other expenses** these are all various capital grant expenses that were not budgeted for.
- **GAAP adjustments to expense** represents differences between the GAAP basis and budgetary basis treatment of principle payments on long-term debt, the change in OPEB, internal capital matches, loss on disposal, and lease activity.



# GREATER PORTLAND TRANSIT DISTRICT

## REVENUE DISTRIBUTION - FY 2019 - 2022



# GREATER PORTLAND TRANSIT DISTRICT

## Expense Distribution Comparative

	2022	2021
Personnel	72.04%	75.35%
Temporary help	0.34%	0.18%
ADA paratransit	2.97%	2.95%
Fuel	3.66%	4.54%
Dues and subscriptions	0.28%	0.31%
Other employee costs	0.26%	0.21%
Fleet parts and services	2.65%	3.03%
Insurance	2.65%	2.74%
Advertising	0.74%	0.28%
Office supplies	0.18%	0.20%
Contracted services	3.38%	2.58%
Utilities and telephone	5.44%	2.52%
Maintenance costs	2.05%	2.09%
Bank and credit card fees	0.16%	0.17%
Capital match	1.13%	0.90%
Capital Expense	0.35%	0.00%
Debt service	1.72%	1.95%

April 28, 2023

To the Board of Directors of the  
Greater Portland Transit District

We have audited the financial statements of the Greater Portland Transit District for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our meeting with a Finance Committee member on February 14, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated January 5, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Greater Portland Transit District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Greater Portland Transit District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Greater Portland Transit District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Greater Portland Transit District's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Greater Portland Transit District's compliance with those requirements.

## Significant Audit Matters

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Greater Portland Transit District are described in the notes to the financial statements. As described in the notes to the financial statements, the Greater Portland Transit District changed accounting policies related to leases by adopting Statement on Governmental Accounting Standards (GASB Statement) No. 87, *Leases*. No other new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the Greater Portland Transit District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were management's estimate of depreciation expense, which is based on estimated useful lives of assets and management's estimate of its other postemployment benefit liability, which is based on actuarial reports. We evaluated the key factors and assumptions used to develop these estimates, in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See attached Adjusting Journal Entries which includes an entry detected as a result of audit procedures, which was material to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated April 28, 2023. See the attached copy of the representation letter, which was signed by management.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Greater Portland Transit District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Greater Portland Transit District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis and the Schedule of Changes in the District’s Total Health Plan OPEB Liability and Related Ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

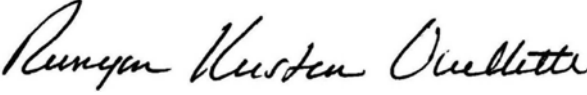
We were engaged to report on the Schedule of Revenues and Expenses – Budget and Actual, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Board of Directors  
Page 4

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the Greater Portland Transit District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Raymond Newton Ouellette". The signature is written in black ink and is positioned below the text "Very truly yours,".

**Greater Portland Transit District  
Adjusting Journal Entries  
12/31/2022**

Account	Description	Debit	Credit
<b>001</b>			
To record leases covered under GASB 87.			
1-1000-112010	Lease Recieveable	777,730.48	0.00
1-1000-415200 ATLAN	Rental of Property	36,316.42	0.00
1-1000-121010	Right to Use Asset - Lease	2,035,169.75	0.00
1-41005500-526001	Amortization Expense	297,829.72	0.00
1-36003300-522001 LEASE	Lease Interest Expense	77,761.87	0.00
1-1000-226000	Deferred Inflow of Resources - Lease	0.00	769,515.28
1-1000-415202 ATLAN	Rental of Property - Interest Revenue	0.00	14,757.44
1-1000-415201-ATLAN	Rental of Property - Non Base Rent	0.00	29,774.18
1-1000-221020	Lease Liability	0.00	1,786,848.32
1-1000-121020	Accumulated Amortization	0.00	297,829.72
1-36003300-522000 LEASE	Operating Lease	0.00	326,083.30
<b>Total</b>		<b><u>3,224,808.24</u></b>	<b><u>3,224,808.24</u></b>

April 28, 2023

Runyon Kersteen Ouellette  
20 Long Creek Drive  
South Portland, Maine 04106

This representation letter is provided in connection with your audits of the financial statements of the Greater Portland Transit District, which comprise the respective financial position of the business-type activities as of December 31, 2022 and 2021, and the respective changes in financial position and cash flows for the years then ended, and disclosures (collectively, "the financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of April 28, 2023, the following representations made to you during your audit.

#### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 5, 2023 including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.





- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 10) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the District or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.



- 13) We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of, including any side agreements.

**Government-specific**

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 23) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 24) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balances or net position.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.



- 26) We have appropriately disclosed all information for conduit debt obligations in accordance with [GASBS No. 91](#).
- 27) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 29) As part of your audit, you assisted with preparation of the financial statements, schedule of expenditures of federal awards, schedule of expenditures of department awards, and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements, related notes, schedule of expenditures of department awards and schedule of expenditures of federal awards.
- 30) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements include all fiduciary activities required by [GASBS No. 84](#).
- 34) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#), as amended.
- 35) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 36) Components of net position (net investment in capital assets; restricted; and unrestricted) amounts are properly classified and, if applicable, approved.



- 37) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 38) Provisions for uncollectible receivables have been properly identified and recorded.
- 39) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 40) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 41) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 42) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 43) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 44) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to supplementary information other than RSI on which an in-relation-to opinion is issued (budgetary basis schedule, schedule of expenditures of federal awards and schedule of department agreements):
  - a) We acknowledge our responsibility for preparing and presenting the budgetary basis schedule, the schedule of expenditures of federal awards and schedule of department agreements in accordance with accounting principles generally accepted in the United



States of America, and we believe the budgetary basis schedule, schedule of expenditures of federal awards and schedule of department agreements, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the budgetary basis schedules, schedule of expenditures of federal awards and schedule of department agreements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b) If the budgetary basis schedule, schedule of expenditures of federal awards and schedule of department agreements are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information other than RSI no later than the date we issue the supplementary information other than RSI and the auditor's report thereon.
- 48) With respect to federal award programs:
- a) We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
  - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.



- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, if applicable.



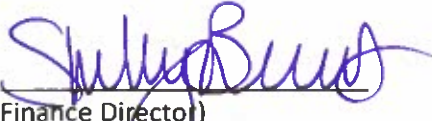


- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have monitored sub recipients, as necessary, to determine that they have expended sub awards in compliance with federal statutes, regulations, and the terms and conditions of the sub award and have met the other pass-through entity requirements of the Uniform Guidance.
- u) We have issued management decisions for audit findings that relate to federal awards made to sub recipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the sub recipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the sub recipient
- v) We have considered the results of sub recipient audits and have made any necessary adjustments to our books and records.
- w) We have charged costs to federal awards in accordance with applicable cost principles.



- x) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- y) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- z) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- aa) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signed:

  
(Finance Director)

Date:

4/28/2023









**GREATER PORTLAND TRANSIT DISTRICT**

**Financial Statements**

**For the Years Ended December 31, 2022 and 2021**

**GREATER PORTLAND TRANSIT DISTRICT**  
**Financial Statements**  
**For the years ended December 31, 2022 and 2021**

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Certified Public Accountants and Business Consultants

## Independent Auditor's Report

To the Board of Directors of the  
Greater Portland Transit District

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the Greater Portland Transit District, as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Greater Portland Transit District, as of December 31, 2022 and 2021, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Greater Portland Transit District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Greater Portland Transit District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Greater Portland Transit District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Greater Portland Transit District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management discussion and analysis and schedules related to the OPEB liability, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Greater Portland Transit District's basic financial statements. The Schedule of Revenues and Expenses – Budget and Actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Revenues and Expenses – Budget and Actual is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Revenues and Expenses – Budget and Actual is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 28, 2023, on our consideration of the Greater Portland Transit District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Greater Portland Transit District's internal control over financial reporting and compliance.



April 28, 2023  
South Portland, Maine

**GREATER PORTLAND TRANSIT DISTRICT**  
**Management Discussion and Analysis**  
**Fiscal Year Ended December 31, 2022**

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The Greater Portland Transit District (GPTD) is a municipal transit district formed under M.R.S.A Title 30-A, Part 2.5, Section 163, providing public transportation to the member cities of Portland and Westbrook, and the Towns of Falmouth, Yarmouth, Freeport, and Brunswick. The following is a narrative guide to aid the reader in understanding GPTD's financial performance and status that is presented in the financial statements and accompanying notes.

As a recipient of federal funds, GPTD is also required to undergo a single audit in conformity with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This "single audit" is designed to meet the special requirements of federal grantor agencies to assure proper handling and accounting of federal funds.

As a recipient of State funds, GPTD is also required to undergo an independent audit of expenses and department agreements in accordance with the *Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP)*. This audit is required to confirm compliance with the internal control requirements relevant to the preparation and fair presentation of the schedule of expenditures of department agreements.

**Financial Highlights**

- **Capital Assets.** Capital assets, net of depreciation and amortization increased in 2022 by \$292,156, about 1.72%. This reflects the addition of two electric buses (the first in Metro's fleet), a charging station for those buses, a new service vehicle, two new passenger shelters placed in service, parking lot improvements, and renovation of our administration offices, including various office equipment. This was partially offset by annual asset depreciation and amortization, and three bus, one service vehicle, and one passenger shelter disposals.
- **Current Liabilities.** The increase in current liabilities of \$648,266, or 51.88%, reflects a \$376,981 and \$150,831 increase in accounts payable and other liabilities, respectively, a \$59,277 increase in accrued payroll costs, and increases in both current portions of notes and lease payable of \$16,650 and \$10,315, respectively at year-end. In addition, there is an increase of \$105,658 for deferred fare revenue, representing regional purchases of stored value and single ride tokens that have not yet been used for rides. These were partially offset by a decline in payables to other governments and the current portion of accrued compensated absences of \$65,479 and \$5,967, respectively.
- **Noncurrent Liabilities.** Noncurrent liabilities decreased by \$254,117, about 6.44%, of which \$258,637 is the principal reduction of our lease payable resulting from the initial recording of new lease accounting requirements. Refer to Page 16 for additional detail. Notes payable also declined due to regular principal paydowns over the year. Accrued compensated absences increased minimally by \$4,393, which primarily reflects wage increases partially offset by retirements and other employee terminations. Other postemployment benefits (OPEB) liability increased by \$32,777. The 2022 OPEB liability is \$803,410 as described on page 19.
- **Net Position.** Overall net position for GPTD increased by 4.89%, or \$762,641, primarily due to the net increase in capital assets over the year, most of which were funded with capital grants. Restricted net position, which is the unexpended portion of local match funds for awarded capital grants, increased by \$213,915. Unrestricted-unreserved net position decreased by 26.23%, or about \$207,752, which can largely be attributed to the transfer of net position to unrestricted, reserved for board policy. Detailed changes in net position are shown on page 9, and the allocation of net position is explained beginning on page 21. GPTD realized a net budgetary surplus (revenues minus expenditures) of \$183,921.
- GPTD finances its cash flow through issuance of an annual Tax Anticipation Note (TAN), in advance of receiving assessment payments from member communities.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Management Discussion and Analysis, Continued**  
**Fiscal Year Ended December 31, 2022**

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**Relevant Financial Policies**

The Board of Directors for the GPTD adopted a Financial Reserve Policy in 2018 with a goal of achieving and maintaining an unrestricted amount of net position of no less than 16.66%, or two months, of the subsequent year's operating budget expenditures. That Policy also requires an equal amount of cash to be restricted to match the amount reserved. On page 8, it shows that 2021 total Unrestricted Net Position was \$1,691,949. Of that amount, \$900,000 was reserved for the Policy, which has an equal amount of cash restricted, as required. This represented 6.45% of 2022 budgeted expenses. Any increase to that amount has to be supported by an equal increase in restricted cash, which ensures available funding for any use of the reserve.

The 2022 year-end unrestricted net position is \$1,684,197, which reflects the budgetary surplus of \$183,921 and is a slight decrease from 2021 of \$7,752. In an effort to move closer to its Board Policy goal, GPTD management increased the level of reserves to \$1,100,000 in 2022, which leaves a balance of \$584,197 in unrestricted net position. The unrestricted, reserved for Board policy amount of \$1,100,000, is about 7.57% of 2023 budgeted operating expenses. Page 22 shows the amount of restricted cash. The full Policy calculation, at 16.66%, would require a reserve of \$2,421,852 for the 2023 budget amount. Note that any increase in budgeted operating expenses impacts the percentage.

**Financial Statements**

GPTD Basic Financial Statements include the Statements of Net Position, Statements of Revenues, Expenses, and Changes in Net Position, and Statements of Cash Flows. The Notes to Basic Financial Statements are an integral part of understanding these Statements.

**Budgeted Revenues**

Revenues were under budgeted amounts by 0.23%, or about \$32,499, and 13.54%, or \$1,660,709, above the 2021 total. Most of the variances in revenues can be attributed to the reallocation of federal assistance to future programs, partially offset by a rise in passenger and organization paid fares, and advertising revenues. Refer to the budget to actual schedule on page 25 for detailed information.

Passenger Fares. Collected passenger fares were over budget by about 26.37%, or \$440,049. In an effort to provide economic relief and spur ridership during the pandemic, GPTD suspended collection of passenger fares in March 2021, however resumed collection in October 2021. In addition, GPTD launched an Automated Fare Collection System and a fare increase, that was originally scheduled for early 2021, but were implemented when fare collection resumed in October 2021. In 2022, ridership continued moving upward, increasing by 243,414 rides, almost 23.97% from 2021. Despite the gains made over the year, fare recovery from the pandemic in 2022 remained below pre-pandemic levels, likely due to ridership at approximately 60.00% of pre-pandemic levels. Fares as well as ridership in 2021 were also sharply decreased due to the pandemic, with ridership at approximately 48.00% of pre-pandemic levels.

Advertising Revenue. Collected revenue from transit advertising far surpassed budget at 79.39%, or \$154,816 higher than the budgeted estimate, and \$155,572, or 80.09%, higher than in 2021. These variances can be directly related to the continued economic recovery from COVID-19. A number of advertising contracts are now in place, as a number of contracts were cancelled in 2021.

Federal and State Assistance. Collections from Federal and State agencies was .582% lower than 2021, or down by \$36,910. GPTD was awarded a Coronavirus Aid, Relief, and Economic Security (CARES) Act - grant, which funded 100% of all operating costs for five months of 2021. In 2022, less CARES Act grant funds were available to fund operating costs, as other planned grant uses such as metropolitan planning and renovation projects began or were completed. GPTD also received its annual operating grant and collected funds for the other months of the year.



**GREATER PORTLAND TRANSIT DISTRICT**  
**Management Discussion and Analysis, Continued**  
**Fiscal Year Ended December 31, 2022**

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Total federal and state assistance for 2022 was 8.99% lower than budgeted, or \$622,449, which is primarily attributed to other planned uses of the CARES Act funding received. However, this funding covered all costs, including Transit West and Preventative Maintenance operating costs, which left available balances in the annual operating grant that can be accessed for future eligible costs.

Local Investment. Payments from communities were \$529,631, or 13.14%, higher than in 2021. This was a result of an additional \$177,138, or approximately 4.04% in local assessments and match for operating and capital costs. Further, the 2022 assessment did not include the CARES Act funding credit of \$351,661 which was the major contributor to the 2022 increase. In addition to member community assessments, local investment includes contributions from Gorham, who is a non-member community for the Transit West expansion.

**Budgeted Expenses**

Total operating expenses for 2022 were under budget by 1.55%, or \$216,420, and about 15.05%, or \$1,797,708 more than 2021. The majority of the increase was incurred in personnel and utility cost increases. The budget to actual schedule for expenses begins on page 26.

Wages and benefits (personnel). Total wages and benefits costs were about 10.65% higher, or \$952,841 than in 2021. This not only reflects a 3.00% wage increase for all employees and step increases for union employees, but a significant increase in overtime pay used to incentivize voluntary OT due to the shortage of bus operators and fleet care workers over the year, along with a one-time, negotiated inflationary relief payment made to all employees in 2022. Health insurance premiums saw single digit increases in 2022, with stable pricing for dental and vision. Lower than anticipated benefit cost increases allowed benefits to be under expended by \$209,246, along with the staffing shortages experienced. Overall, wages and benefits were under budget by 0.53%, or \$52,244 in 2022.

Fleet parts and services and fuel. The cost of maintaining the fleet combined with fuel costs, were under budget by \$54,191, about 5.88% with a savings in diesel fuel of \$18,722, and parts of \$61,498. Over expenditures were incurred in CNG fuel and electricity as a fuel of \$7,153 and \$4,732, respectively. Other over budget items included tires and tubes and grease and fluids of \$14,144. However, the total expense of both categories was \$30,909 lower than 2021. GPTD experienced unanticipated market pricing and gas supplier service cost increases, along with supply chain issues that pushed grease and fluids, tires, and CNG and electricity as a fuel over budget, but had locked in lower diesel fuel pricing in its current contract which resulted in net savings overall.

Advertising services. Advertising services were under budget by about 31.76%, or \$47,328. A majority of GPTD's advertising dollars are typically used for initiatives to grow ridership. As a result of COVID-19, certain initiatives were temporarily suspended, with some advertising spending redirected to pandemic-related recommendations and requirements onboard buses. Other advertising spending was redirected to stemming the workforce shortage. This resulted in the 2022 budgetary savings.

Contracted services. Contracted services were over budget by about 12.22%, or \$50,612. This is almost entirely due to intentional real estate broker services used to successfully sublet our current lease, which will defray existing lease costs until a final decision is made on GPTD's proposed new facility.

Utilities and telephone. The total cost of heat, electricity, phone, water, sewer, and storm water was under budget by about 9.70%, or \$41,830. Total costs increased 102.32% compared to 2021 due to a full year's lease operating costs in 2022, including utility-related cost increases of 29.07%.

Maintenance services. The total cost of maintenance services was under budget by 18.07%, or \$61,738. Costs budgeted for maintenance services and supplies, and snow plowing were under budget.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Management Discussion and Analysis, Continued**  
**Fiscal Year Ended December 31, 2022**

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Capital expense. Unbudgeted capital expense resulted from the need to balance fund GPTD's new service vehicle and parking lot improvements in 2022.

**Growth and Initiatives**

GPTD's progress in growing ridership through 2019 slowed during the pandemic, with overall ridership in 2022 being about 60% less than the pre-pandemic levels of 2019. Depressed ridership and the slow recovery means fare revenues have been, and are forecast to be below historical trends. Agencies are also facing significant budgetary pressure due to rising costs in all major categories (e.g., labor, services, commodities). Additionally, low unemployment and declining labor force participation rates aggravate transit agencies ability to recruit and retain qualified transit workers, particular for bus operator and mechanic jobs. As a result of the final drawdowns of federal emergency funding, the impact of depressed fare revenues, and the impact of rising costs, GPTD is forecasting a structural deficit for the years 2024-2027.

As with transit systems nationwide, agencies are working to adapt and grow mobility services in ways that will rebuild and grow ridership. In the near term, GPTD will implement a series of service improvements and capital projects aimed at improving the transit system and rebuilding ridership. These improvements are funded with American Rescue Plan Act funding and are targeted for implementation in 2023 and 2024.

GPTD is undertaking a strategic planning process in 2023 to outline major priorities and goals for the balance of the decade. Subject to public engagement and board approval, the following initiatives and areas of focus are likely to be covered as part of the completed strategic plan:

- Maintain assets in a state of good repair and ensure strong and reliable service continuity.
- Recruit and support qualified, committed employees while building a great place to work for everyone.
- Reconstruct and expand operations-maintenance facility to accommodate 100+ buses.
- Continue progress on electrification of transit fleet.
- Continue to seek funding for and implement service improvements that improve frequencies, expand hours, and make transit faster.
- Deploy micro-transit service in geographic zones where it can be productive while widening mobility coverage and integrations with fixed route bus system.
- Expand transit pass programs to more organizations and work toward creation of a low-income pass program backed by appropriate funding.
- Deploy technology projects that reduce transit system travel times and improve the customer experience.
- Continue improving bus stops to enhance accessibility, customer experience, and public perception of transit.
- Sustainably grow the agency's organizational and technical capacity to continue expanding the region's public transportation service and infrastructure.

**Conclusion**

GPTD's commitment to technology and infrastructure enhancements, along with a continued effort to introduce service and frequency improvements, allows the delivery of public transit services that are easily accessible, convenient, and increase mobility in its areas of operation. GPTD is confident that the increasing ridership trend that has continued into 2023 will lead to strengthening GPTD's future fiscal health.

**Requests for Information**

This purpose of this financial report is to provide a general overview of the Greater Portland Transit District's finances. Any questions concerning this report or additional information should be addressed to Shelly Brooks, Finance Director, Greater Portland Transit District, 14 Valley Street, Portland, Maine 04102.

More information about GPTD can be found on its web site, [gpmetro.org](http://gpmetro.org), where past budgets and financial reports can also be accessed.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Statements of Net Position**  
**December 31, 2022 and 2021**

	<b>2022</b>	<b>2021 (restated)</b>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 2,369,105	2,101,945
Accounts receivable	150,576	74,986
Receivables from other governments:		
Grants	1,168,388	1,004,786
Other	454,047	72,087
Lease receivable	777,730	-
Inventory	390,979	341,437
Prepaid expenses	87,594	107,788
<b>Total current assets</b>	<b>5,398,419</b>	<b>3,703,029</b>
Capital assets:		
Land	133,175	133,175
Construction in progress	96,027	213,876
Buildings and improvements	6,634,498	6,473,672
Vehicles	20,569,805	18,756,242
Passenger shelters	696,408	704,549
Equipment	5,406,225	4,713,636
Right to use asset - lease	2,035,170	2,035,170
<b>Total capital assets</b>	<b>35,571,308</b>	<b>33,030,320</b>
Less accumulated depreciation and amortization	18,261,099	16,012,267
<b>Capital assets, net</b>	<b>17,310,209</b>	<b>17,018,053</b>
<b>Total assets</b>	<b>22,708,628</b>	<b>20,721,082</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows of resources related to OPEB	\$ 99,794	127,603
<b>Total deferred outflows of resources</b>	<b>99,794</b>	<b>127,603</b>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	539,025	162,044
Payable to other governments	180,865	246,344
Accrued payroll and payroll taxes	234,994	175,717
Other liabilities	195,942	45,111
Unearned fare revenue	279,048	173,390
Current portion of accrued compensated absences	10,054	16,021
Current portion of notes payable	199,150	182,500
Current portion of lease payable	258,637	248,322
<b>Total current liabilities</b>	<b>1,897,715</b>	<b>1,249,449</b>
Noncurrent liabilities:		
OPEB obligation	803,410	770,633
Accrued compensated absences	150,937	146,544
Notes payable	1,210,350	1,243,000
Lease payable	1,528,211	1,786,848
<b>Total noncurrent liabilities</b>	<b>3,692,908</b>	<b>3,947,025</b>
<b>Total liabilities</b>	<b>5,590,623</b>	<b>5,196,474</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows of resources related to OPEB	86,940	53,508
Deferred inflows of resources related to leases	769,515	-
<b>Total deferred inflows of resources</b>	<b>856,455</b>	<b>53,508</b>
<b>NET POSITION</b>		
Net investment in capital assets	14,113,861	13,557,383
Restricted	563,286	349,371
Unrestricted, reserved for board policy	1,100,000	900,000
Unrestricted, unreserved	584,197	791,949
<b>Total net position</b>	<b>\$ 16,361,344</b>	<b>15,598,703</b>

*See accompanying notes to basic financial statements.*

**GREATER PORTLAND TRANSIT DISTRICT**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the years ended December 32, 2022 and 2021**

	2022	2021 (restated)
Operating revenues:		
Passenger fares	\$ 2,108,658	1,385,127
Rental income	97,602	40,228
Outside repairs, maintenance and CNG sales	13,868	25,799
Federal and state operating grants	7,462,819	7,363,153
Local assessments for operating	4,405,270	3,924,450
Advertising	349,816	194,244
Insurance proceeds	46,947	14,807
Autofare reimbursement	13,887	10,088
Miscellaneous income	27,859	20,120
<b>Total operating revenues</b>	<b>14,526,726</b>	<b>12,978,016</b>
Operating expenses before depreciation and amortization:		
Personnel	9,991,812	9,039,770
Temporary help	46,915	21,810
ADA Paratransit	408,210	350,479
Fuel	503,263	538,830
Dues and subscriptions	38,471	36,774
Other employee costs	44,366	25,286
Fleet parts and services	445,366	360,038
Insurance	364,131	325,138
Advertising	101,672	33,105
Office and building supplies	24,558	23,626
Contract services	1,355,530	1,070,980
Utilities	499,702	369,730
Maintenance costs	283,811	252,824
<b>Total operating expenses before depreciation and amortization</b>	<b>14,107,807</b>	<b>12,448,390</b>
<b>Operating income (loss) before depreciation and amortization</b>	<b>418,919</b>	<b>529,626</b>
<b>Depreciation and amortization expense</b>	<b>2,379,379</b>	<b>1,920,972</b>
<b>Operating income (loss) after depreciation and amortization</b>	<b>(1,960,460)</b>	<b>(1,391,346)</b>
Nonoperating revenues (expenses):		
Federal and state capital grants	2,877,703	1,071,342
Local assessments for capital	(26,286)	100,550
Wellness and training grants	3,156	3,014
Gain (loss) on disposal of capital assets	(103,573)	(5,455)
Interest income	48,027	6,109
Bank interest and fees	(21,602)	(19,645)
Interest on debt service	(54,324)	(48,994)
<b>Total nonoperating revenues (expenses)</b>	<b>2,723,101</b>	<b>1,106,921</b>
<b>Change in net position</b>	<b>762,641</b>	<b>(284,425)</b>
<b>Net position, beginning of year, as restated</b>	<b>15,598,703</b>	<b>15,883,128</b>
<b>Net position, end of year</b>	<b>\$ 16,361,344</b>	<b>15,598,703</b>

*See accompanying notes to basic financial statements.*

**GREATER PORTLAND TRANSIT DISTRICT**  
**Statements of Cash Flows**  
**For the years ended December 31, 2022 and 2021**

	<b>2022</b>	<b>2021 (restated)</b>
<b>Cash flows from operating activities:</b>		
Receipts from customers	\$ 2,254,740	1,785,550
Receipts from federal and state operating grants	7,299,217	7,129,387
Receipts from local sources	4,405,270	3,924,450
Receipts from insurance proceeds	46,947	14,807
Payments to suppliers	(3,613,331)	(3,684,108)
Payments to employees	(9,931,372)	(8,930,268)
Net cash provided by (used in) operating activities	461,471	239,818
<b>Cash flows from investing activities:</b>		
Interest income	48,027	6,109
Net cash provided by (used in) investing activities	48,027	6,109
<b>Cash flows from capital and related financing activities:</b>		
Local sources	(26,286)	100,550
Federal and State capital grants	2,877,703	1,071,342
Note issuance proceeds	166,500	-
Lease issuance proceeds	-	2,035,170
Principal payments on notes	(182,500)	(182,500)
Principal payments on lease	(248,322)	-
Proceeds from sale of capital assets	-	3,000
Purchase of capital assets	(2,775,109)	(3,200,578)
Interest payments	(54,324)	(48,994)
Net cash provided by (used in) capital and related financing activities	(242,338)	(222,010)
Net increase (decrease) in cash and cash equivalents	267,160	23,917
Cash and cash equivalents, beginning of year	2,101,945	2,078,028
<b>Cash and cash equivalents, end of year</b>	<b>\$ 2,369,105</b>	<b>2,101,945</b>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>		
Operating income (loss)	\$ (1,960,460)	(1,391,346)
Adjustments to reconcile operating loss to net cash provided by (used in) operating activities:		
Depreciation and amortization	2,379,379	1,920,972
Bank interest and fees	(21,602)	(19,645)
Wellness and training grants	3,156	3,014
Amortization of deferred inflows and outflows of resources related to OPEB	61,241	(32,881)
Amortization of deferred inflows and outflows of resources related to leases	769,515	-
Change in operating assets and liabilities:		
Accounts receivable	(457,549)	15,634
Grants receivable	(163,602)	(233,766)
Lease receivable	(777,730)	-
Inventory	(49,542)	(21,058)
Prepaid expenses	20,194	(36,491)
Accounts payable	311,502	(264,706)
Accrued payroll and payroll taxes	59,277	39,552
Other liabilities	150,831	19,316
Deferred fare revenue	105,658	91,296
Accrued compensated absences	(1,574)	22,229
Net OPEB obligation	32,777	127,698
Net cash provided by (used in) operating activities	\$ 461,471	239,818

*See accompanying notes to basic financial statements.*

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements**

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SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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**Organization** - The Greater Portland Transit District (the District), incorporated June 24, 1966, is a quasi-municipal corporation, organized in accordance with the provisions of Title 30-A, Chapter 163, of the Maine State Statutes, to operate a public mass transit passenger bus service for the inhabitants of the municipalities comprising the District. The membership of the District is composed of the cities of Portland and Westbrook, and the Towns of Falmouth, Yarmouth, Freeport, and Brunswick. The Board of Directors consists of five directors appointed from the City of Portland, three directors appointed from the City of Westbrook, two directors appointed from the Town of Falmouth, and one each from the Towns of Yarmouth, Freeport, and Brunswick.

**Economic Dependency** - The District is economically dependent upon grants from the Federal Transit Administration and subsidies from the City of Portland, the City of Westbrook, and the Town of Falmouth.

**Measurement Focus and Basis of Accounting** - The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured, such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of the related cash flows.

Operating revenues and expenses are distinguished from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the District's principal ongoing operations. The principal operating revenues of the District are charges to customers for sales and services, operating grants from federal and state funding sources, and local member contributions. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Cash and Investments** - Cash and cash equivalents are considered to be cash on hand, demand deposits and time deposits. Investments are stated at fair value.

**Accounts Receivable and Receivables from Other Governments** - The District grants credit to local governments and businesses. In addition, grants are received for operations and various capital acquisitions. The portion of grants not received at year-end is included in the balance sheet as grants receivable. The amounts of these receivables are subject to acceptance of qualified expenses by responsible grantor agencies. Grants received prior to obligation or spending of funds are recorded as unearned grants.

Management believes that all accounts receivable and grants receivable at December 31, 2022 and 2021 are fully collectable. Therefore, no allowance for doubtful accounts is recorded.

**Net Position** - Although not a formal policy, when both restricted and unrestricted resources are available for use, it is the District's intent to use restricted resources first, then unrestricted resources as they are needed.

**Net Position Reserve** - The Board of Directors for the District adopted a Financial Reserve Policy in 2018 with a goal of achieving and maintaining an unrestricted amount of net position of no less than 16.66%, or two months, of the subsequent year's operating budget expenses. That Policy also requires an equal amount of cash to be restricted to match the amount reserved.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

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**Inventory** - Inventories are valued at the lower of cost (first-in, first-out basis) or market and are recorded as expenses when used (consumption method). Inventory consists of materials and supplies.

**Prepaid Expenses** - Payments to vendors that will benefit periods beyond the fiscal year are recorded as prepaid expenses.

**Capital Assets** - Capital assets owned by the District are stated at the cost (except for intangible right-to-use lease assets, the measurement of which is discussed the leases note below) to acquire or construct the asset and are comprised of land, building, vehicles, and other capital assets. Donated capital assets are recorded at acquisition value. Routine maintenance and repairs are charged against income. Expenses, which materially increase values, change capacities, or extend useful lives are capitalized. The threshold for capitalization of an asset is \$5,000. The provision for depreciation has been computed by the use of the straight-line method at rates intended to amortize the cost of the related assets over their estimated useful lives.

Estimated useful lives are as follows:

Buildings and improvements*	10-50 years
Bus stops and shelters	5-20 years
Office equipment	5-10 years
Service vehicles	7-12 years
Shop equipment	7-20 years
Vehicles	4-12 years
Computer equipment/software	3 years

\*Including the right to use leased building

**Deferred Inflows and Outflows of Resources** - In addition to assets and liabilities, the statement of net position will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of total position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time.

The District has deferred outflows and inflows that relate to the total other postemployment benefits (OPEB) liability, which include the District's contributions subsequent to the measurement date, which is recognized as a reduction of the total OPEB liability in the subsequent year. They also include changes in assumptions and differences between expected and actual experience, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan.

The District also has lease related deferred inflows of resources that qualifies for reporting in this category of resources.

**Leases**

Lessee: The District is a lessee for a noncancellable lease of land and a building. The District recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the financial statements. The District recognizes lease liabilities with an initial, individual value of \$5,000 or more.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

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At the commencement of a lease, the District measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the District determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments:

- The District uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments, and purchase option price that the District is reasonably certain to exercise.

The District monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets on the statement of net position. The portions of lease liabilities due within one year are reported with current liabilities and the portions not due within one year are reported with noncurrent liabilities on the statements of net position.

Lessor: The District is the lessor for a non-cancellable sublease of a portion of the land and building that the District is leasing from another entity. The District has recognized a lease receivable and the related deferred inflows of resources in the financial statements. At the commencement of the lease, the District measures the lease asset at the present value of payments expected to be made during the lease term. Subsequently, the lease asset is reduced by the principal portion of the lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments made at or before the lease commencement date. Subsequently, the lease deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the District determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The District uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the leases. Lease receipts included in the measurement of the lease receivable is composed of fixed payments, from the lessee.

The District monitors changes in circumstances that would require a remeasurement of its lease, and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

**Accrued Compensated Absences** - Under terms of personnel policies and union contracts of the District, compensated absences are granted and paid out to employees upon departure from employment. The District currently offers vacation accrual, sick accrual, and paid time off (PTO). For non-union employees, vacation is paid out at 100% of earned time regardless of time of service. Sick and PTO are paid out based on length of service.



**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

Union employees are paid out all accrued unused PTO and pro-rated vacation time based on length of service in the year of termination.

**Use of Estimates** - The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**DEPOSITS**

*Custodial credit risk – deposits:* In the case of deposits, this is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. The District currently does not have a written deposit policy for custodial credit risk but does attempt to have all deposits insured and collateralized. As of December 31, 2022, the District reported deposits of \$2,369,105 with a bank balance of \$2,492,549. The District’s entire bank balance is insured by federal depository insurance.

*Interest rate risk:* The District currently does not have a written policy for interest rate risk.

*Credit Risk:* Maine statutes authorize the District to invest in obligations of the U.S. Treasury and U.S. agencies, repurchase agreements and certain corporate stocks and bonds. The District currently does not have a written policy for credit risk.

**CAPITAL ASSETS**

Capital asset activity for the fiscal year ended December 31, 2022 was as follows:

	Balance 12/31/2021 <u>(restated)</u>	<u>Increases</u>	<u>Decreases</u>	Balance 12/31/2022
Capital assets not being depreciated:				
Land	\$ 133,175	-	-	133,175
Construction in progress	213,876	18,695	136,544	96,027
<b>Total capital assets not being depreciated</b>	<b>347,051</b>	<b>18,695</b>	<b>136,544</b>	<b>229,202</b>
Capital assets being depreciated:				
Buildings and improvements	6,473,672	160,826	-	6,634,498
Vehicles	18,756,242	2,026,161	212,598	20,569,805
Passenger stations	704,549	13,382	21,523	696,408
Equipment	4,713,636	692,589	-	5,406,225
Right to use asset – lease	2,035,170	-	-	2,035,170
<b>Total capital assets being depreciated</b>	<b>32,683,269</b>	<b>2,892,958</b>	<b>234,121</b>	<b>35,342,106</b>

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

**CAPITAL ASSETS, CONTINUED**

Less accumulated depreciation for:				
Buildings and improvements	\$ 5,220,647	236,144	-	5,456,791
Vehicles	6,888,163	1,664,836	126,074	8,426,925
Passenger stations	126,285	35,049	4,473	156,861
Equipment	3,777,172	145,520	-	3,922,692
Right to use asset – lease	-	297,830	-	297,830
<b>Total accumulated depreciation</b>	<b>16,012,267</b>	<b>2,379,379</b>	<b>130,547</b>	<b>18,261,099</b>
<b>Total capital assets being depreciated, net</b>	<b>16,671,002</b>	<b>513,579</b>	<b>103,574</b>	<b>17,081,007</b>
<b>Capital assets, net</b>	<b>\$ 17,018,053</b>	<b>532,274</b>	<b>240,118</b>	<b>17,310,209</b>

**LONG-TERM DEBT**

The following is a summary of long-term liability transactions of the District for the year ended December 31, 2022:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending balance</u>	<u>Due within one year</u>
Notes from direct borrowing	\$ 1,425,500	166,500	182,500	1,409,500	199,150
Other postemployment liabilities	770,633	32,777	-	803,410	-
Accrued compensated absences	162,565	24,197	25,771	160,991	10,054
Leases payable	2,035,170	-	248,322	1,786,848	258,637
<b>Total long-term liabilities</b>	<b>\$ 4,393,868</b>	<b>223,474</b>	<b>456,593</b>	<b>4,160,749</b>	<b>467,841</b>

Notes payable at December 31, 2022 are comprised of the following individual issues:

	<u>Date of issue</u>	<u>Amount issued</u>	<u>Interest rate</u>	<u>Maturity date</u>	<u>Balance 12/31/22</u>	<u>Balance 12/31/21</u>
2018 Buses	2018	\$ 855,000	1.92-2.99%	11/1/2028	513,000	598,500
2019 Buses	2019	460,000	1.72-2.39%	11/1/2029	322,000	368,000
2020 Buses	2020	510,000	1.24-1.74%	11/1/2030	408,000	459,000
2022 Buses	2022	166,500	3.52-4.02%	11/1/2032	166,500	-
<b>Total notes payable</b>					<b>\$ 1,409,500</b>	<b>1,425,500</b>

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**LONG-TERM DEBT, CONTINUED**

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The annual requirements to amortize notes payable outstanding as of December 31, 2022 are as follows:

<u>Year ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 199,150	33,487	232,637
2024	199,150	29,215	228,365
2025	199,150	24,746	223,896
2026	199,150	20,153	219,303
2027	199,150	15,415	214,565
2028-2032	413,750	20,824	434,574
<b>Totals</b>	<b>\$ 1,409,500</b>	<b>143,840</b>	<b>1,553,340</b>

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**LEASES PAYABLE**

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During 2021, the District entered into a seven-year lease agreement as lessee for the use of land and a building. An initial lease liability was recorded in the amount of \$2,035,170 during 2021. As of December 31, 2022 the value of the lease liability was \$1,786,848. The District was required to make monthly principal and interest payments of \$27,083 for the period of January to October 2022 and \$27,625 for the period of November and December 2022, adjusted for a 2% increase each year annually in November. The lease has an interest rate of 4.43% derived from the District's estimated incremental borrowing rate. The value of the right-to-use asset as of the end of 2022 was \$2,035,170 and had \$297,830 in accumulated amortization as of December 31, 2022.

The future principal and interest lease payments as of December 31, 2022 were as follows:

	<u>Lease Payable</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 258,637	73,968	332,605
2024	277,118	62,139	339,257
2025	296,571	49,471	346,042
2026	317,042	35,921	352,963
2027	338,580	21,443	360,023
2028	298,900	6,102	305,002
<b>Totals</b>	<b>\$ 1,786,848</b>	<b>249,044</b>	<b>2,035,892</b>

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**GRANTOR REVIEW**

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Federal and State grants are subject to grantor review and final approval. Although it is not anticipated that any claims would be made against the District by the grantor agencies, grants remain subject to ultimate closeout.

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**RISK MANAGEMENT**

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The Greater Portland Transit District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Greater Portland Transit District carries commercial insurance.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**PENSION PLAN**

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The Greater Portland Transit District has a defined contribution retirement plan under Section 401(a) of the Internal Revenue Code covering all full-time employees.

Union employees are eligible to participate once their qualifying period has ended. Qualification for Union employees occurs the first of the month following 60 days after their date of hire. Nonunion employees are eligible to participate immediately following their date of hire. Union employees are fully vested after 60 months of employment. All nonunion employees are fully vested immediately.

The District matches voluntary union and nonunion employee contributions to a 401 (a) plan. All contributions are voluntary and in fiscal year 2022, the District contributed up to 7.5% of the employees' gross pay, compared to 7.0% in 2021, the District contributed 15% of the General Manager's compensation, without regard to his contribution, for the years ended December 31, 2022 and 2021, respectively.

For the years ended December 31, 2022 and 2021, respectively, employee contributions amounted to \$0 and \$0 and employer contributions were \$429,409 and \$371,495.

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**457 RETIREMENT PLAN**

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The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code (IRC) Section 457. The plan permits participating employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

Assets of the plan are placed in trust for the exclusive benefit of participants and their beneficiaries. Accordingly, the assets and the liability for the compensation deferred by plan participants, including earnings on plan assets are not included in the District's financial statements. For the years ended December 31, 2022 and 2021 respectively, employee contributions amounted to \$525,186 and \$456,392 and employer contributions were \$0 and \$0.

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**LEASES RECEIVABLE**

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During 2022, the District entered into a leasing arrangement through which the District subleased part of the land and building that the District began leasing in 2021. The sublease is for a five-year term and the District will receive monthly payments of \$14,537, adjusted for a 2% increase each year annually in October.

The District recognized \$82,844 in lease revenue and \$14,757 in related interest revenue during 2022. As of December 31, 2022, the District's receivable for lease payments was \$777,730. Also, the District has a deferred inflow of resources associated with the leases that will be recognized as revenue over the lease term. As of December 31, 2022, the balance of the deferred inflow of resources was \$769,515.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**OTHER POSTEMPLOYMENT BENEFITS**

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***General Information about the OPEB Plans***

**Plan Description** - The District sponsors a postretirement benefit plan providing health insurance to retiring employees (hereafter referred to as the Health Plan). The plan is a single-employer defined benefit OPEB plan administered by the Maine Municipal Employees Health Trust (MMEHT). The Board of Directors have the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

**Benefits Provided** - Retirees with a minimum of age 55 and 5 years of service at retirement are eligible for postretirement health insurance benefits. The eligibility for explicit subsidy is age 62 and 20 years of service. The explicit subsidy represents the contributions towards retiree health insurance that District pays. Currently, the District provides an explicit subsidy of 100% of single Pre-Medicare coverage. The District does not provide any subsidy for spouses.

*Employees Covered by Benefit Terms* – At December 31, 2022, the following employees were covered by the Health Plan benefit terms:

Inactive employees or beneficiaries currently receiving benefits	2
Inactive employee entitled to but not yet receiving benefits	-
Active employees	89
Total	<u>91</u>

**Contributions** - The District is required to pay 100% of the health insurance premiums toward single Pre-Medicare coverage, the total District contributions for the year ended December 31, 2022 were \$8,145.

***OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

The District's total Health Plan OPEB liability of \$803,410 was measured as of January 1, 2022 and was determined by an actuarial valuation as of that date.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

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**OTHER POSTEMPLOYMENT BENEFITS, CONTINUED**

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*Changes in the Total Health Plan OPEB Liability*

		Total OPEB Liability
Balance at December 31, 2021	\$	770,633
Changes for the year:		
Service cost		80,573
Interest		17,960
Changes of benefit terms		-
Differences between expected and actual experience		(53,799)
Changes in assumptions or other inputs		(3,812)
Benefit payments		(8,145)
Net changes		<u>32,777</u>
Balance at December 31, 2022	\$	<u><u>803,410</u></u>

Change in assumptions reflects a change in the discount rate from 2.12% to 2.06%.

For the year ended December 31, 2022, the District recognized OPEB expense of \$94,817 related to the Health Plan. At December 31, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to the Health Plan from the following sources:

		Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$	-	86,940
Changes of assumption or other inputs		90,764	-
Contributions after measurement date		9,030	-
Total	\$	<u>99,794</u>	<u>86,940</u>

An amount of \$9,030 is reported as deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to the Health Plan OPEB will be recognized in OPEB expense as follows:

Year ended December 31:		
2023	\$	5,129
2024		5,135
2025		702
2026		7,975
2027		(718)
Thereafter		(14,399)

**Actuarial Assumptions and Other Inputs** - The total OPEB liability in the January 1, 2022 actuarial valuation for the Health Plan was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

**OTHER POSTEMPLOYMENT BENEFITS, CONTINUED**

Inflation	2.40% per annum
Salary increases	2.75% per annum
Discount rate	2.06%
Healthcare cost trend rates	7.67% Non-Medicare, decreasing to 3.53% by 2042.
Retirees' share of the benefit related costs	100% of projected health insurance premiums

Mortality rates for the Health Plan were based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table projected generationally using the RPEC 2020 model.

The actuarial assumptions used in the January 1, 2022 valuation for the Health Plan were based on the results of an actuarial experience study for the period June 30, 2016 through June 30, 2020.

**Discount Rate** - The rate used to measure the total OPEB liability for the Health Plan was 2.06%. The discount rate was based upon high quality AA/Aa or higher bond yields in effect for 20 years, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index.

**Sensitivity of the Total Health Plan OPEB Liability to Changes in the Discount Rate** – The following presents the District's total OPEB liability related to the Health Plan calculated using the discount rate of 2.06%, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower (1.06%) or 1 percentage-point higher (3.06%) than the current rate:

	1% Decrease (1.06%)	Discount Rate (2.06%)	1% Increase (3.06%)
Total OPEB liability	\$ 941,211	803,410	691,274

**Sensitivity of the Total Health Plan OPEB Liability to Changes in the Healthcare Cost Trend Rates** - The following presents the District's total OPEB liability related to the Health Plan calculated using the healthcare cost trend rates, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage-point lower or 1 percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability	\$ 677,391	803,410	965,249

**SHORT-TERM LIABILITIES**

The District obtained short-term borrowing in the form of a tax anticipation note for immediate cash flow needs. Short-term liability transactions for the year ended December 31, 2022 were as follows:

	Beginning Balance	Additions	Deletions	Ending balance
<b>Tax anticipation note</b>	\$ -	<b>3,350,001</b>	<b>3,350,001</b>	-

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

**NET POSITION**

Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by outstanding long-term debt and adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is any remainder of total net position less net investment in capital assets and restricted net position.

The District's net investment in capital assets was calculated as follows at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Capital assets	\$ 35,571,308	33,030,320
Accumulated depreciation	(18,261,099)	(16,012,267)
Notes payable	(1,409,500)	(1,425,500)
Lease payable	(1,786,848)	(2,035,170)
<b>Total net investment in capital assets</b>	<b>\$ 14,113,861</b>	<b>13,557,383</b>

The District's net position at December 31, 2022 and 2021 was restricted for the local match of the following grants and projects:

		<u>2022</u>	<u>2021</u>
ME-90-X213	2015 Operating Assistance & Cap Maintenance	\$ -	7,630
ME-2016-016	2016 Operating Assistance & Cap Maintenance	14,632	34,455
ME-2016-017	Regional Bus Shelter/Sign Project	7,730	8,002
ME-2017-008	2017 Operating Assistance & Cap Maintenance	30,083	31,083
ME-2017-007	Northern Service Expansion - Phase 2	-	150
ME-2018-016	2018 Operating Assistance & Cap Maintenance	-	3,039
ME-2019-010	2019 Operating Assistance & Cap Maintenance	10,000	10,000
ME-2019-013	Electric Bus Project	-	84,225
ME-2020-025	2020 Operating Assistance & Cap Maintenance	28,989	37,229
ME-2021-016	2021 Operating Assistance & Cap Maintenance	73,108	44,000
ME-2022-011	2022 Operating Assistance & Cap Maintenance	14,000	-
ME-2023-002	BREEZ Bus Replacement	165,926	-
N/A	Facility	5,000	5,000
N/A	Bus Stop Improvement	70,000	30,000
N/A	2018 Operations - Electric signs	42,958	42,958
N/A	RTP Reno	10,000	10,000
N/A	Security	10,000	-
N/A	TSAP – Construction	73,460	-
N/A	Proceeds On Sale of FTA Assets	7,400	-
N/A	Bus painting	-	1,600
<b>Total restricted net position</b>		<b>\$ 563,286</b>	<b>349,371</b>



**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Basic Financial Statements, Continued**

**NET POSITION, CONTINUED**

The District has set aside cash balances to support restricted net position and unrestricted net position, reserved for board policy to ensure that cash will be on hand when these amounts are drawn upon. As of December 31, 2022 and 2021, the District has designated the following amounts of net position within cash and cash equivalents:

	<u>2022</u>	<u>2021</u>
Restricted net position	\$ 563,286	349,371
Unrestricted, reserved for board policy	1,100,000	900,000
<b>Total</b>	<b>\$ 1,663,286</b>	<b>1,249,371</b>

**PRIOR PERIOD ADJUSTMENT**

In 2022, the District identified a capital asset that was not properly recorded in the prior fiscal year. An adjustment to net position as of December 31, 2021 is as follows:

Net position, December 31, 2021, as previously reported	\$ 15,491,922
Capital asset addition erroneously excluded in 2021	106,781
<b>Net position, December 31, 2021, as restated</b>	<b>\$ 15,598,703</b>

For the fiscal year ended December 31, 2022, the District has elected to implement Statement No. 87 of the Government Accounting Standards Board – *Leases*. As a result of implementing GASB Statement No. 87, the assets and liabilities for the year ended December 31, 2021 have been increased by \$2,035,170 each. As of December 31, 2021, there was no effect on net position due to the implementation of GASB Statement No. 87.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Required Supplementary Information**

**Schedule of Changes in the District's Total Health Plan OPEB Liability and Related Ratios**  
Last 10 Fiscal Years\*

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Total OPEB Liability</b>				
Service cost	\$ 80,573	70,683	45,853	50,269
Interest	17,960	19,447	23,597	19,542
Changes of benefit terms	-	-	(13,451)	-
Differences between expected and actual experience	(53,799)	-	(44,040)	-
Changes of assumptions or other inputs	(3,812)	45,400	104,895	(50,926)
Benefit payments	(8,145)	(7,832)	(7,152)	(6,877)
<b>Net change in total OPEB Liability</b>	<b>32,777</b>	<b>127,698</b>	<b>109,702</b>	<b>12,008</b>
Total OPEB liability - beginning	770,633	642,935	533,233	521,225
Total OPEB liability - ending	\$ 803,410	770,633	642,935	533,233
Covered-employee payroll	\$ 5,023,094	4,688,671	4,688,671	3,885,661
Total OPEB liability as a percentage of covered-employee payroll	15.99%	16.44%	13.71%	13.72%

\* Only four years of information available.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Required Supplementary Information**

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**Total OPEB Liability**

**Changes of Benefit Terms (OPEB)** - None

**Changes of Assumptions (OPEB)** - Under the Health Plan - MMEHT, changes of assumptions and other inputs reflects the changes in the discount rate each period. The following are the discount rates used in each period:

<u>Fiscal Year</u>	<u>Discount Rate</u>
2022	2.06%
2021	2.12%
2020	2.74%
2019	4.10%
2018	3.44%

In 2018 through 2021, mortality rates were based on the RP2014 total data set healthy annuitant mortality table. In 2022, mortality rates were based on the 2010 Public Plan General Benefits- Weighted Employee Mortality Table.

Additionally, the valuation method for the District Health Plan was changed from the Projected Unit Credit funding method in 2017 to the Entry Age Normal funding method in 2018.

# **SCHEDULES**

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Revenues and Expenses - Budget and Actual - Budgetary Basis**  
**For the year ended December 31, 2022**  
**(With Comparative Actual Amounts for the year ended December 31, 2021)**

<b>2022</b>						
	<b>Budgeted amounts</b>		<b>Actual</b>	<b>Variance with final budget positive (negative)</b>	<b>2021 (restated)</b>	
	<b>Original</b>	<b>Final</b>				
<b>Revenues:</b>						
Passenger fares:						
Regular fares	\$ 1,067,511	1,067,511	1,325,270	257,759	1,140,893	
Organization paid fares	601,098	601,098	783,388	182,290	244,234	
Total passenger fares	1,668,609	1,668,609	2,108,658	440,049	1,385,127	
Federal assistance:						
Operating assistance	3,477,838	3,477,838	3,247,517	(230,321)	2,424,171	
CARES act	1,907,368	1,907,368	1,400,000	(507,368)	2,039,840	
ADA paratransit	340,000	340,000	326,566	(13,434)	280,383	
Western expansion	174,000	174,000	219,674	45,674	650,000	
Preventive maintenance	1,025,000	1,025,000	1,107,990	82,990	944,263	
Total federal assistance	6,924,206	6,924,206	6,301,747	(622,459)	6,338,657	
State assistance	397,760	397,760	397,770	10	207,926	
Local investment:						
Members	4,529,642	4,529,642	4,527,730	(1,912)	3,998,099	
Non-members	33,000	33,000	33,000	-	33,000	
Total local investment	4,562,642	4,562,642	4,560,730	(1,912)	4,031,099	
Miscellaneous:						
Rental of property	136,416	136,416	97,602	(38,814)	40,228	
Fleet maintenance services	5,000	5,000	6,000	1,000	9,915	
Advertising	195,000	195,000	349,816	154,816	194,244	
Interest income	15,000	15,000	48,027	33,027	6,109	
Fuel sales	22,800	22,800	7,868	(14,932)	15,884	
Autofare reimbursement	13,286	13,286	13,887	601	10,088	
Wellness grant	6,000	6,000	1,284	(4,716)	3,014	
Training grant	-	-	1,872	1,872	-	
Miscellaneous income	8,900	8,900	27,859	18,959	20,120	
Total miscellaneous	402,402	402,402	554,215	151,813	299,602	
Total revenues	13,955,619	13,955,619	13,923,120	(32,499)	12,262,411	

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Revenues and Expenses - Budget and Actual - Budgetary Basis, Continued**  
**For the year ended December 31, 2022**

2022						
	Budgeted amounts		Actual	Variance with final budget positive (negative)	2021 (restated)	
	Original	Final				
<b>Expenses:</b>						
Personnel:						
Regular wages and salaries	\$	6,452,749	6,452,749	6,265,635	187,114	5,878,451
Overtime		537,934	537,934	882,050	(344,116)	345,709
Benefits		2,959,355	2,959,355	2,750,109	209,246	2,720,793
Total personnel		9,950,038	9,950,038	9,897,794	52,244	8,944,953
Temporary help		-	-	46,915	(46,915)	21,810
ADA paratransit		425,000	425,000	408,210	16,790	350,479
Fuel:						
CNG fuel		99,500	99,500	106,653	(7,153)	99,606
Diesel fuel		405,600	405,600	386,878	18,722	439,224
Electricity		5,000	5,000	9,732	(4,732)	-
Total fuel		510,100	510,100	503,263	6,837	538,830
Dues and subscriptions:						
Dues and subscriptions		28,890	28,890	29,382	(492)	28,439
HRA annual dues		7,204	7,204	8,514	(1,310)	7,759
Licenses and permits		1,430	1,430	575	855	576
Total dues and subscriptions		37,524	37,524	38,471	(947)	36,774
Other employee costs:						
Wellness program		4,500	4,500	1,789	2,711	2,563
Meals and hosting		8,500	8,500	10,460	(1,960)	5,993
Travel, conferences, meetings		19,430	19,430	9,504	9,926	9,976
Employment services		11,000	11,000	13,898	(2,898)	6,754
Total other employee costs		43,430	43,430	35,651	7,779	25,286
Fleet parts and services:						
Parts		301,350	301,350	239,852	61,498	238,030
Tires and tubes		58,375	58,375	60,245	(1,870)	66,285
Greases and fluids		51,900	51,900	64,174	(12,274)	55,298
Total fleet parts and services		411,625	411,625	364,271	47,354	359,613
Insurance		369,884	369,884	364,131	5,753	325,138
Advertising:						
Advertising		127,500	127,500	86,862	40,638	21,569
Fare media		11,000	11,000	1,690	9,310	5,720
Marketing supplies		10,500	10,500	13,120	(2,620)	5,816
Total advertising		149,000	149,000	101,672	47,328	33,105
Office and building supplies:						
Supplies		19,500	19,500	22,304	(2,804)	21,496
Postage		4,934	4,934	2,254	2,680	2,130
Total office and building supplies		24,434	24,434	24,558	(124)	23,626

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Revenues and Expenses - Budget and Actual - Budgetary Basis, Continued**  
**For the year ended December 31, 2022**

2022					
	Budgeted amounts		Actual	Variance with final budget positive (negative)	2021 (restated)
	Original	Final			
Contract services:					
Technology services	\$ 180,069	180,069	177,873	2,196	132,011
Legal fees	33,500	33,500	49,587	(16,087)	75,765
Audit fees	24,500	24,500	23,500	1,000	20,500
Other contracted services	158,100	158,100	147,777	10,323	73,398
Real estate broker services - lease	15,000	15,000	63,783	(48,783)	-
Miscellaneous services	3,100	3,100	2,361	739	4,891.00
Total contract services	414,269	414,269	464,881	(50,612)	306,565
Utilities and telephone:					
Heating fuel	163,686	163,686	165,246	(1,560)	108,119
Electricity	157,330	157,330	121,646	35,684	105,780
Water/sewer/storm water	44,610	44,610	36,086	8,524	32,784
Phone/cell/internet	62,539	62,539	63,660	(1,121)	52,878
Real estate taxes - lease	32,000	32,000	35,302	(3,302)	-
Operating lease	329,688	329,688	326,083	3,605	70,169
Total utilities and telephone	789,853	789,853	748,023	41,830	369,730
Maintenance costs:					
Maintenance services	191,664	191,664	175,372	16,292	142,188
Copier maintenance	5,000	5,000	6,236	(1,236)	2,862
Maintenance supplies	123,000	123,000	94,693	28,307	102,744
Snow plowing and removal	22,000	22,000	3,625	18,375	-
Total maintenance costs	341,664	341,664	279,926	61,738	247,794
Bank and credit card fees	25,000	25,000	21,602	3,398	19,645
Capital match	155,460	155,460	155,460	-	106,649
Capital expense	-	-	47,547	(47,547)	-
Debt service principal	182,500	182,500	182,500	-	182,500
Debt service interest	80,838	80,838	54,324	26,514	48,994
Fund balance restoration	45,000	45,000	-	45,000	-
Total expenditures	13,955,619	13,955,619	13,739,199	216,420	11,941,491
Change in net position - budgetary basis	-	-	183,921	183,921	320,920

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Revenues and Expenses - Budget and Actual - Budgetary Basis, Continued**  
**For the year ended December 31, 2022**

	<u>Budgeted amounts</u>		Actual	Variance with final budget positive (negative)
	Original	Final		
Reconciliation to GAAP:	\$			
Unbudgeted federal and state capital grants			2,877,703	
Unbudgeted federal and state operating grants			763,302	
Unbudgeted capital maintenance expense			(3,885)	
Unbudgeted contracted services			(890,649)	
Unbudgeted supplies/parts			(81,095)	
Unbudgeted other employee costs			(8,715)	
Unbudgeted local contributions			(181,746)	
Depreciation and amortization expense			(2,379,379)	
Insurance proceeds			46,947	
Capitalized local match			155,460	
Capitalized expense			47,547	
Principal payment on debt service			182,500	
Other postemployment benefits expense			(94,018)	
Lease capitalization / GASB 87 adjustments			248,321	
Gain (loss) on disposal of capital assets			(103,573)	
Net change in net position - GAAP basis			762,641	
Net position, beginning of year, restated			15,598,703	
<b>Net position, end of year</b>	<b>\$</b>		<b>16,361,344</b>	



**GREATER PORTLAND TRANSIT DISTRICT**

**Reports Required by *Government Auditing  
Standards* and the Uniform Guidance**

**For the Year Ended December 31, 2022**

**GREATER PORTLAND TRANSIT DISTRICT**  
**Reports Required by *Government Auditing Standards***  
**and the Uniform Guidance**  
**For the Year Ended December 31, 2022**

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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Greater Portland Transit District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Greater Portland Transit District, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Greater Portland Transit District’s basic financial statements, and have issued our report thereon dated April 28, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Greater Portland Transit District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Greater Portland Transit District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Greater Portland Transit District’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However material weaknesses or significant deficiencies may exist that were not identified.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, CONTINUED**

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Greater Portland Transit District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April 28, 2023  
South Portland, Maine

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
Greater Portland Transit District

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Greater Portland Transit District's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Greater Portland Transit District's major federal programs for the year ended December 31, 2022. Greater Portland Transit District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Greater Portland Transit District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Greater Portland Transit District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Greater Portland Transit District's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Greater Portland Transit District's federal programs.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED**

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Greater Portland Transit District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Greater Portland Transit District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Greater Portland Transit District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Greater Portland Transit District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Greater Portland Transit District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED**

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

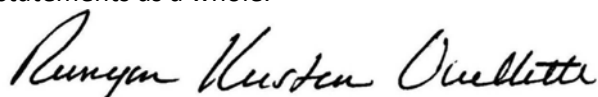
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the Greater Portland Transit District as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Greater Portland Transit District's basic financial statements. We issued our report thereon dated April 28, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



April 28, 2023  
South Portland, Maine

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Expenditures of Federal Awards**  
**For the year ended December 31, 2022**

Federal Grantor/Pass-through Grantor/Program Title	Federal Assistance Listing Number	Pass-through/Agreement Number	Total Federal Expenditures	Assistance Listing/Cluster Totals	Passed Through to Subrecipients
U. S. Department of Transportation:					
Direct Programs:					
Federal Transit Cluster:					
Federal Transit Formula Grants	20.507	ME-2016-016-00	\$ 2,858		-
Federal Transit Formula Grants	20.507	ME-2016-017-00	1,088		-
Federal Transit Formula Grants	20.507	ME-2017-007-00	601		-
Federal Transit Formula Grants	20.507	ME-2017-008-00	4,000		-
Federal Transit Formula Grants	20.507	ME-2018-011-00	11,735		-
Federal Transit Formula Grants	20.507	ME-2018-016-00	12,242		-
Federal Transit Formula Grants	20.507	ME-2019-001-00	219,674		-
Federal Transit Formula Grants	20.526	ME-2019-013-00	932,553		-
Federal Transit Formula Grants - COVID-19	20.507	ME-2020-010-03	935,612		710,359
Federal Transit Formula Grants	20.507	ME-2020-025-01	55,974		30,143
Federal Transit Formula Grants	20.507	ME-2021-016-00	390,666		-
Federal Transit Formula Grants	20.526	ME-2022-008-00	1,400,000		-
Federal Transit Formula Grants	20.507	ME-2022-011-00	4,327,021		-
Federal Transit Formula Grants	20.526	ME-2023-002-00	9,285		-
Federal Transit Formula Grants	20.507	ME-90-X213-01	28,364		-
Total Federal Transit Cluster				8,331,673	
Total U. S. Department of Transportation			8,331,673		740,502
<b>Totals</b>			<b>\$ 8,331,673</b>		<b>740,502</b>

*See accompanying notes to schedule of expenditures of federal awards.*



**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2022**

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**PURPOSE OF THE SCHEDULE**

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The Office of Management and Budget (OMB)'s Uniform Guidance requires a schedule of expenditures of federal awards showing total expenditures for each federal award program as identified in the Assistance Listings in the System for Award Management.

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**SIGNIFICANT ACCOUNTING POLICIES**

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- A. Reporting Entity - The accompanying schedule includes all federal award programs of the Greater Portland Transit District for the fiscal year ended December 31, 2022. The reporting entity is defined in notes to financial statements of the Greater Portland Transit District.
  
- B. Basis of Presentation - The information in the accompanying schedule of expenditures of federal awards is presented in accordance with the Uniform Guidance.
  - 1. Pursuant to the Uniform Guidance, federal awards are defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations.
  
  - 2. Major Programs - the Uniform Guidance establishes the level of expenditures or expenses to be used in defining major federal award programs. Major programs for the Greater Portland Transit District are identified in the summary of auditor's results in the schedule of findings and questioned costs.
  
- C. Basis of Accounting - The information presented in the schedule of expenditures of federal awards is presented on the accrual basis of accounting, which is consistent with the reporting in the Transit District's financial statements.
  
- D. Indirect Cost Rate - Greater Portland Transit District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**GREATER PORTLAND TRANSIT DISTRICT  
Schedule of Findings and Questioned Costs  
For the year ended December 31, 2022**

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**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

Material weaknesses identified? No  
Significant deficiencies identified? None reported

Noncompliance material to financial statements noted? No

**Federal Awards**

Internal control over major federal programs:

Material weaknesses identified? No  
Significant deficiencies identified? None Reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? No

Identification of major federal programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.507, 20.526	Federal Transit Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? No

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section II - Findings Required to be Reported Under *Government Auditing Standards***

None

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section III - Findings and Questioned Costs for Federal Awards**

None

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section IV - Status of Prior Year Findings and Questioned Costs for Federal Awards and *Government Auditing Standards***

None

**GREATER PORTLAND TRANSIT DISTRICT**

**Reports Required by *Maine Uniform  
Accounting and Auditing Practices for  
Community Agencies***

**For the Year Ended December 31, 2022**

**GREATER PORTLAND TRANSIT DISTRICT**  
**Reports Required by *Maine Uniform Accounting and***  
***Auditing Practices for Community Agencies***  
**For the Year Ended December 31, 2022**

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Greater Portland Transit District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Greater Portland Transit District, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Greater Portland Transit District's basic financial statements, and have issued our report thereon dated April 28, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Greater Portland Transit District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Greater Portland Transit District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Greater Portland Transit District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, CONTINUED**

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Greater Portland Transit District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April 28, 2023  
South Portland, Maine

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR DEPARTMENT AGREEMENT  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY MAINE UNIFORM ACCOUNTING AND  
AUDITING PRACTICES FOR COMMUNITY AGENCIES**

To the Board of Directors  
Greater Portland Transit District

**Report on Compliance for Each Major Department Agreement**

***Opinion on Each Major Department Agreement***

We have audited Greater Portland Transit District's compliance with the types of compliance requirements identified as subject to audit in the *Maine Uniform Accounting and Auditing Practices for Community Agencies* (MAAP) that could have a direct and material effect on each of Greater Portland Transit District's major department agreements for the year ended December 31, 2022. Greater Portland Transit District's major department agreements are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Greater Portland Transit District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major department agreements for the year ended December 31, 2022.

***Basis for Opinion on Each Major Department Agreement***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *Maine Uniform Accounting and Auditing Practices for Community Agencies*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Greater Portland Transit District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major department agreement. Our audit does not provide a legal determination of Greater Portland Transit District's compliance with the compliance requirements referred to above.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR DEPARTMENT AGREEMENT  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY MAINE UNIFORM ACCOUNTING AND  
AUDITING PRACTICES FOR COMMUNITY AGENCIES, CONTINUED**

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Greater Portland Transit District's department agreements.

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Greater Portland Transit District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the *Maine Uniform Accounting and Auditing Practices for Community Agencies* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Greater Portland Transit District's compliance with the requirements of each major department agreements as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the *Maine Uniform Accounting and Auditing Practices for Community Agencies*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Greater Portland Transit District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Greater Portland Transit District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with MAAP, but not for the purpose of expressing an opinion on the effectiveness of Greater Portland Transit District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR DEPARTMENT AGREEMENT  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY MAINE UNIFORM ACCOUNTING AND  
AUDITING PRACTICES FOR COMMUNITY AGENCIES, CONTINUED**

**Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a department agreement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a department agreement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a department agreement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Maine Uniform Accounting and Auditing Practices for Community Agencies*. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of Department Agreements Required by *Maine Uniform Accounting and Auditing Practices for Community Agencies***

We have audited the financial statements of Greater Portland Transit District as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Greater Portland Transit District basic financial statements. We issued our report thereon dated April 28, 2023, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR DEPARTMENT AGREEMENT  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY MAINE UNIFORM ACCOUNTING AND  
AUDITING PRACTICES FOR COMMUNITY AGENCIES, CONTINUED**

The accompanying schedule of expenditures of department agreements is presented for the purposes of additional analysis as required by *Maine Uniform Accounting and Auditing Practices for Community Agencies* and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of department agreements is fairly stated in all material respects in relation to the basic financial statements as a whole.



April 28, 2023  
South Portland, Maine

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Expenditures of Department Agreements**  
**For the year ended December 31, 2022**

Department Office:	Agreement Number	Agreement Amount	Agreement Period	Agreement Service	Agreement Status	Federal Expenses	State Expenses	Total Department Expenses
Maine Department of Transportation, Direct:								
Transportation Systems Planning	CSN:43130 (State Funds Only) State Funds - 022762.21	\$ 170,426	7/1/2021-6/30/2022	Multimodal Transit Account	Final	-	170,426	170,426
Transportation Systems Planning	CSN: 43526 (State Funds Only) State Funds - 026308.00	227,344	1/1/2022-12/31/2022	Multimodal Transit Account	Final	-	227,344	227,344
Transportation Systems Planning	CSN: 42878 (State Funds only) State Funds - 023901.00	1,500,000	6/4/2021-10/2/2030	Capital	Final	-	1,500,000	1,500,000
Transportation Systems Planning	CSN: 44325 (State Funds only) State Funds - 22783.21	166,500	8/23/2022-6/30/2023	Capital	Interim	-	783	783
<b>Totals</b>						<b>\$ -</b>	<b>1,898,553</b>	<b>1,898,553</b>

**GREATER PORTLAND TRANSIT DISTRICT**  
**Notes to Schedule of Expenditures of Department Agreements**  
**December 31, 2022**

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**PURPOSE OF THE SCHEDULE**

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*Maine Uniform Accounting and Auditing Practices for Community Agencies* requires a Schedule of Expenditures of Department Agreements showing total expenditures for each award as identified in the respective department agreements.

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**SIGNIFICANT ACCOUNTING POLICIES**

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- A. Reporting Entity - The accompanying schedule includes all department agreements of Greater Portland Transit District for the fiscal year ended December 31, 2022. The reporting entity is defined in Notes to Financial Statements of Greater Portland Transit District.
  
- B. Basis of Presentation - The information in the accompanying Schedule of Expenditures of Department Agreements is presented in accordance with *Maine Uniform Accounting and Auditing Practices for Community Agencies*.
  - 1. Pursuant to *Maine Uniform Accounting and Auditing Practices for Community Agencies*, department agreements are defined as a legally binding written document between two or more parties, including, but not limited to, a document commonly referred to as accepted application, proposal, prospectus, contract, grant, joint or cooperative agreement, purchase of service or state aid.
  
  - 2. Major Agreement - *Maine Uniform Accounting and Auditing Practices for Community Agencies* establishes the levels of expenditures or expenses to be used in defining major department agreements. Major agreements for Greater Portland Transit District have been identified in the attached Schedule of Findings and Questioned Costs - Summary of Auditor's Results.
  
- C. Basis of Accounting - The information presented in the Schedule of Expenditures of Department Agreements is presented on the accrual basis of accounting, which is consistent with the reporting in the Organization's financial statements, with the exception that acquisitions of major equipment subject to capitalization for financial statement purposes are nonetheless treated as current period expenditures of department financial assistance for purposes of this schedule.

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs**  
**December 31, 2022**

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**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Noncompliance material to financial statements noted?	No

**Department Agreements**

Internal control over programs tested:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported

Type of auditor's report issued on compliance for programs tested:	Unmodified
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Any audit findings disclosed that are required to be reported in accordance with <i>Maine Uniform Accounting and Auditing Practices for Community Agencies</i> ?	No
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Identification of program(s) tested:

<u>Agreement Number(s)</u>	<u>Name of Department-Agreement</u>
CSN: 43130 State only funds - 022762.21	DOT – Multimodal
CSN: 43526 State only funds - 026308.00	DOT – Multimodal
CSN: 42878 State only funds - 023901.00	DOT – Capital

Total agreement expenses tested	\$ 1,897,770
Total Department expenses	\$ 1,898,553
Percentage tested	99.99%



**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section II - Findings Required to be Reported Under *Government Auditing Standards***

None

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section III - Findings and Questioned Costs for Department Agreements**

None

**GREATER PORTLAND TRANSIT DISTRICT**  
**Schedule of Findings and Questioned Costs, Continued**

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**Section IV - Status of Prior Year Findings and Questioned Costs**

None



## BOARD OF DIRECTORS

## AGENDA ITEM 5

### DATE

June 22, 2023

### SUBJECT

Standardized Transit Pass Program

### PURPOSE

Staff is seeking approval of a standardized transit pass program that can be implemented with partner organizations under staff authority.

### BACKGROUND/ANALYSIS

Metro (and regional transit partners) have steadily increased the number of unlimited access transit pass programs since the first programs were introduced during the 2010s. These programs provide free unlimited access transit passes to an organization’s constituent population (e.g., students, employees, clients, tenants) and the organization covers the cost of boarding at a discounted rate.

Table 1 lists Metro’s current roster of transit pass programs.

**Table 1: Current Transit Pass Programs**

Active	Pending
Portland Public Schools	Portland Adult Education
University of Southern Maine/Maine Law School	Roux Institute
Southern Maine Community College	
Baxter Academy	
Maine Medical Center	
University of New England	
Abbot Labs	
City of Portland’s Resettlement Program	
Waterston Developer, LLC (Rock Row)	

With the first pass programs and the uncertainty around cost and effectiveness, there was usually a need to allow for customized terms with different organizations. As the number of pass programs has increased, there is a need to ensure an appropriate zone of fairness and standardization between all programs. Secondly, Metro staff can more quickly and efficiently implement a standardized program that has minimal variation on key terms and fixed non-business terms and conditions. Also, a standard program will incur less cost in legal review. Finally, with board approval of a standard program, board and committees would not be required to review individual programs.

**Figure 1: Transit Pass Program Contract Excerpt (Key Terms Table)**

Effective Date:		
Expiration Date:		
Buyer:		
Buyer's Headquarters:		
Buyer's Designee:	Name:	
	Title:	
	Address:	
	Phone:	
	Email:	
Buyer's Pass Holders: (e.g., employees, students, tenants, lessees, occupants)		
Percent of Full One-Way Cash Fare:		75% - Buyer is a private or for-profit entity
		66.6% - Buyer is a public or nonprofit entity
		50% - Buyer is a public or nonprofit entity AND Pass Holders are minors
		50% - Buyer is a member municipality AND Pass Holders are municipal employees
Boardings Payment Caps:	Cap:	Boardings Payment Cap Term:
Dirigo Transit Pass Type:		Dirigo Smart Card
		Mobile App
		Authorized Buyer ID
Dirigo Smart Card Initial Supply (at no charge):	<b>Up to __ upon Buyer's request</b>	
Additional/Replacement Per Diem Card Cost:	<b>\$ 2.00</b>	

With this standard agreement, most terms and conditions would be fixed and not-negotiable with partner organizations (e.g., Scope of Services, Termination, Insurance, Dispute Resolution and other legal terms). The terms that could vary would include:

- **Contract term** – staff would be authorized to execute contracts for varying terms up to 5 years.
- **Percent of Full One-way Cash Fare** – staff would be authorized to offer 4 discount types in accordance with organization's status as either private or public/non-profit entity, and whether the program serves adults or minors. The discount categories are:
  - 75% - Buyer is a private or for-profit entity.
  - 66.6% - Buyer is a public or nonprofit entity.
  - 50% - Buyer is a public or nonprofit entity and the pass holders are minors.

- 50% - Buyer is a member municipality AND Pass Holders are municipal employees.

Staff will not be authorized to approve different discount fare percentages.

- **Boardings Payment Caps** – this provision would be offered on new pass programs only as this measure is designed to protect organizations from higher than anticipated costs if the ridership exceeds expectations. Staff would be authorized to include reasonable boardings payment caps for the first 1-2 years of a new program. Boardings caps beyond year 2 are not permitted without board approval.
- **Dirigo Transit Pass Type** – this is not a negotiated term, but rather reflects whether the organization has a population that already possess chip enabled IDs which can be read by the Dirigo fare payment platform. If not, Metro provides a supply of Dirigo Smart Cards.
- **Dirigo Smart Card Initial Supply (at no charge)** – For organizations that need physical smart cards, Metro staff would be authorized to provide an initial supply of cards at no charge based on the size of the organization.
- **Additional/Replacement Per Diem Card Cost** – Metro incurs a \$2.00 per card unit cost for all smart cards it acquires from Cubic (fare collection vendor). Following this initial supply, additional or replacement cards will be provided at a cost of \$2.00 per card.

#### **FISCAL IMPACT**

Staff anticipate a reduction in direct legal expenses as well as a reduction in internal staff time to develop these agreements.

#### **PRIOR COMMITTEE REVIEW**

Executive Committee: June 14, 2023 – Voted to recommend approval by the Board of Directors with additional authorization to negotiate transit pass program terms that do not materially deviate from the terms and boundaries outlined in the staff memo and draft agreement.

#### **RECOMMENDATION**

Authorize staff to enter into transit pass program agreements with outside organizations in general accordance with the terms and boundaries specified in the staff memo. Proposed agreements with terms that materially deviate from standard terms must be submitted for board approval.

#### **CONTACT**

Greg Jordan  
Executive Director  
207-517-3025  
[gjordan@gpmetro.org](mailto:gjordan@gpmetro.org)

#### **ATTACHMENTS**

Attachment A: Draft Transit Pass Program Agreement

## TRANSIT PASS PROGRAM AGREEMENT

**Definitions.** For purposes of this Agreement, the following terms shall have the following meanings:

Effective Date:		
Expiration Date:		
Buyer:		
Buyer's Headquarters:		
Buyer's Designee:	Name:	
	Title:	
	Address:	
	Phone:	
	Email:	
Buyer's Pass Holders: (e.g., employees, students, tenants, lessees, occupants)		
Percent of Full One-Way Cash Fare:		75% - Buyer is a private or for-profit entity
		66.6% - Buyer is a public or nonprofit entity
		50% - Buyer is a public or nonprofit entity AND Pass Holders are minors
		50% - Buyer is a member municipality AND Pass Holders are municipal employees
Boardings Payment Caps:	Cap:	Boardings Payment Cap Term:
Dirigo Transit Pass Type:		Dirigo Smart Card
		Mobile App
		Authorized Buyer ID
Dirigo Smart Card Initial Supply (at no charge):	<b>Up to __ upon Buyer's request</b>	
Additional/Replacement Per Diem Card Cost:	<b>\$ 2.00</b>	

THIS TRANSIT PASS PROGRAM AGREEMENT ("Agreement"), dated as of the Effective Date, is entered into by and between Buyer and Greater Portland Transit District, a Maine public transit district with a principal place of business at 114 Valley Street in Portland, Maine ("METRO") (collectively, the "Parties").

### RECITALS

WHEREAS, METRO is a participant in a regional fare payment system known as the Dirigo UMO Fare Payment System in partnership with certain Transit Partners, as defined hereinbelow; and

WHEREAS, the Parties have agreed upon terms for METRO to provide free and unlimited access bus transit passes to Buyer for distribution to Buyer's Pass Holders for the purpose of using the public transportation services operated by METRO and its Transit Partners (the "Transit Pass Program").

NOW, THEREFORE, in consideration of the payments and mutual covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Term.** The term of this Agreement shall commence on the Effective Date and shall expire at the earlier of (i) the termination of this Agreement in accordance with its terms or (ii) the Expiration Date (the "Initial Term"), except that this Agreement shall automatically renew for a term of one year provided that neither Party has given the other Party a written notice of non-renewal of this Agreement prior to the end of the Initial Term or, as applicable, any Renewal Term (each, a "Renewal Term," and collectively with the Initial Term, the "Term").

**2. Scope of Services.**

A. **Transit Passes.** METRO agrees to grant all qualified Pass Holders the privilege to ride on the systems of public bus transportation (including all existing and future public bus transit routes) operated by METRO and its Transit Partners as part of the regional bus transit fare payment system known as the Dirigo UMO Fare Payment System (the "Dirigo Bus Routes"), upon the display or electronic validation of a duly issued Dirigo Transit Pass, subject to the conditions of ridership privileges set forth in Section 2.C of this Agreement.

For purposes of this Agreement, "Transit Partners" are the South Portland Bus Service, the Biddeford-Saco-Old Orchard Beach Transit System, and any other public transit agency that owns and operates a separate system of public bus transportation now or in the future and has partnered with METRO to participate in the Dirigo Bus Routes.

Notwithstanding anything to the contrary in this Agreement, all decisions regarding the Transit Pass Program, the Dirigo Bus Routes, transit system design and service levels (including without limitation route alignments and bus stop placements) are at the sole discretion of METRO and the Transit Partners.

B. **Transit Program Eligibility.** Pass Holders' eligibility for inclusion in the Transit Pass Program under this Agreement shall be determined by Buyer in its sole discretion.

C. **Conditions of Ridership Privileges.** Pass Holders shall have the privilege of riding the Dirigo Bus Routes during service hours upon the display or electronic validation of a duly issued Dirigo Transit Pass. Pass Holders shall at all times be required to observe all rules and regulations applicable generally to passengers of the Dirigo Bus Routes. METRO or a Transit Partner may revoke a Pass Holder's privilege of ridership at any time, as METRO or the Transit Partner deems necessary or appropriate in its sole discretion. Upon request and to the extent allowed by applicable law, METRO shall provide or shall request its Transit Partners to provide after-the-fact written notice to Buyer for any such revocation of ridership privileges.

**3. Payment.**

A. **Discounted Fare.** Buyer agrees to pay METRO a Pass Holder per-boarding fare equal to the Discounted Fare Percentage of METRO's or the Transit Partner's full one-way cash fare charged to the general public in effect at the time of boarding ("Discounted Fare"). Refer to Exhibit A for the current METRO and Transit Partner fare pricing structure, which may be adjusted by METRO or its Transit Partners at any time during the Term in their sole discretion. The Discounted Fare shall be charged each time a Pass Holder boards a Dirigo Bus Route bus (without regard to the place of boarding, the place of disembarkation, or the distance traveled) until such time that any



applicable Boardings Payment Caps are reached; thereafter, METRO will continue to provide Pass Holders with free and unlimited access to the Dirigo Bus Routes for the remainder of the Boardings Payment Cap Term, subject to the provisions of Section 2.

- B. **Dirigo Transit Passes.** Buyer shall select the Type of Dirigo Transit Passes from those identified in the Definitions section, above. A Buyer ID may be used as a Dirigo Transit Pass only with METRO's prior authorization. If the Dirigo Transit Pass Type is a Dirigo Smart Card, METRO will provide Buyer with the Initial Supply of Dirigo Smart Cards at no charge upon Buyer's request. METRO will supply additional or replacement Dirigo Smart Cards to Buyer upon its request at the Additional/Replacement Per Diem Card Cost.
- C. **Invoices.** METRO shall invoice Buyer monthly in arrears for any additional or replacement Dirigo Smart Cards and actual Pass Holder boardings, up to any applicable Boardings Payment Cap, and Buyer shall pay all undisputed invoices, or portions thereof, within thirty (30) days after the date of the invoice.
- D. **Revenue Distribution.** METRO will be responsible for distributing to the Transit Partners any revenue associated with Pass Holder boardings that occur on Transit Partner systems.

#### 4. Termination; Default.

- A. **Default by METRO.** In the event of any material breach of the terms of this Agreement by METRO, Buyer agrees to notify METRO in detail in writing of such breach and to give METRO a reasonable time, not to exceed sixty (60) days or such reasonable longer period as the circumstances may require if METRO is diligently pursuing a cure, to cure the breach to Buyer's reasonable satisfaction, before taking any steps to terminate this Agreement. If METRO fails or refuses to cure any breach as aforesaid, Buyer may terminate this Agreement upon seven (7) days' written notice to METRO in writing without further liability to METRO.
- B. **Default by Buyer.** In the event of any failure by Buyer to pay sums due hereunder when they are due, in addition to all other remedies available to it, METRO may notify Buyer in writing of such non-payment and if such non-payment is not cured by payment in full of all sums due within thirty (30) days, may thereupon terminate this Agreement by giving Buyer written notice of termination, without further liability to Buyer hereunder. In the event of any material breach of the terms of this Agreement by Buyer other than the failure to pay money, METRO agrees to notify Buyer in detail in writing of such breach and to give Buyer a reasonable time, not to exceed sixty (60) days or such reasonable longer period as the circumstances may require if Buyer is diligently pursuing a cure, to cure the default to METRO's reasonable satisfaction, before taking any steps to terminate this Agreement. If Buyer fails or refuses to cure any breach as aforesaid, METRO may terminate this Agreement upon seven (7) days' written notice to Buyer in writing without further liability to Buyer.
- C. **Termination Without Cause.** Either Party may terminate this Agreement without cause, including for its convenience, providing that the terminating Party must provide at least thirty (30) days' written notice prior to the effective date of termination. Buyer shall compensate METRO for ridership services in accordance with Section 3 ("Payment") of this Agreement up to and including the date of termination.
- D. **Compensation.** In the event of termination, METRO shall forthwith disable Buyer's Pass Holder transit passes and ridership privileges. Buyer shall compensate METRO for ridership services in

accordance with Section 3 (“Payment”) of this Agreement up to and including the date of termination.

- 5. Amendment; Binding Effect.** Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated orally or in any manner other than by a written instrument signed by each of the Parties. Each Party represents and warrants to the other that it has the requisite power and authority to enter into and perform this Agreement, that it has been duly authorized thereunto, and that this Agreement is binding and enforceable according to its terms. This Agreement shall insure to the benefit of and be binding on the respective Parties and their respective successors and assigns.
- 6. Administration of Agreement.** The Parties agree to work collaboratively in good faith to achieve the purposes of this Agreement and to attempt to informally address any problems or disagreements that arise. Buyer (through its Designee) and METRO (through its Chief Transportation Officer) shall meet annually to review the implementation of this Agreement, to discuss any previously unanticipated issues, to attempt to resolve any problems, and to attempt in good faith to negotiate amendments to this Agreement if needed to ensure that the Agreement will serve the mutual interests of the Parties. Any amendment to this Agreement must comply with Section 5 (“Amendment, Binding Effect”) of this Agreement. The Parties shall each designate a person responsible for day-to-day communication concerning the administration of this Agreement.
- 7. Insurance.** During the term of this Agreement, METRO shall maintain insurance, including general liability, motor vehicle liability, and workers’ compensation insurance, in amounts not less than required by law. Upon request by Buyer, METRO shall provide proof of such insurance to Buyer and shall name Buyer an additional insured on its policies.
- 8. Indemnification.** METRO, its successors and assigns, hereby agrees to indemnify and hold harmless Buyer, its successors and assigns, from any claim, costs, liability and expense to the extent arising from or attributable to any acts or omissions of the servants or employees of METRO in performing its obligations pursuant to this Agreement. Nothing herein is intended, nor shall it be deemed, to expand or extend either Party’s liability, or to waive any immunity, or any defenses or limitations of liability, to which it is entitled under the Maine Tort Claims Act, 14 M.R.S.A. § 8101 *et seq.* and other applicable law, and nothing in this Agreement shall be interpreted or operate in any practical effect to waive any such defenses, immunities, or limitations of liability with respect to claims by third parties. The provisions of this Section 8 (“Indemnification”) shall survive the termination or expiration of this Agreement.
- 9. Dispute Resolution.** The Parties will make good faith efforts to first resolve informally and internally any legal controversy or claim (“Dispute”) under this Agreement by escalating it to higher levels of management. If for any reason the Dispute is not informally resolved within thirty (30) days after delivery of written notice of the Dispute by the aggrieved Party to the other Party, any Party may serve on the other Party a written request for non-binding mediation of the Dispute. The mediation shall be conducted in Portland, Maine by one mediator mutually agreeable to the Parties, shall not exceed one full day or two half days in length, and shall be completed within thirty (30) days from the date of receipt of notice of a request for mediation by the last Party to receive notice. In the event that the Parties are unable to agree on a mediator within ten (10) days, or to resolve the dispute through mediation within thirty (30) days, the Parties reserve the right to file a civil action in a court of competent jurisdiction located in Cumberland County, governed by and construed in accordance with the laws of the State of Maine. This dispute resolution mechanism shall be binding upon the successors, assigns, foreclosing mortgagee, and any trustee or receiver of the Parties.

A Party may seek a preliminary injunction or other preliminary judicial relief if in its judgment such action is necessary to avoid irreparable damage. Despite any such action, the Parties will continue to participate in good faith in the procedures set forth in this Section 9 (“Dispute Resolution”). All applicable statutes of limitation will be tolled during the pendency of any Dispute Resolution hereunder, and the Parties agree to take such action, if any, required to effectuate such tolling.

The duties and obligations imposed by this Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. No action or failure to act by METRO or Buyer shall constitute a waiver of any right or duty afforded any of them under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

- 10. Notice.** Any notice that is required for purposes of this Agreement must be given in writing and is effective when received in person by the individual designated to receive notice, or after being mailed, post paid, by certified mail, to the individual designated to receive notice according to this Section 10 (“Notice”). The individual designated to receive notice for each Party is as follows:

**METRO**

Executive Director  
Greater Portland Transit District  
114 Valley Street  
Portland, ME 04102  
(207) 517-3025  
gjordan@gpmetro.org

**Buyer:** Buyer’s Designee, as identified in the Definitions section, above.

- 11. Governing Law; Other.** This Agreement has been delivered and is intended to be performed in the State of Maine and shall be construed and enforced in accordance with the laws of Maine without regard to its conflict of laws provisions. In the event that any provision of this Agreement shall be held to be invalid, the other provisions hereof shall remain in full force and effect. This Agreement may be executed electronically and in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 12. Non-Discrimination.** At no time shall either Party discriminate against anyone on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information or veteran status. METRO agrees that it shall provide reasonable accommodations to individuals with disabilities in accordance with applicable laws.
- 13. Confidentiality; Trademarks.** The Parties agree to implement and maintain reasonable safeguards to protect the security and confidentiality of Pass Holders’ personally identifiable records and information, protect against anticipated threats to the security or integrity of such records and information, and protect against unauthorized access to, or use of, such records and information. METRO shall use such records and information only for the purposes for which the disclosure to METRO was made, and shall not use or disclose such records or information except as permitted or required by this Agreement or as required by law or a valid order of the court.

Neither Party shall use the other Party's name, symbols, trademarks, or service marks in external advertising, marketing, or promotional materials without the prior written consent of the other Party; provided that Buyer may use METRO's name in literature and other media distributed to Pass Holders and other public information in promoting the ridership of METRO to Pass Holders. Any use by a Party, without the approval of the other Party, of the name, symbols, trademarks or service marks of such other Party shall cease immediately upon the earlier written notice of such other party or termination of this Agreement.

- 14. Independence.** For the purposes of this Agreement, METRO is an independent contractor of Buyer, not a partner, agent, or joint venture of Buyer and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either Party be bound by any representation, act, or omission whatsoever of the other Party.
- 15. No Assignment.** This Agreement, or any part thereof, may not be assigned, transferred, or subcontracted by either Party without the prior written consent of the other Party.
- 16. Compliance with Applicable Law.** In performing under this Agreement, METRO shall comply with all applicable Federal, State and local laws, regulations, and ordinances. METRO shall secure at its expense all licenses and permits required for performing under this Agreement.
- 17. Additional Terms and Conditions.** The additional terms and conditions set forth in Exhibit B, if any, are attached hereto and made a part hereof as if fully set forth herein.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this TRANSIT PASS PROGRAM AGREEMENT to be executed by their respective undersigned authorized officer as of \_\_\_\_\_, 20\_\_.

BUYER

By: \_\_\_\_\_  
Name:  
Title:

GREATER PORTLAND TRANSIT DISTRICT (METRO)

By: \_\_\_\_\_  
Greg Jordan  
Executive Director

**TRANSIT PASS PROGRAM AGREEMENT  
EXHIBIT A**

**Current Board Adopted Fare Pricing Structure  
&  
Existing Transit Routes**

	<b>LOCAL</b>	<b>EXPRESS</b>	<b>ZOOM</b>
<b>Full One-way Cash Fare</b>	<b>\$2.00</b>	<b>\$4.00</b>	<b>\$5.00</b>
<b>Routes</b>			
Metro Route 1	<b>X</b>		
Metro Route 2	<b>X</b>		
Metro Route 3	<b>X</b>		
Metro Route 4	<b>X</b>		
Metro Route 5	<b>X</b>		
Metro Route 7	<b>X</b>		
Metro Route 8	<b>X</b>		
Metro Route 9	<b>X</b>		
Metro BREEZ		<b>X</b>	
Metro Husky Line	<b>X</b>		
BSOOB Route 50 (Orange)	<b>X</b>		
BSOOB Route 51 (Black)	<b>X</b>		
BSOOB Route 52 (White)	<b>X</b>		
BSOOB Route 60 (Green)	<b>X</b>		
BSOOB Zoom (Purple)			<b>X</b>
South Portland Route 21	<b>X</b>		
South Portland Route 24A	<b>X</b>		
South Portland Route 24B	<b>X</b>		

**TRANSIT PASS PROGRAM AGREEMENT**  
**EXHIBIT B**

**Additional Terms**

- B-1. Non-Appropriation (applicable to Buyer if Buyer is a governmental or quasi-governmental entity).** Notwithstanding any other provision of this Agreement, if Buyer is, at any time during the Term, not appropriated sufficient funds to pay for the services to be performed under this Agreement or if funds are de-appropriated, then this Agreement shall automatically terminate on the last day of the fiscal period for which appropriations were received, without penalty or expense to Buyer, except as to the payments or portions thereof for which funds have been appropriated. All obligations of Buyer accruing prior to such automatic termination shall survive any such termination. For purposes of this Section, “non-appropriation” or “de-appropriation” means the failure of the governing body of Buyer to appropriate funds for the payment of Buyer’s obligations under this Agreement in accordance with applicable law and procedures.



## BOARD OF DIRECTORS

## AGENDA ITEM 6

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### DATE

June 22, 2023

### SUBJECT

Transit Together and ARPA Implementation

### PURPOSE

Approve final recommended service changes based on Metro's ARPA Funded Grant Application and PACTS's Transit Together study, and approve amendment to the FY 2023 Operating Budget.

### BACKGROUND/ANALYSIS

In March 2022, following a competitive application process, Metro was awarded \$4,338,290 in American Rescue Plan Act (ARPA) funding by the Portland Area Comprehensive Transportation System (PACTS). Following an extended review process called for by 3 of the 5 of the region's federal Designated Recipients, the "split-letter" needed to formally allocate the funding was executed in December 2022. Metro's grant agreement with the Federal Transit Administration was obligated on May 26, 2023.

The purpose of the funding is to make a variety of service and capital improvements to the transit system with the aim of building a better transit network and rebuilding ridership. This type of federal funding can cover 100% of project costs and requires no local match.

The ARPA funding is allocated to the following projects:

- Service Improvements (2 years) - \$2,818,704
- Temporary Fare Reduction (7 months) - \$494,586
- Bus Stop Accessibility Improvements - \$525,000
- Transit Signal Priority - \$500,000

PACTS' [Transit Together](#) study ran concurrent to this process and developed a range of recommendations on route alignment changes as well as frequency and span of service adjustments. Many of these recommendations included service improvements for which Metro sought funding under the ARPA application process.

Staff recommends a phased implementation of the Transit Together/ARPA Program service improvements for which the agency has funding. Remaining service recommendations that do not have funding in place will be deferred until funding is secured.



Table 1 below outlines the service improvements generally included as part of the 2022 ARPA grant application and the associated impact on Revenue Hours. Also included in Table 1 are the Transit Together recommended service changes. As noted, several Transit Together recommendations do not yet have funding attached to them.

Table 1: ARPA and Transit Together Service Improvements

Route	Transit		Description	Phasing	Revenue Hours Impact				
	ARPA	Together			Wkdy	Sat	Sun	Annual	% Change
Route 1			No change	N/A	-	-	-	-	0%
Route 2		x	Route extension	2024 (Subject to funding)	2,240	159	199	2,598	30%
Route 3			No changes	N/A	(279)	(33)	-	(312)	-4%
Route 4		x	Route extension	2024 (Subject to funding)	2,514	938	194	3,645	27%
Route 5		x	Route modification	Phase II - May 2024	184	542	-	726	7%
Route 7	x	x	Route ext./modification; freq./span improvements	Phase II - May 2024	7,247	657	610	8,515	194%
Microtransit	x		New service; pilot project in Falmouth	Phase II - May 2024	3,328	624	468	4,420	n/a
Route 8A		x	Route modification; freq./span improvements	2024 (Subject to funding)	6,195	577	525	7,298	n/a
Route 8B		x	Route modification; freq./span improvements	2024 (Subject to funding)	581	68	120	768	11%
Route 9A	x	x	Freq./span improvements	Phase I - Aug 2023	1,280	468	-	1,748	23%
Route 9B	x	x	Freq./span improvements	Phase I - Aug 2023	1,280	577	-	1,857	25%
BREEZ	x	x	Freq./span improvements	Phase I - Aug 2023	1,216	-	-	1,216	13%
Husky Line	x	x	Route extension	Phase I - Aug 2023	1,587	190	518	2,295	18%
<b>Total</b>					<b>27,374</b>	<b>4,767</b>	<b>2,633</b>	<b>34,774</b>	<b>35%</b>

The ARPA service improvements were developed and submitted for PACTS consideration in late 2022. Since that time, the impacts of nationwide inflation and labor shortages have driven costs higher. As a result, consideration was given to how to best advance the planned service improvements within the \$2.8 million funding award. Staff recommend three strategies to optimize use of the funding.

1. Implement the improvements in phases while also reducing the pilot phase timeframe for phase II improvements (Route 7 and Microtransit).
2. Eliminate several improvements that were proposed in Metro’s original ARPA grant application request: the addition of service to 4 holidays, eliminating the addition of Sunday Breez service, and deferring span of service improvement to Route 8.
3. Defer implementation of Transit Together recommendations not otherwise funded by ARPA. Staff will be working on strategies to develop the funding needed to implement the remaining Transit Together improvements in 2024 or as soon as possible.

### Implementation Plan

- *Phase 1 - August 2023 (ARPA Funded)*
  - Increase Route 9 midday headways from 60 to 30 minutes; lengthen span of service.
  - Increase Breez midday trips to create more uniform all day headways.
  - Extend Husky Line to Old Port/Commercial Street and Ocean Gateway

- *Phase 2 - May 2024 (ARPA Funded)*
  - Extend Route 7 to Jetport via Congress Street.
  - Remove Route 5 mid-route deviations to Jetport and Hutchens Drive.
  - Improve Route 7 headways from every 60 to 30 minutes; lengthen span.
  - Remove Route 7 end-of-line loops in Falmouth.
  - Implement microtransit pilot project.
  
- *Phase 3 – To be determined (Subject to Additional Funding)*
  - Extend Route 2 to Old Port/Commercial Street and Ocean Gateway.
  - Extend Route 4 to Old Port/Commercial Street and Ocean Gateway.
  - Implement adjustments to Route 8; add bi-directionality; lengthen span of service.

**Public Engagement**

In May 2023, Metro held three public meetings, including two in-person and one virtual, in early- to mid-May. Outreach was conducted directly with stakeholders, including the Greater Portland Council of Governments’ Community Transportation Leaders, Iris Network residents, and residents of 100 State Street. Summaries of the recommendations, including interactive maps, were published on our website. A summary of the feedback received is included in Attachment A. Two major takeaways from the public process were that removing Route 2 service in Pride’s Corner, as well as operating Route 5 on Congress Street rather than Park Avenue, were unpopular. As such, these routes will remain as-is for the foreseeable future.

**FISCAL IMPACT**

Based on the phasing plan, Table 2 provides a 2-3 year forecast horizon during which the ARPA funding will be drawn down. At this stage, staff believe this approach allows the service improvements to run through 2025. Thereafter, service improvements judged to be successful, and which ought to be made permanent, will require long-term sustainable sources (e.g., fare revenue, federal support, local support).

Table 2: ARPA Phasing Plan Fiscal Impact

Fiscal Year	Rev. Hrs	CPM	Gross Cost	Contingency	Requested Budget Authority	Revenues	Projected Net Cost	ARPA Funding Balance
					↓			\$ 2,818,704
FY 2023	2,372	\$ 81.75	\$ 193,914	10%	\$ 213,306	\$ 21,331	\$ 191,975	\$ 2,626,729
FY 2024	15,653	\$ 85.84	\$ 1,343,611	0%	\$ 1,343,611	\$ 201,542	\$ 1,142,069	\$ 1,484,660
FY 2025	20,051	\$ 90.13	\$ 1,807,159	0%	\$ 1,807,159	\$ 325,289	\$ 1,481,870	\$ 2,790
<b>3 Year Total</b>			<b>\$ 3,344,684</b>		<b>\$ 3,364,075</b>	<b>\$ 548,161</b>	<b>\$ 2,815,914</b>	<b>\$ 2,790</b>

**PRIOR COMMITTEE REVIEW**

Finance Committee: June 7, 2023 – Voted unanimously to recommend the Board of Directors authorize amendment to the FY 2023 Operating Budget to allow up to \$213,306 in expenses in order to operate Phase I service improvements.

Ridership Committee: June 14, 2023 – Voted unanimously to recommend the Board of Directors endorse the final recommended service changes as outlined in the Implementation Plan.

**RECOMMENDATION**

Staff is requesting two actions:

1. Endorse the final recommended service changes as outlined in the Implementation Plan.
2. Authorize amendment to the FY 2023 Operating Budget to allow up to \$213,306 in expenses in order to operate Phase I service improvements which are planned to commence in late August 2023.

ARPA funding use in FY 2024 and FY 2025 will be authorized in connection with the annual budget approval process for those years.

**CONTACT**

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Director of Transit Development  
207-517-3023  
[mtremblay@gpmetro.org](mailto:mtremblay@gpmetro.org)

Shelly Brooks  
Chief Financial Officer  
207-423-5052  
[sbrooks@gpmetro.org](mailto:sbrooks@gpmetro.org)

**ATTACHMENTS**

Attachment A: Slide Deck (forthcoming)  
Attachment B: Transit Together Outreach Summary

## Item 6 – Transit Together and ARPA Update

### Outreach Results

Route	Change proposed in Transit Together	Metro plan following public outreach (changes in bold)
Route 1	Extend to Jetport @ 45min peak headway, discontinue service to Fore St/Atlantic Ave	<b>No change to existing</b> except discontinuance of service to Fore St./Atlantic Avenue
Route 2	Extend to Ocean Gateway, remove service to Pride's Corner	Extend to Ocean Gateway, <b>retain Pride's Corner service except on Sundays</b>
Route 3	<i>No change to existing</i>	<i>As proposed in Transit Together</i>
Route 4	Extend to Ocean Gateway, schedule improvements in Westbrook	<i>As proposed in Transit Together</i>
Route 5	Run along Congress St, direct to mall	Run along <b>Park Avenue</b> , direct to mall
Route 7	Extend to PTC via Mercy @ 45 min peak headway, replace loops with microtransit	Extend to <b>Jetport via Hutchins Drive @ 30 min peak headway</b> , replace loops with microtransit
Route 8	Bidirectionality and route changes	<i>As proposed in Transit Together</i>
Route 9	Off-peak headway improvements	<i>As proposed in Transit Together</i>
BREEZ	Weekday off-peak headway improvements	<i>As proposed in Transit Together</i>
Husky	Extend to Ocean Gateway	<i>As proposed in Transit Together</i>

## Item 6 – Transit Together and ARPA Update

### Outreach Results

#### Summary of Feedback

- Removal of service to Pride's Corner without replacement was unpopular
- Moving Route 5 from Park Avenue was unpopular (Iris Network)
- Enthusiasm for Route 8 bidirectionality (some comments on routing)
- Some concern for removal of Atlantic Avenue from Route 1
- Miscellaneous, personal trip issues



# Item 6 – Transit Together and ARPA Update

## Routes 2, 4, and Husky Line

### Existing



### Planned



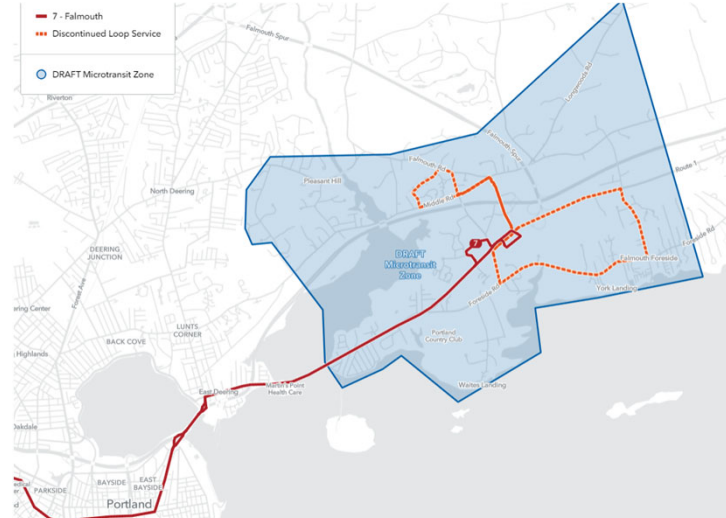
# Item 6 – Transit Together and ARPA Update

## Routes 1 and 7

### Planned – Route 1



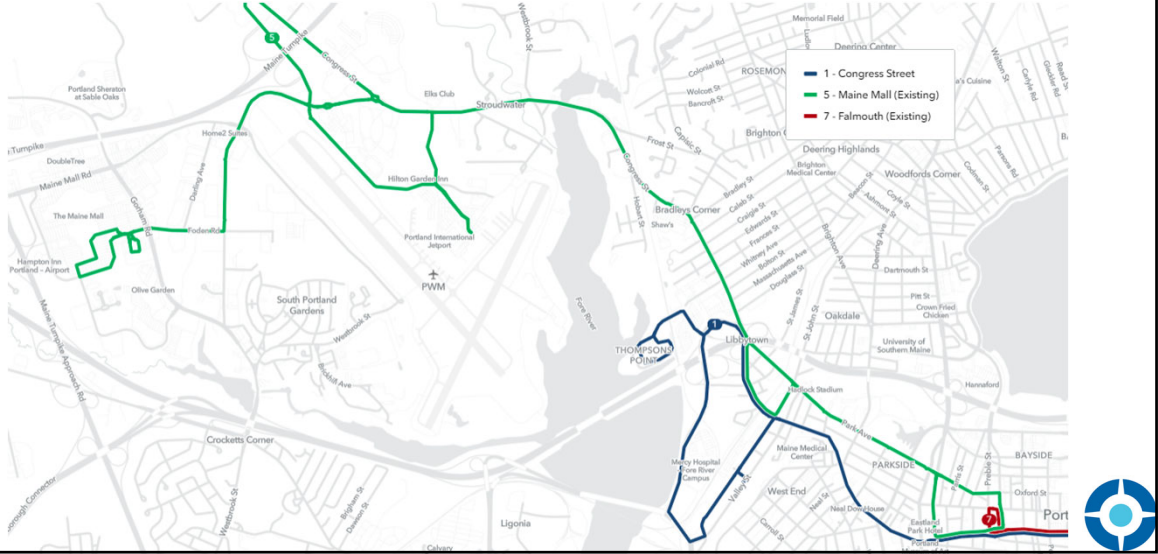
### Planned – Route 7



# Item 6 – Transit Together and ARPA Update

Routes 1, 5, and 7

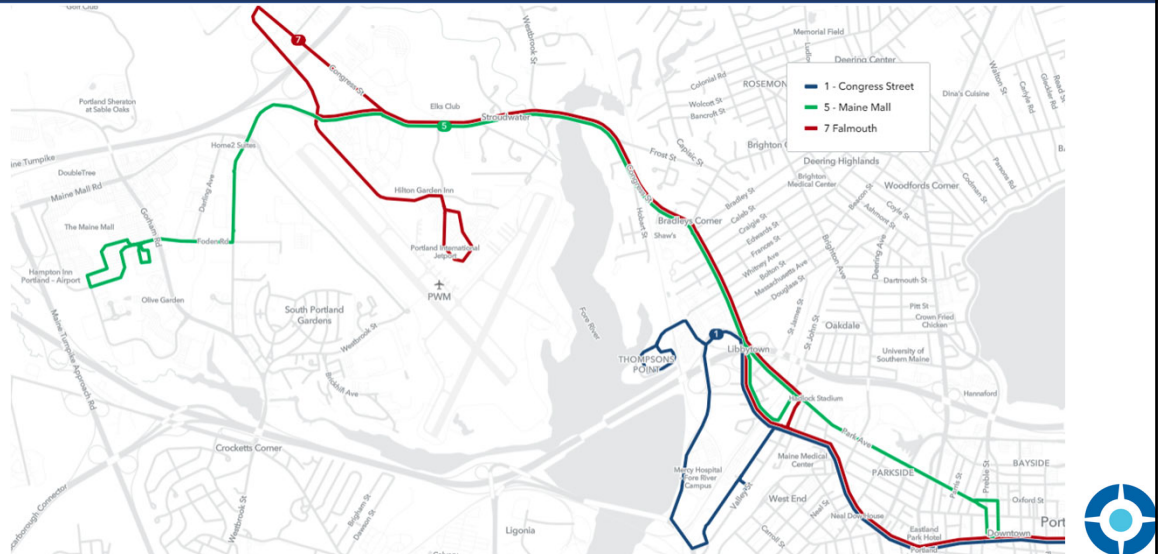
## Existing



# Item 6 – Transit Together and ARPA Update

Routes 1, 5, and 7

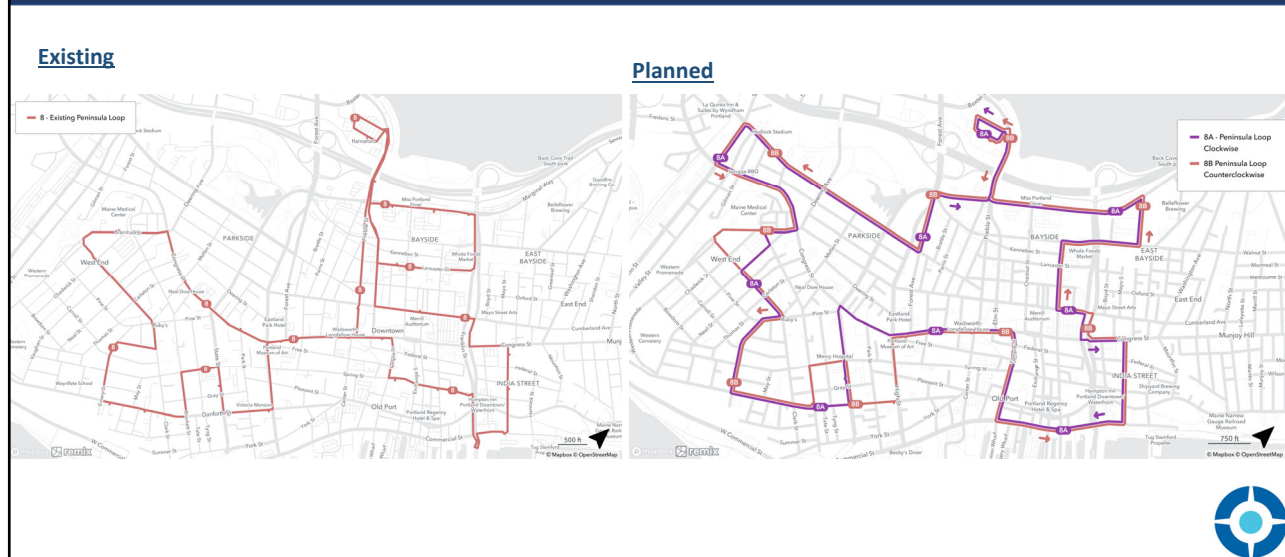
## Planned





# Item 6 – Transit Together and ARPA Update

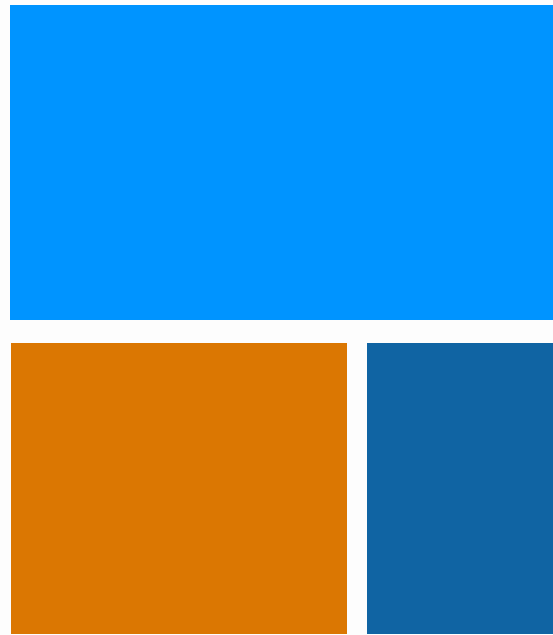
## Route 8



# Item 6 – Transit Together and ARPA Update

## Implementation Timeline

<u>Revised Plan for ARPA and Transit Together Implementation</u>	<u>Implementation Timeline</u>
<ul style="list-style-type: none"> <li>Extend Husky Line to Ocean Gateway</li> <li>Improve off-peak headways on Route 9 and BREEZ</li> <li>Route 1 – Use Congress Street instead of Atlantic Avenue</li> </ul>	August 27, 2023
<ul style="list-style-type: none"> <li>Extend Route 7 to Jetport (not Thompson’s Point) via Congress Street</li> <li>Improve Route 7 headways to 30 minutes</li> <li>Implement microtransit in Falmouth</li> </ul>	May 2024
<ul style="list-style-type: none"> <li>Extend Route 2 and Route 4 service to Ocean Gateway</li> <li>Implement Route 8 changes with bidirectionality and improved service span</li> </ul>	Future implementation with alternative funding



# TRANSIT TOGETHER

ARPA Outreach Plan  
April - June 2023



[transittogether.org](https://transittogether.org)

GREATER PORTLAND  
**metro**  
**TOGETHER WE RIDE**  
[gpmetro.org](https://gpmetro.org) | 207-774-0351



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**03** Background

**04** Outreach Plan

**05** Summary of Proposals

**06** Communications

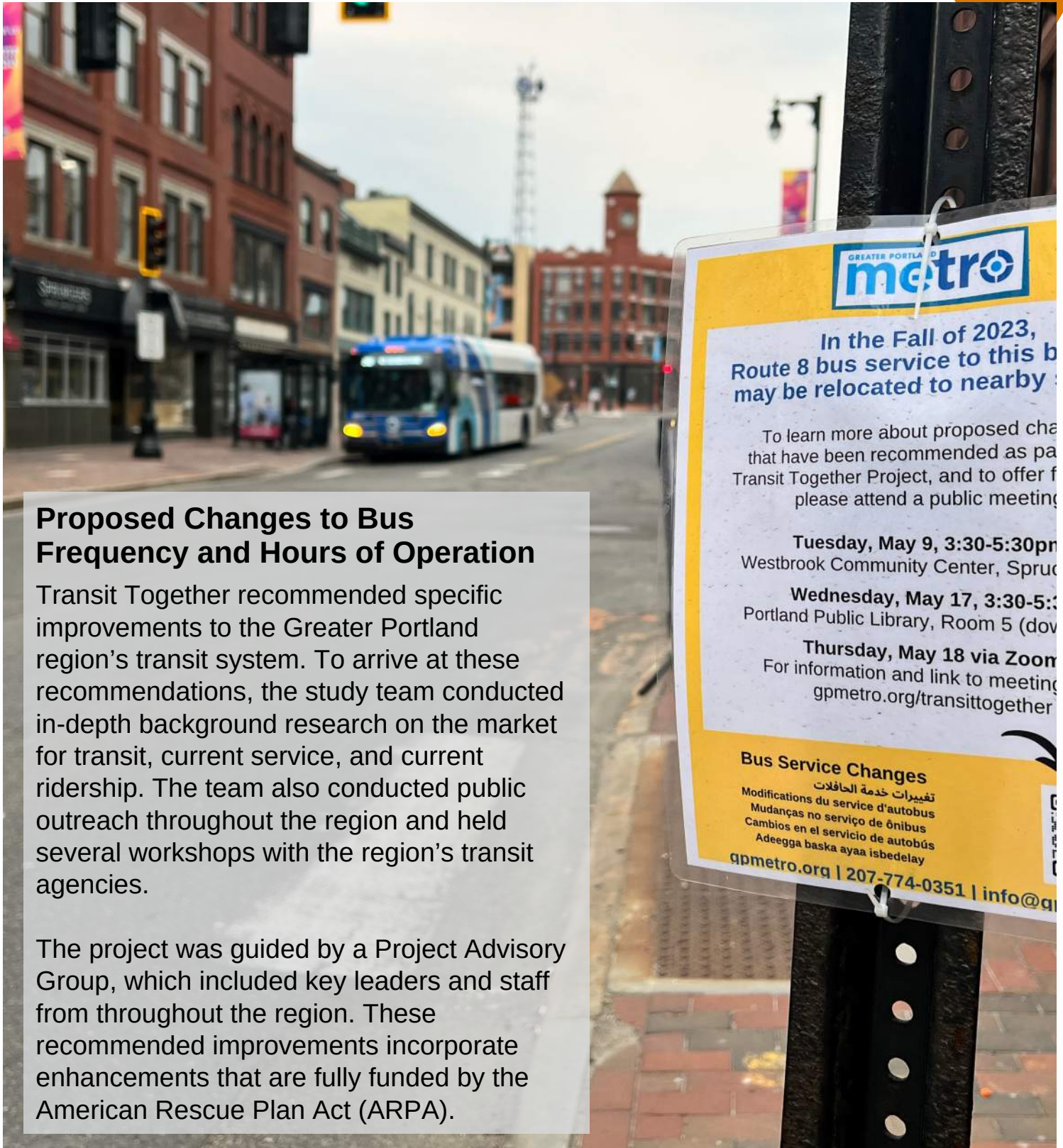
**14** Public Meetings/Comments

**19** Additional Feedback

**24** Consideration of Public Comments



# BACKGROUND



## Proposed Changes to Bus Frequency and Hours of Operation

Transit Together recommended specific improvements to the Greater Portland region's transit system. To arrive at these recommendations, the study team conducted in-depth background research on the market for transit, current service, and current ridership. The team also conducted public outreach throughout the region and held several workshops with the region's transit agencies.

The project was guided by a Project Advisory Group, which included key leaders and staff from throughout the region. These recommended improvements incorporate enhancements that are fully funded by the American Rescue Plan Act (ARPA).





# OUTREACH PLAN

## March/April 2023

### Planning

Plan public meetings and book dates and times, including at least one meeting in Westbrook, at least one meeting in Portland, and at least one virtual meeting.

## May 2023

### The "Public Comment Period."

- Provide printed materials for public display.
- Engage with community partners.
- Post notices at bus stops
- Seat drops on affected routes
- Publish proposed route changes and explanations online;
- Advertise and hold public meetings
- Provide opportunities for feedback



## June 2023

Summarize public feedback and responses on proposed changes; resolve any significant comments either via justification or changes to the plan. Finalize specific changes to patterns. Draft timetables for review by METRO staff (including drivers and dispatch staff). Submit to Board for approval.

## July 2023

Produce public-facing timetables and code changes into schedule software. Distribute new schedules as requested. Mount signs at new stops (covered with a "Coming soon" notice, etc.)

## August 2023

- Post notices at affected bus stops where service is being reduced or removed.
- Seat drops on all affected routes (this will be most routes, aside from the 3)
- Overhead notices on all buses.
- Work with community partners to broadcast schedule changes.

**Target Date:**  
**August 27, 2023 -- Launch Service Changes**





# SUMMARY OF PROPOSED CHANGES

## METRO's Route 1, 5, & 7 Service

- Serving Jetport with Route 1 instead of Route 5
- Route 5 direct service to the Maine Mall
- Extend Route 7 to Thompson's Point

## METRO's Route 2, 4, & Husky Line

- Removal of Route 2 service from Pride's Corner
- Simplify Route 4 schedules
- Extend Routes 2, 4, & Husky Line to Eastern Waterfront

## METRO Route 8

- Route 8 would change its route in the Old Port
- Run service along Commercial Street in the Old Port
- Add an opposite bi-directional loop, doubling frequency
- Run service later in the evening
- More efficient service on the West End
- More service to East Bayside
- Swap Route 5 and 8 service on Park Avenue

## METRO Route 7

- Extend Route 7 to Thompson's Point via PTC and Fore River Parkway
- Replace Falmouth Loops with on-demand service





# COMMUNICATIONS

Greater Portland METRO Website - [gpmetro.org](http://gpmetro.org)



## Webslider

DETOUR ALERT
Routes 1, 7, 9B, and BREEZ eastbound detours and stop closures [Read On...](#)
Create a Website Account - Manage notification subscriptions, save form progress and more.

Website Sign In
Alerts | Email Us | Phone: 207-774-0351
Search our site...

RIDER INFORMATION    SERVICES & PROGRAMS    INSIDE METRO    ROUTES AND SCHEDULES    CONTACT US

Routes and System Status	
<b>SYSTEMWIDE</b>	Regular Service
<b>ROUTES AND SCHEDULES</b>	<b>STATUS -- See Alerts for short-term detours and service interruptions</b>
Route 1	Normal service
Route 2	Normal service
Route 3	Detours and stop closures in Westbrook continue.
Route 4	Detours and stop closures in Westbrook continue.
Route 5	Normal service
Route 7	Normal service
Route 8	Returned to previous route on West Side; bus stops at Pine St./Butler School and West/Carleton Streets.
Route 9A/9B	Normal service
BREEZ	Normal service
Husky Line	New stop at Main St./Libby Ave, increased Sunday Service

Information, survey, and (Zoom) meeting link at: [gpmetro.org/TransitTogether](http://gpmetro.org/TransitTogether)

We want input on proposed route changes.

Attend a meeting or take our survey.

### Transit Together Public Meetings

Join METRO Staff for public meetings in Portland, Westbrook, or virtually, via Zoom, for presentations on proposed bus route and schedule changes that could start this year.

These recommendations are part of the Transit Together Plan, to improve the transit network and make it more seamless across the region.

Meetings to inform and receive comments

- Tuesday, May 9 from 3:30 - 5:30 PM**  
 Westbrook Community Center, Room (Spruce Room)
- Wednesday, May 17 from 3:30 to 5:30 PM**  
 Portland Public Library, 5 Monument Square, Meeting Room 5 (downstairs)
- Thursday, May 18, beginning at 6 PM - Virtual Meeting via Zoom**

## Web Alerts

Transit Together - Proposed Route and Schedule Updates
Read On...

Home > Alert Center

METRO Service Changes Affecting Multiple Routes

[Back to All Categories](#)

May 8, 2023 11:00 AM
Web

Transit Together - Proposed Route and Schedule Updates

These recommendations are part of the Transit Together Plan to more seamless across the region.

Meeting to inform and receive comments will be held:  
 Tuesday, May 9 from 3:30 - 5:30 PM  
 Westbrook Community Center, Spruce Room

Wednesday, May 17 from 3:3- 5:30 PM  
 Portland Public Library, Room 5 (downstairs)

Thursday, May 18 - via Zoom; meeting begins at 6pm  
 Information at link at [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

<https://gpmetro.org/1644/Transit-Together---Route-and-Schedule-Ch>

May
2023

Su	M	Tu	W	Th	F	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Jump To:

-

Public Meetings

Transit Together Public Meeting - Virtual Zoom meeting

May 18, 2023, 6:00 @ Information will be presented about proposed schedule and route changes that could start later this year. The public is invited to attend and offer input to the recommendations. Please check back for a link to the meeting. More information -- [HERE](#)

[More Details](#)

Calendar



# Transit Together Web Page

[gpmetro.org/transittogether](http://gpmetro.org/transittogether)



[Home](#) › [Inside Metro](#) › [METRO Projects and Initiatives](#) › Transit Together - Route and Schedule Changes

## Transit Together – Route and Schedule Changes

In January 2023, the Portland Area Comprehensive Transportation System (PACTS) Policy Board approved the Transit Together Plan, which proposes improvements to the regional transit network to make it more seamless across the region.

METRO staff will be hosting public meetings in Portland and Westbrook and via Zoom to present information and gather input from riders and stakeholders on route and schedule changes that could start later this year.

You may comment directly on the maps linked in the pages below, or by emailing [planning@gpmetro.org](mailto:planning@gpmetro.org).

**Meetings to learn about the proposals and offer feedback will be held:**

**In person - Wednesday, May 17 at the Portland Public Library, 5 Monument Square, at 3:30 PM.**

**Via Zoom - Thursday, May 18 at 6pm - [Link to Meeting-HERE](#)**

### Proposed Route Changes

Transit Together recommends route changes to most METRO routes. Click the links below to see how service may change in a given area. Some changes affect multiple routes.

[Maine Mall, Portland Jetport, Thompson's Point, and Mercy Hospital](#)

[Route 8](#)

[Portland Peninsula](#)

[Westbrook](#)

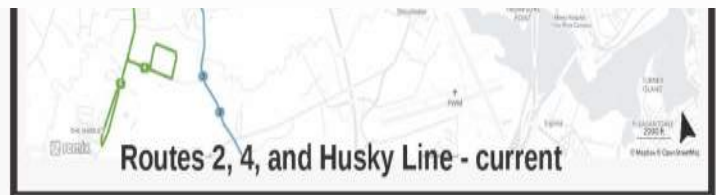
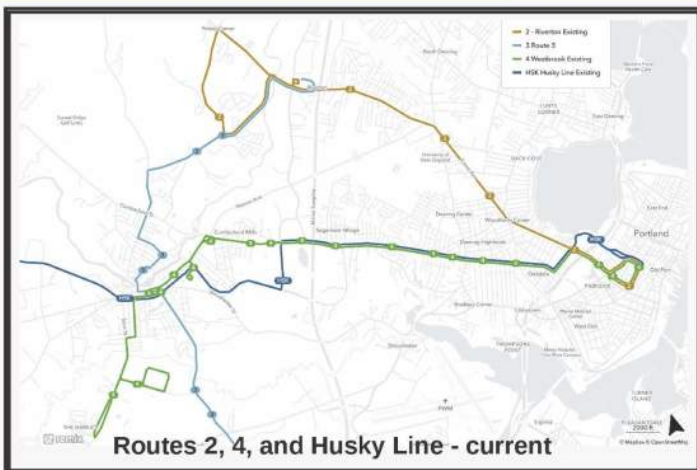
[Falmouth](#)

### Proposed Changes to Bus Frequency and Hours of Operation

Transit Together recommends changes to bus frequency and hours of operation on some routes, with the goal of a more uniform service level throughout the system. Bus routes that currently end early in the evening are generally extended later. Some routes, including Route 9 and BREEZ, will have improved headways during the middle of the day on weekdays.

Links to web pages with details about specific proposed route changes, including list of benefits, potential drawbacks.

## Maps of **current** and **proposed** routes.





# Social Media

## Facebook

◀ METRO (Greater Portland... 9+ 🔍

Posts About Videos More ▾

**METRO (Greater Portland Transit District)**  
Posted by Denise Beck  
May 1 · 🌐

METRO staff will be holding public meetings in Portland, Westbrook, and via Zoom to provide information on proposed route changes t... See more

**Transit Together Public Meetings**

Join METRO Staff for public meetings in Portland, Westbrook, or virtually, via Zoom, for presentations on proposed route and schedule changes that could start this year.

These recommendations are part of the Transit Together Plan, to improve the transit network and make it more seamless across the region.

**Meetings to inform and receive comments**

**Tuesday, May 9 from 3:30 - 5:30 PM**  
Westbrook Community Center, Room (Spruce Room)  
Take METRO Route 3 (Transfer from 4 & H, on Main St.)

**Wednesday, May 17 from 3:30 to 5:30 PM**  
Portland Public Library, 5 Monument Square, Meeting Room 5 (downstairs)  
Take METRO Routes, 1, 2, 4, 5, 7, 8, 9, HL, BREEZ

**Thursday, May 18, beginning at 6 PM**  
Virtual Meeting via Zoom  
Information, survey, and (Zoom) meeting link at: [gpmetro.org/TransitTogether](https://gpmetro.org/TransitTogether)

**Bus Service Changes**  
التغييرات على الخدمة  
Modificaciones de servicio  
Mudanças no serviço de ônibus  
Aldagga bakka ákka líðandi  
Transportation changes  
www.metrotransit.org

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Posts About Videos More ▾

**METRO (Greater Portland Transit District)**  
Posted by Constant Contact  
4d · 🌐

<https://conta.cc/3HY2ev0>

web-extract.constantcontact.com

**Important Reminder from Greater Portland METRO**

**Twitter**

2:57 5G

Greater Portland ME... 693 Tweets

Tweets Replies Media Likes

You Retweeted

**Greater Portland METRO @ME...** · 5/3/23 · 🌐  
Starting next week, Metro will be holding public meetings to discuss implementation of changes recommended by the Transit Together project. For more information on the changes and meetings, visit [gpmetro.org/1644](https://gpmetro.org/1644)

**Greater Portland METRO @ME...** · 5/3/23 · 🌐  
Starting next week, Metro will be holding public meetings to discuss implementation of changes recommended by the Transit Together project. For more information on the changes and meetings, visit [gpmetro.org/1644](https://gpmetro.org/1644)

**Greater Portland METRO @ME...** · 5/3/23 · 🌐  
Temporary Bus Stop (#251) Closure today from 10:30 am - 2:30 pm at Congress/Forest St during construction. Riders using METRO Routes 2, 4, & 5 in downtown Portland should use bus stop at Monument Square.

## Instagram

**greaterportlandmetro**  
METRO (Greater Portland Transit District)

**View insights** **Boost post**

Liked by portlandplanning and 12 others

**greaterportlandmetro** METRO is proposing several route and schedule changes that could start this fall. Visit [gpmetro.org/transittogether](https://gpmetro.org/transittogether) for information.

**Public Meetings this week**  
[gpmetro.org/transittogether](https://gpmetro.org/transittogether)

Your story 1h

portland\_phoenix

**Want to give feedback on upcoming @greaterportlandmetro route changes?**

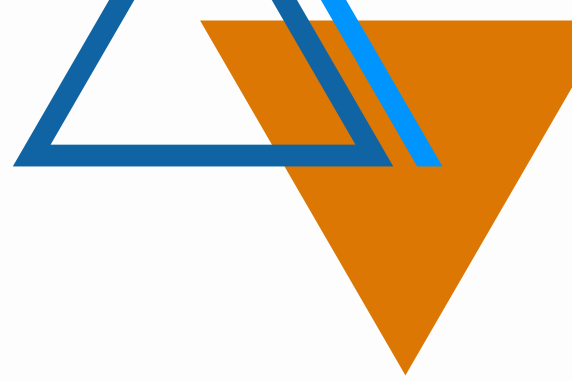
**STORY HERE**

Check it out for details on route expansion and how to attend the meetings!





# Public Notice & Ads



property is located off 279 Post Road and is within the General Business District. The property is identified as Tax Map 108, Lot 33-15.

**Public Notice**

**GREATER PORTLAND metro**  
**Transit Together Public Meetings**

METRO staff is holding public meetings in Portland, Westbrook, and virtually, via Zoom, to present information and gather input on route and schedule changes that could start later this year.

Tuesday, May 9, 3:30-5:30p.m., Westbrook Community Center, 426 Bridge St.  
 Wednesday, May 17, 3:30-5:30p.m., Portland Public Library, Room 5  
 Thursday, May 18, 6p.m. Virtual Meeting via Zoom, info at [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

**Public Notice**

York County Community College is requesting written proposals for a vendor to provide Custodial & Cleaning Services. RFP can be found at [www.yccc.edu/rfp](http://www.yccc.edu/rfp). Bids

## Portland Press Herald Public Notice April 14, 2023

FREE • May 2023 • Vol 6

# AMJAMBO AFRICA!

Understanding, Embracing, and Celebrating Diversity in Maine

ENGLISH | FRANÇAIS | IKINYARWANDA | KISWAHILI | SOMALI | PORTUGUÊS | ESPAÑOL

**this Issue**

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**AMJAMBO celebrates Maine**

## Amjambo Africa May 2023

Malembo M., de 33 años, cuyo apodo es Elegance, viajó de Angola a Brasil en febrero de 2022 con su esposo y su hija de un año...

**Transit Together Public Meetings**

Join METRO Staff for public meetings in Portland, Westbrook, or virtually, via Zoom, for presentations on proposed bus route and schedule changes that could start this year.

These recommendations are part of the Transit Together Plan, to improve the transit network and make it more seamless across the region.

**Meetings to inform and receive comments**

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**Information, survey, and (Zoom) meeting link at:**  
[gpmetro.org/TransitTogether](http://gpmetro.org/TransitTogether)

**Bus Service Changes**  
 Mudanças no serviço de ônibus  
 Cambios en el servicio de autobuses  
 Audoogga baska ayyaa isbedelay

**GREATER PORTLAND metro**  
**TOGETHER WE RIDE**  
[gpmetro.org](http://gpmetro.org) | 207-774-0351

Translation/interpretation available upon request at [info@gpmetro.org](mailto:info@gpmetro.org)

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 Cambios en el servicio de autobuses  
 Audoogga baska ayyaa isbedelay

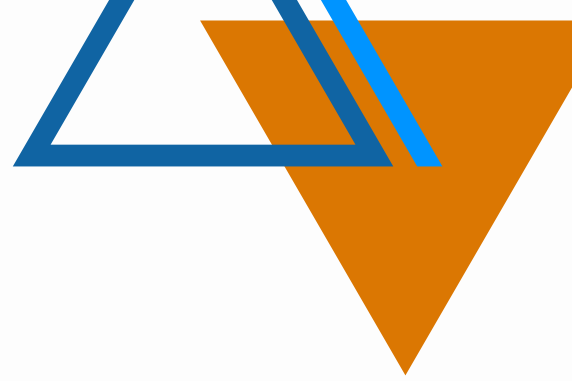
**GREATER PORTLAND metro**  
**TOGETHER WE RIDE**  
[gpmetro.org](http://gpmetro.org) | 207-774-0351

Translation/interpretation available upon request at [info@gpmetro.org](mailto:info@gpmetro.org)

## the Forecaster Week of May 5, 2023 Four editions







# E-Mail Blasts

**Meetings to inform and receive comments**



**Transit Together Public Meetings**  
Proposed Route and Schedule Changes that could start this Fall



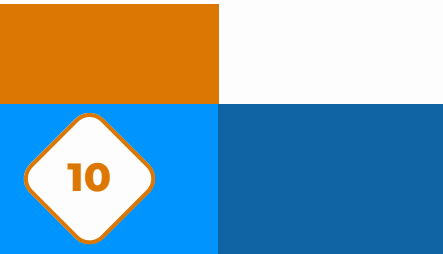
**Important Reminder from Greater Portland METRO**

**Proposed Route and Schedule Changes for METRO bus service that could start this Fall**

Join METRO staff for public meetings, in person or virtually via Zoom, for presentations on proposed bus route and schedule changes that could begin later this year. These recommendations are part of the [Transit Together Plan](#), to improve the transit network and make it more seamless across the region.

Staff is presenting information and asking for input from riders and stakeholders throughout May. A decision on these proposals is expected by the end

Two newsletter email blasts were sent to 500+ riders and stakeholders, including immigrant community leaders and reduced fare customers, and provided details about proposed route and schedule changes, information about meetings, and opportunities for feedback.



# Press Release

FOR IMMEDIATE RELEASE: May 3, 2023

Contact: Denise Beck, Marketing Manager

[dbeck@gpmetro.org](mailto:dbeck@gpmetro.org) | 207-517-3027 | [gpmetro.org](http://gpmetro.org)

## Transit Together Public Meetings

Proposed Route and Schedule Changes Could Start this Fall.

(Portland, Maine) – Greater Portland METRO’s staff will be hosting public meetings this month to present information and gather feedback from riders, stakeholders, and the general public on proposed bus route and schedule changes. These recommendations are part of the [Transit Together Plan](#) to improve the transit network and make it more seamless across the region.

The proposals would affect most METRO routes and include the following recommendations:

- Route 1: Service to Jetport; no service on Atlantic Ave or Fore River Pkway.
- Route 2: Eliminate service near Prides Corner; extend to the Portland waterfront
- Route 3: No changes at this time
- Route 4: Simplified schedule, extend to the Portland waterfront
- Route 5: No service on Park Ave.; direct service to Maine Mall
- Route 7: Extend to PTC/Thompsons Point; micro transit ‘on demand’ pilot planned
- Route 8: Add bi-directional service; more service on Commercial St. and Bayside
- Route 9: Additional frequency during weekdays
- Husky Line: Extend service to the waterfront
- BREEZ: No changes at this time

Detailed presentations, with maps, about the proposed route and schedule changes, link to the virtual meetings, and opportunities for feedback at: [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

### **PUBLIC MEETINGS:**

**Tuesday, May 9, 3:30-5:30pm,**

Westbrook Community Center, Spruce Room

METRO Route #3 provides direct access to the Community Center

**Wednesday, May 17, 3:30-5:30**

Portland Public Library, Room 5 (downstairs)

All METRO routes have stops within a block of the Library.

**Thursday, May 18 via Zoom**

For information and link to meeting, visit [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

Greater Portland METRO provides bus service between Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook, and Yarmouth with connections to Casco Bay Ferry, Amtrak Downeaster, Portland Jetport, and regional bus services.





# Seat Drops

Flyers, with information and route maps (current and proposed), were distributed to passenger on routes impacted by recommended changes.

## Proposed Service Changes in Westbrook-- Routes 2, 4 & Husky Line

As part of improvements recommended by the Transit Together project, METRO may implement these changes to bus routes beginning in Fall 2023.

- Removal of Route 2 service from Pride's Corner
- Simplify Route 4 schedules
- Extend Routes 2, 4, and Husky Line to the Eastern Waterfront (Commercial Street)

To learn more & offer input, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

**Wednesday, May 17, 3:30-5:30**  
Portland Public Library, Room 5 (downstairs)

**Thursday, May 18 via Zoom**  
For information and link to meeting, visit [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

### Bus Service Changes

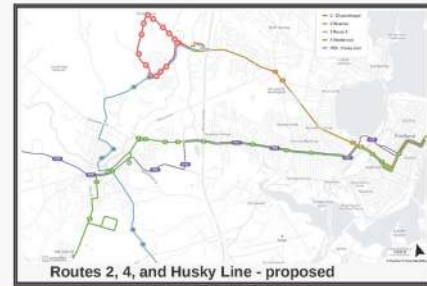
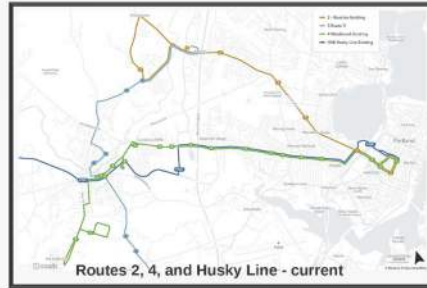
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Route maps on back

## Routes 2, 4, & Husky Line



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## Route #8

### METRO's Route 8 service may be changing in Fall 2023.

As part of improvements recommended by the Transit Together Project, Route 8 may change its route through the Old Port, Bayside, and Parkside neighborhoods.

METRO may also run a opposite-direction version of the Route 8 with the same schedule, effectively doubling Route 8 service.

To learn more & offer input, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

**Wednesday, May 17, 3:30-5:30**  
Portland Public Library, Room 5 (downstairs)

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### Bus Service Changes

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Route maps on back

## METRO's Route 1, 5, & 7 service may be changing in Fall 2023.

Improvements recommended by the Transit Together Project, include:

- Serving the Jetport with Route 1 instead of Route 5
- Route 5 direct service to the Maine Mall
- Extend Route 7 to Thompson's Point

To learn more & offer input, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

**Wednesday, May 17, 3:30-5:30**  
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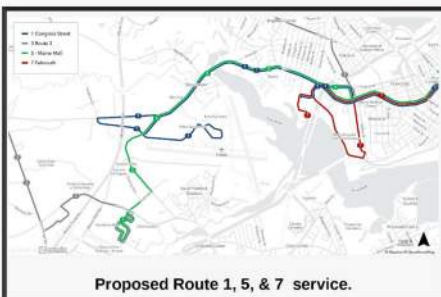
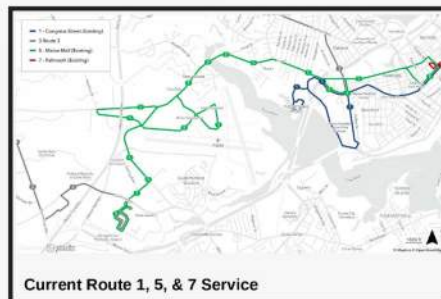
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Route maps on back

## Routes 1, 5, & 7



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# Bus Stop Signage

**Service to this stop may be reduced or eliminated**

Route and schedule changes have been proposed that could impact several stops along METRO bus routes.


To learn more about these possible changes and offer feedback, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

**Wednesday, May 17, 3:30-5:30**  
Portland Public Library, Room 5 (downstairs)

**Thursday, May 18 via Zoom**  
For information and link to meeting, visit [gpmetro.org/transittogether](http://gpmetro.org/transittogether)

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**This Bus Stop may be eliminated**

Route and schedule changes have been proposed that could impact several bus stops along METRO routes.

For information on these possible changes, please scan the below QR Code, or visit [gpmetro.org/transittogether](http://gpmetro.org/transittogether).

**Bus Service Changes**  
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**In the Fall of 2023, Route 8 bus service to this bus stop may be relocated to nearby streets**

To learn more about proposed changes, that have been recommended as part of the Transit Together Project, and to offer feedback, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

**Wednesday, May 17, 3:30-5:30**  
Portland Public Library, Room 5 (downstairs)

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**The bus route serving this bus stop may change in Fall 2023**

As part of improvements recommended by the Transit Together project, **Route 5 service** may be moving to Congress Street. This stop would instead be served by **Route 8**, which would run in both directions on Park Avenue. Route 8 serves the Back Cove Hannaford, Old Port, West End, and Bayside neighborhoods as well as downtown Portland

To learn more & offer input, please attend a public meeting:

**Tuesday, May 9, 3:30-5:30pm,**  
Westbrook Community Center, Spruce Room

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Bus stops along routes that have proposed changes with posted with flyers detailing recommended service changes and information about meetings.







# PUBLIC MEETINGS & EVENTS

## May 9 @ Westbrook Community Center, 3:30pm

Approximately (10) ten individuals attended this meeting.

### Summary of Comments\*

Attendees voiced **strong support to keep the Route 2 service near Prides Corner**. Riders who spoke included a 75-year old man who depends on the bus to take him to doctor appointments and a woman who lives along the route, doesn't drive, and can't walk the mile it would take to get to the nearest stop if the service was no longer available.



*The Route 2 proposal eliminates service to the Prides Corner area and extends service to the waterfront in Portland.*

## May 10 @ 100 State Street, 1:00pm

More than 40 residents and staff attended this meeting.

### Summary of Comments\*

Attendees were mostly supportive of Route 8 recommendations, which included new bi-directional service, doubling the frequency, and later service, which could extend to 8pm. Comments/input included:

- Confirmation that service would continue to **Maine Medical Partners along Route 7** in Falmouth, Intermed on Marginal Way, Portland Public Library, Whole Foods, and Trader Joe's would continue.
- Request for more (and cleaner) **benches and shelters** along bus routes; expressed safety concerns, in the winter, about icy sidewalks near bus stops.
- Better service to **medical facility in Scarborough**. (BSOOB Transit services this location; but, staff would follow up with them about request.)
- Request for buses that have more room for grocery carts; parallel seats make it easier. Request for printed schedules on buses.
- Discussion around the main entrance to **MMC**, which will move to Congress St. The other entrance will still need to be accessible and would also be covered
- Concerns, from a case manager, about route changes that could take service off Cumberland Avenue. She said that clients (at 100 State St.) need safe and convenient access to Salvation Army offices and **Maine Behavior Health (on Lancaster Street)**.



*METRO's Director of Transit Development Mike Tremblay reviewing proposed route changes, including recommendations for the Route #8, which stops in front of 100 State Street.*





# PUBLIC MEETINGS & EVENTS



**May 17 @ Portland Public Library, 3pm**  
(Approx.) 40 individuals attended this meeting.

Attendees had a wide range of comments, questions, and suggestions.

## Summary of Comments\*

- How does micro-transit work for Route 7 (Mike explained process, likely won't begin until 2024.)
- Would Jetport service run more frequently. (Yes, every 45 minutes, but, if implemented, the service would run on Route 1 (instead of Route 5). Better, with more frequent service to the Jetport and DHHS.
- Negative comments around Route 1 service, frequency would go from 45 minutes to 60 minutes. (METRO Staff is working on an exit from the PTC; Route 1 would not go to Thompson's Point
- Concerns about service to Hannaford, Longfellow Square, InterMed. (Route 8 would continue to service Hannaford with double the service and later in the day – Routes 8A/B).
- Rider works at Mercy at 8am and takes the BREEZ then Route 1; Can the BREEZ go directly to Mercy like it did during pandemic? (BREEZ is a limited stop express service; to travel to Mercy the route would need to be changed. Route 7 would service Mercy Hospital (instead of Rote 1) as part of the new proposal.
- **BREEZ:** Two additional BREEZ trips have been proposed; No Sunday service at this time. Why does the BREEZ stop at the Park and Ride/Maine Beer in Freeport? There are no other stops between Yarmouth and Freeport. (Mike explained that adding new stops on that stretch of road can be tricky – pedestrians crossing, speed of vehicles, safety)



\*Comments/feedback has been edited for space.



# PUBLIC MEETINGS & EVENTS

Summary of Comments (Portland 5.17.23 meeting ) Continued.

- **Route 1 service on south side of Munjoy Hill and Atlantic Ave would be eliminated.** Similar to the service during recent construction, Route 1 would turn back on Congress St and stop at Emerson. Several comments from riders about this change. Some positive – really likes the stop at Emerson; some said no south side service would impact current riders, especially elderly riders who use it. Suggestion to travel south on Fore Street instead of returning via Congress St. and turn on India St. (serving 58 Fore Street and other developments that had planned transit access). Request for earlier service on Sundays
- **Route 8** does a lot of heavy lifting around the city. We need bigger buses with room for carts. Half the people on Route 8 have shopping carts. Could buses be retrofitted? Many don't know how to lift up seats for carts. (Mike said METRO staff could work educating riders on how to do this. Glenn said he is working on an order for new 35' buses and will look into options.)
- Riders need access to **Maine Behavior Health services on Lancaster Street. There are no sidewalks.**
- **Route 2** – Pride Street concern: Rider lives on Pride Street and has a visual impairment that limits his driving. The bus very important to him. He realizes that ridership is low and offered a few options – Could Route 3 provide the service to the area? Could Route 2 service just part of the loop it now service (and turn around at the church)? Direct access would be ideal.
- **Riverside Street** - Several comments about access needed for new Homeless Services Shelter on Riverside Street. Could the route travel down Riverside since there are no buses near the shelter? During the summer immigrant children have sports opportunities on Riverside.
- **Casco Bay Lines** service – The bus and ferry schedules are not coordinated. Route 8 use to stop at the terminal where there was an inside waiting area. Now the stop is out in the cold. Are there plans for a shelter? (The proposed stop would be on Commercial St. and there are plans for a shelter; there is work involved to make it accessible).
- **Route 5** – Park Ave. vs. Congress St. is an issue. Uphill terrain is a bigger factor than distance. Route 5 service to Maine Mall; request to bring back service to Mallside Plaza
- **Maine Medical Center** access – New entrance on Congress Street after construction. This may not be the main entrance; but, there would be access to the current entrance and the new one Congress St.
- **Service to Lewiston?** (Greg said this has been discussed with Amtrak and MDOT; USM would be part of the conversation since they have a campus in Lewiston. MDOT is researching bus service.)
- **Ocean Gateway** (cruise ship terminal) – proposals for 2, 4, and Husky Line to stop here for better access to the waterfront.
- **More bus shelters**, requests include include: Harbor Terrace, Casco Bay Lines. (Shelters planned for Riverton Park, Yarmouth (all stops), Casco Bay Lines. Iris Center shelter needs maintaining. The shelter/stop at Walmart if Falmouth is rocky.
- **High Frequency Corridor** -- Changes would include several routes travelling between St. John Street and Franklin St., providing a high frequency corridor of service every ten minutes.



\*Comments/feedback has been edited for space.



# PUBLIC MEETINGS & EVENTS

## May 18 @ Transportation and Community Network via Zoom

The network is focused on bringing more voices into transportation planning and improving transit access. (App. 12 individuals attended this meeting.)

### Summary of Comments\*

- I like what you're doing with Congress Street. I've been involved for probably five years.
- Route 8 will not service the VA Hospital on W Commercial Street; but, we understand there is a need to get there at some point,
- Involvement in the micro transit development? Hope to have transit in Gray.
- How is this information communicated to non-English speakers?  
E-mail blasts were sent out to 500+, including over 25 contacts in the immigrant community -- Catholic Charities, City of Portland, ILAP, AmJambo Africa, Portland Schools, ME Dept. of Labor, Maine Community Foundation, FedCap, Goodwill, Maine Immigrant Rights Coalition, etc.

## May 18 @ Iris Network, 1:30PM

13 attended this meeting.

### Summary of Comments\*

- Keep 5 or have Route 5 and 8 service. **Route 5 is a lifeline to Iris Network residents.** Losing the Route 5 would make unsafe bus connections, especially in the winter. We use Route 5 to get to Shaws, CVS, bank, direct to the Maine Mall, etc. The changes would be more than a small inconvenience. Losing the route would be detrimental to everyday life. Hannaford at Forest Ave. is a difficult store to shop in - it's larger and they make changes a lot. We have fought to keep the Route 5 three times since I've been here. Parkside doesn't want these change. They changes are unsafe and not fully accessible. Request for bus route to transit hubs. Request for multi-ride tickets/passes for visitors. Make it easier for reduced fare riders to use the DiriGo Pass.
- Resident works and shops at Hannaford near mall. Proposed changes would make it difficult--need to carry packages, backpack, and use cane.
- Very supportive of Route 7 extension on the peninsula and bi-directional service on 8. The BREEZ has been a godsend, a great addition to the system.
- Bus shelters and stops need to be cleared in the winter. Need to do better.
- More print schedules; make sure AVA announcements start with new changes. The book was great.
- Accessibility issues - some drivers do not pull over to the curb.
- Real time bus trackers are not available for people who are visually impaired.





# PUBLIC MEETINGS & EVENTS



**May 18 @ Public Meeting via Zoom at 6pm**  
(App. 12 individuals attended this remote meeting.)

## Summary of Comments\*

- Concerns about proposed changes to remove (a portion of) **Route 8** from Congress Street to Park Ave.
- Regular **Route 1** rider, he doesn't see any improvements proposed for Route 1 -- reduced frequency (to 34 minutes) and elimination of service on Atlantic Street. Request for Sunday service on **BREEZ** route.
- One seat ride currently on **Route 7** to Tyler Tech would be eliminated. If micro-transit is introduced to this route, what are the metrics for a successful pilot?
- Removing **Route 2** service to the Prides Corner route would cut off my livelihood. May elderly people live in this area and cannot walk the distance to Hannaford to catch the bus.
- Consider adding Riverside for transit service.
- Make use of Sewall Street.





# ADDITIONAL COMMENTS

## Via Remix Maps

### Summary of Comments\*

#### Route 2:

- There is a new housing development going in here that could impact ridership. And my family depends on this route 2 service. Please do not change it.
- BRIDGTON RD + REED ST -- You all want to extend service, but eliminate a portion used by several regulars without a real clear answer on how to help these residents? Brilliant. How about coming up with an actual plan instead of maybes for these folks? You will make them walk a mile plus to get to the shared stop near Riverton, which is now already overflowing with people. Or maybe add it to Route 3's ; you clearly have people using it, so eliminating it entirely is preposterous.
- You made mention that there are 4 services hours of ridership. That number is *\*not\** 0, meaning there are people who use this line. Public transit is supposed to make transit, for the general public, easier; it is not supposed to make it more difficult.
- Route 302 is dangerous enough as-is - this change encourages further harm to your riders. Doubly so, seeing as there is only one sidewalk leading downhill past the Dunkin Donuts and beyond.
- These proposed changes, therefore, make it less safe overall for 2.6% of your ridership; that number should never exceed zero. So long as you have participants who use s publicly-funded service - and they still do, as you mentioned - you *\*must\** provide at *\*least\** an alternative method of transport the *\*moment\** you eliminate service. Otherwise, you are no longer a public service - you're performing a *\*diservice.\** Elimination of a public good should never be on the table. Adjustments should be to best meet their needs.

#### Route 8:

- This particular routing through Bayside doesn't make much sense to me – why detour along Marginal Way and Forest Ave, which have low-density land uses (and where Route 2 already runs), when so much growth is happening along Preble and Elm, where the current 8 runs?
- Running 8A down Elm and 8B up Preble would also enable transfers to Monument Square with a short walk. Preble St. Extension is also due for a road diet in a City of Portland project which would create space for a transit queue-jump lane in both directions.
- Changes at this intersection mean the bus can no longer make this right turn and has to go down Cushman St. instead. Why not just continue down Vaughn instead of turning on West St. at all and turn onto Danforth there? The residential area around Emery St. seems unlikely to generate much ridership because the circuitous route of this bus makes it quicker to either walk, or catch a Congress St. bus for most folks in this area.





# ADDITIONAL COMMENTS

## Via phone calls

### Summary of Comments\*

Pride Street business owner has two employees who rely on the bus route and are distressed about the possibility of removal.

Customer Service (METRO Pulse) received (at least) four phone calls about concerns around the proposed elimination of **Pride Street service**.

Phone Call from Iris Network resident. He likes Jetport and PTC connection and Route 7 change; but, has concerns about Routes 5 and 8 changes; specifically, Route 5 no longer serving Park Ave.

## Via E-mail

### Summary of Comments\*

- I really like most all of the proposed changes but would like to put in a plug for expanded SPAN OF SERVICE for routes such as the 1, 9A, 5 and/or 4 to at least 12:30AM last run from City Hall/The Pulse possibly in addition to other frequency changes (or if need be, in lieu of some of them)..... I know the increased frequency on the 9A/9B would enhance mid-day service but would like to advocate for the later service too (or in lieu of ....).
- I just read the news release that indicates that you want to completely remove the bus run through the Pride's Corner area! There ARE people out here that use your service to get back & forth to work!
- Please save stop # 738 (Route 2)

## Social Media

### FaceBook -- Messenger

Hi are they planning to take Bridgton road in Westbrook off of bus 2 ? My husband uses to get to work. Is the Dunkin Donut stop going to be available? We have no car and would have to move

### Instagram

Please do not stop running the number 5 on Park Avenue. That will completely screw up my schedule.



# ADDITIONAL COMMENTS

Letter of support from Portland Bicycle and Advisory Committee



May 17th, 2023

Dear Greater Portland METRO staff, Board Members, Portland City Council:

The Portland Bicycle and Pedestrian Advisory Committee (PBPAAC) would like to provide the following comments to METRO and Portland city officials regarding the proposed route and schedule updates:

Improved transit service is a crucial component of a city designed around getting around by walking, bicycling and wheelchair. PBPAAC has adopted "Expand transit frequency & time of service" as a priority in 2023. We believe the proposed changes are a great step towards this goal. Creating high-frequency corridors and reducing low-ridership deviations will help create a more reliable and usable system, encouraging higher ridership.

While the committee is supportive of the decisions, we wish to highlight the following concerns:

- Reduced frequency in Route 1: in addition to removing the Atlantic Street portion of the route, the change creates a disparity in Munjoy Hill service when compared to the rest of the peninsula. Munjoy Hill has significant topographical features that make it challenging to navigate for those with mobility issues. Suggesting riders travel to and from Washington Ave or Ocean Gateway where many routes will now end will not work for some riders who rely on the bus and we fear reduced frequency may negate some of the benefits of the improved connection to the airport and curtail the use of Route 1 as a serious commuting option. The committee understands METRO hopes to return to half hour headways in the future. We encourage METRO to bring back the current standard of service for this section of Route 1 as soon as possible.
- Some bus stops towards the periphery of the city, such as some on the [Route 5](#) and [Route 9A/9B](#), are placed in areas with no pedestrian infrastructure and in some cases, are simply unsafe to traverse on foot. These stops create a challenge for those traveling to and from as well as waiting for the bus, discouraging riders from using the bus. One of our committee priorities is to expand the sidewalk network to serve all METRO routes. With increased frequency to poor-quality stops, we believe the City of Portland needs to prioritize this ASAP. This is the responsibility of the city which could be funded through various federal & state grants.

Thank you for your efforts to create a more efficient and effective transit network in the Greater Portland area. We hope METRO and the City of Portland consider improving Portland's network of sidewalks & high quality bus stops necessary to support the safe and dignified use of our transit network.

Sincerely,

**The Portland Bicycle & Pedestrian Advisory Committee**

<https://www.portlandbikeped.org/>

**Winston Lumpkins IV, Chair**

[winston.lumpkins@gmail.com](mailto:winston.lumpkins@gmail.com)

**John Clark, Past Chair**

[jmclark995@gmail.com](mailto:jmclark995@gmail.com)

*The Portland Bicycle and Pedestrian Advisory Committee is an ad hoc group of Portland-area residents working to make the city and region a better place to walk, bicycle and wheelchair. We advocate and educate on bicycle, transit and pedestrian issues, including handicap accessibility. We work in collaboration with other organizations including the Bicycle Coalition of Maine, Portland Trail PACTS, the Portland Department of Public Works and the Portland Planning Department.*







# MEDIA



May 17, 2023

4 MAY 17, 2023

PORTLAND PHOENIX

## Big METRO changes to roll through Greater Portland

By Evan Edmonds

If you're hoping to catch a ride on the bus to your appointment at Maine Medical Center, you may want to plan ahead.

That trip on METRO's Route 8 bus runs counterclockwise around the entire peninsula, so instead of a 10 or 15 minute ride down the road, you might have to circle Portland to get there, arriving maybe 45 minutes later or more.

James Simpson, a Portland resident, takes METRO rather frequently. He's gotten pretty good at estimating when certain routes will arrive. Last Friday afternoon, there was a slight delay due to some road work on Forest Avenue, but Simpson wasn't too bothered about it. It has to be tough sometimes on the bus drivers, he opined.

"Everyone's got a place to be," Simpson said. "Drivers have a schedule to keep, passengers have their own schedules."

For Simpson and other riders, the limitations of certain bus routes can be a hassle — like on METRO's Route 8, for example, which only operates in one direction. But that could change as soon as this fall, when local transit officials hope to roll out their efforts to improve bus travel in Portlanders and beyond.

Transit companies nationwide are still struggling to fully recover from the challenges posed by the pandemic. But even still, Greater Portland METRO and the Greater Portland Council of



A METRO bus in Portland in early May 2023. (Portland Phoenix/Evan Edmonds)

Governments (GPCOG) have begun moving forward with an ambitious plan to streamline transit in the region and increase ridership.

The changes to make bus travel more seamless, including route and schedule changes, could be implemented as soon as this fall. The plan, called "Transit

Together," proposes adjustments to frequently traveled destinations like the Maine Mall, Portland Jetport, the town of Falmouth and throughout the peninsula.

May includes the public outreach and feedback portion of the "Transit Together" timeline with a public meeting set for Wednesday, May 17 at 3:30 at the Portland Public Library. A virtual meeting is also scheduled for May 18 at 6 pm.

While the proposed changes — new routes and tweaks to existing ones — are still just "recommendations" at this point, METRO's Director of Transit Development Mike Tremblay said the expectation is for the vast majority of the changes to happen.

While METRO still needs to conduct planning and preparation, "this is a great time to receive that feedback," Tremblay said, adding that it could lead

to adaptations if there are objections from the community.

Optimizing transit in Greater Portland would be a big improvement for transportation access in the region and also a necessary move to increase ridership while transit services continue to struggle nationwide.

Ridership declined through the pandemic, and the resurgence has been slow, leaving transit companies still hovering around 70 percent of total numbers from 2019.

30-year ridership trend data from Greater Portland METRO shows that ridership was climbing each year between 2014 and 2019, starting with an estimated annual

figure of 1.5 million riders and nearing 2.2 million by the end of 2019, a period during which METRO made a

METRO, Page 5

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“ Providing that option to jump on the bus versus paying \$25 to \$30 to park in a parking lot hopefully encourages people to take the bus. ”

Mike Tremblay, Director, METRO Transit Development



# MEDIA



May 17, 2023

onal clockwise loop. (Courtesy METRO)

**PORTLAND BUSINESS** MAY 17, 2023 11

**METRO Blue Loop**

Part of the deal is extra new jobs... METRO, when... 750 ft

**66**

**The reality is for this economic future that Portland is laying out, transit is an absolutely critical part of that future.**

*Journalist: [unreadable], transportation systems engineer, Department of Public Works*

...and a reduced fare provision, as well... METRO applied for and received... years singing the blue... ckland Harbor







# CONSIDERATION OF PUBLIC COMMENTS

**Analyzing survey results and conducting 'content analysis' to extract key concerns or opinions expressed by participants.**

## Key Takeaways - Specific Routes

### Route 1

- Concerns about reduced frequency and elimination of service to Munjoy Hill South Side.

### Route 2

- **Several** requests to keep service to Pride's Corner; some feedback to add service to Riverside for homeless services and activity centers.

### Route 5

- Iris Center residents, and others, concerned about Route 5 changes.

### Route 8

- Mostly positive feedback; especially around more frequency and span of service. Some concerns around route changes off Congress Street.

# RESULTS AND RECOMMENDATIONS

METRO staff has considered all public and stakeholder input on the Transit Together Plan and have made changes to the plan and timeline accordingly. The final plan and timeline will be discussed at the June 14, 2023 METRO Ridership Committee meeting and brought to the full METRO Board for approval on June 22, 2023.

**June 14, 2023 - METRO Ridership Committee vote**

**June 22, 2023 - METRO Board of Directors Vote**





## **BOARD OF DIRECTORS**

## **AGENDA ITEM 7**

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### **DATE**

June 22, 2023

### **SUBJECT**

Purchase of Passenger Van

### **PURPOSE**

Requests authorization to purchase a passenger van by soliciting quotes from area dealers instead of formal procurement process.

### **BACKGROUND/ANALYSIS**

In early June, Metro's 2013 GMC Yukon suffered an engine loss putting the vehicle out of service. Metro's Procurement Policy requires purchases of goods/services that exceed \$25,000 to be solicited using a "Formal Open and Competitive Bidding Process." Due to the critical function this vehicle provides, there is not sufficient time to implement a standard procurement process.

The 2013 GMC Yukon is currently used as a shuttle to transport bus operators back and forth to relief locations. Because this vehicle is not ideally suited to this purpose, staff's intention has been to transition this vehicle (or its replacement) back to its original purpose as an operations support vehicle. The FY 2023-2027 Capital Improvement Program (CIP) includes \$50,000 to replace this vehicle in 2023. Also programmed in the CIP in 2023 is \$55,000 to acquire an appropriate vehicle shuttle vehicle.

The Procurement Policy also states that board approval is required for contracts that are over \$25,000 and are not the result of a public procurement process. Consequently, staff is requesting authorization to gather and assess price quotes from all dealers within a 60-mile radius for the preferred vehicle type (Chrysler Pacifica) that meets the agency's needs, and make a selection based on lowest price not to exceed \$55,000.

Unlike procurements for other goods and services, staff believe that this expedited process does not limit competition or risk higher cost because the vehicle type is widely available through many auto-dealers and new vehicle pricing is relatively transparent. Additionally, the expedited process will minimize the current cost associated with renting a vehicle for ongoing operations.

Staff have identified the 2023 Chrysler Pacifica Plug-in Hybrid for its utility and compatibility with Metro's existing level 2 charger. As such will use very little gasoline based on its expected duty cycle. The MSRP of this vehicle is \$52,090.



**FISCAL IMPACT**

This purchase is already budgeted in this year of Metro's Capital Improvement Budget. There is no impact on Metro's operating budget.

**PRIOR COMMITTEE PROCESS**

None

**RECOMMENDATION**

Authorize staff to gather and assess price quotes from all dealers within a 60-mile radius for the preferred vehicle type (Chrysler Pacifica) that meets the agency's needs, and make a selection based on lowest price not to exceed \$55,000.

**CONTACT**

Glenn Fenton  
Chief Transportation Officer  
207-517-3023  
[gffenton@gpmetro.org](mailto:gffenton@gpmetro.org)

**ATTACHMENTS**

None



**FISCAL IMPACT**

None.

**PRIOR COMMITTEE REVIEW**

Executive Committee: June 14, 2023 – review of draft June 22 workshop agenda

Board of Directors: April 27, 2023 – Task 1 workshop.

**RECOMMENDATION**

This item is for information and discussion.

**CONTACT**

Greg Jordan

Executive Director

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**ATTACHMENTS**

Attachment A – April 27, 2023 Board Workshop Slide Deck

Attachment B – 2016-2020 Strategic Plan

## GREATER PORTLAND METRO

Labor-Management Committee

June 8, 2023

## Strategic Planning Process

TASK #	TASK DESCRIPTION	2023												2024		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>PACTS Transit Together Study</b>																
	Formal Study		■													
	Agency Reconciliation Process		■	■	■	■										
	Implementation Timeframe															
<b>METRO Strategic Planning Process</b>																
Task 1	Research Phase: State of Industry/Survey	■	■	■	■	■										
Task 2	<b>Mission-Vision-Guiding Principles (WORKSHOP)</b>					■	■	■								
Task 3	Service & Capital Development Plan (Scenario Planning)															
Task 4	Comprehensive Agency Assesment (Scenario Planning)															
Task 5	Financial-Resource Planning (Scenario Planning)															
Task 6	<b>Establish Strategic Priorities-Goals-Objectives (WORKSHOP)</b>															
Task 7	Progress/Performance Plan & Reporting															
Task 8	Implementation Planning															
Task 9	Finalize Metro 2030 Final Report															

## 2016 Strategic Plan

### Mission Statement

Provide safe, frequent, efficient, reliable, and affordable transportation throughout the Greater Portland Region.

## 2016 Strategic Plan

### Values

- We are committed to **SAFETY** – the safety of our customers, employees and the general public is priority number one.
- We are connected to our **CUSTOMERS** – Our customers are our top stakeholders in designing and providing a transit system that meets their transportation needs.
- We act with **INTEGRITY** – We work to uphold the highest standards of fairness, transparency, accountability, dependability and respect.
- We pursue **SUSTAINABILITY** – We strive to be responsible stewards of the environment and advocates of transit-oriented regional economic growth and a strong community.

## 2016 Strategic Plan

### Strategic Priorities

- **Priority 1 – Maintain what we have:** Protect today's service through a well-equipped and developed staff and properly maintained and managed physical assets.
- **Priority 2 – Increase service levels in Metro's core service area;** improve frequency and hours of operation where ridership demand reasonably warrants within the current service area.
- **Priority 3 – Improve the Customer Experience:** Introduce enhancements that improve the customer experience including (for example) an electronic fare collection system, smart cards, mobile payment, automatic on-board voice announcements, on-board Wi-Fi, and upgraded bus shelters/transit centers.
- **Priority 4 – Expand the Metro Service Area:** Based on demonstrated ridership demand, add service to areas within the Metro service area that lack transit service or introduce service to jurisdictions outside the current Metro service area.

## 2016 Strategic Plan

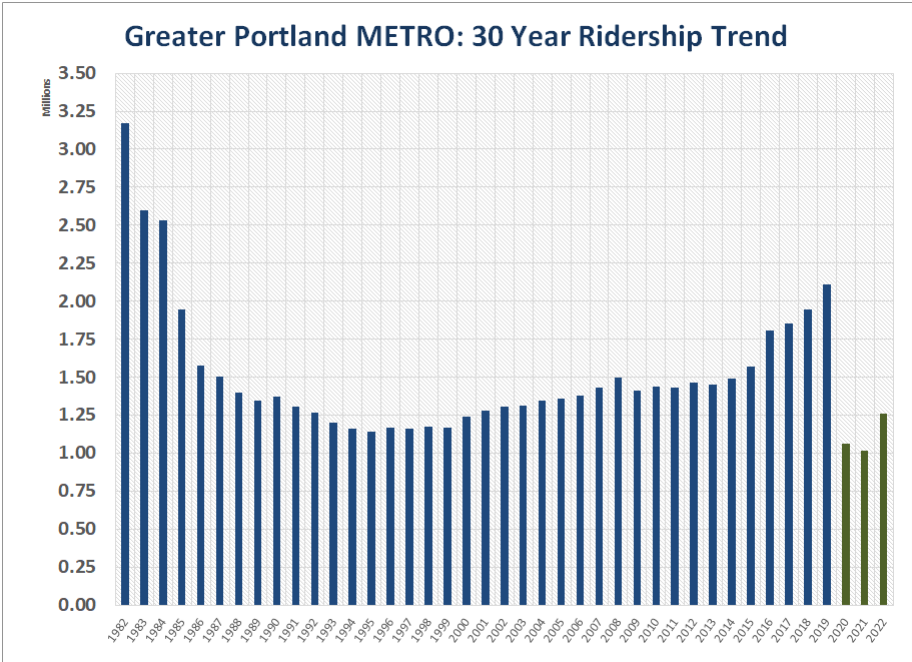
### Major Goals & Objectives

- Provide High Quality Operations
- Achieve Long-term Financial Sustainability
- Strengthen Metro's Organizational Capacity
- Improve Transit Network Performance
- Build Ridership

Past Performance

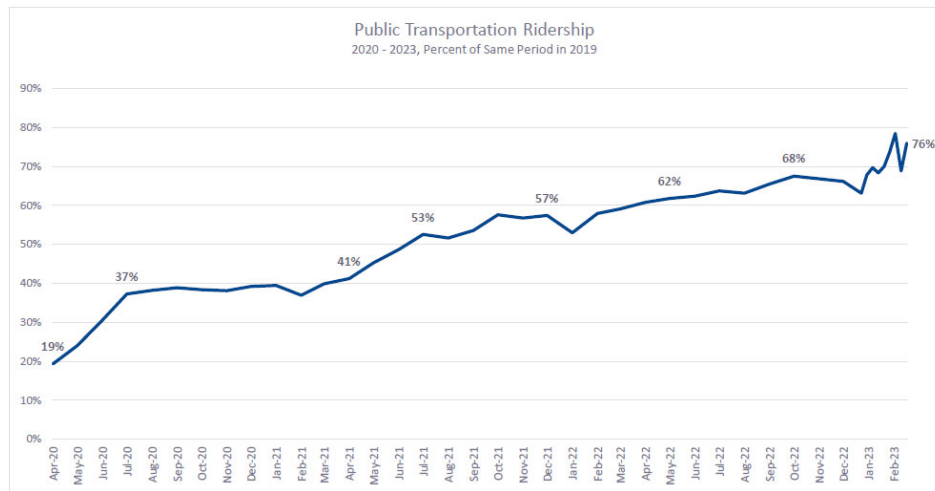
	2015	2016	2017	2018	2019	2020	2021	2022	2023
Service Improvements	✓	✓	✓	✓					✓
Capital Projects (Bus)		✓	✓	✓	✓	✓	✓	✓	
Capital Projects (Bus Stops)		✓	✓	✓	✓	✓	✓	✓	✓
Capital Projects (Facilities)			✓					✓	
Technology Projects		✓				✓		✓	
Branding & Marketing		✓		✓		✓		✓	✓
Transit Pass Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Ridership</b>	1,568,136	1,810,825	1,850,686	1,947,038	2,111,521	1,065,893	1,016,873	1,260,317	1,500,000 (est.)

Past Performance



## Major National Trends

### Ridership



Source: APTA Ridership Report April 2020 – December 2022; APTA Ridership Trends Dashboard January 2023 – March 2023.

## Major National Trends

### Workforce

#### American Public Transportation Association's [synthesis report](#) and the Transit Workforce Shortage (2023)

- Transit workforce shortage is widespread and severe - impacting agencies' ability to provide service.
- Transit workforce is aging and will experience a high retirement rate for the foreseeable future.
- Transit agencies face intense competition for workers - Applicants reject transit agencies' employment offers 35 percent of the time - more than twice the rate for jobs across all industries.



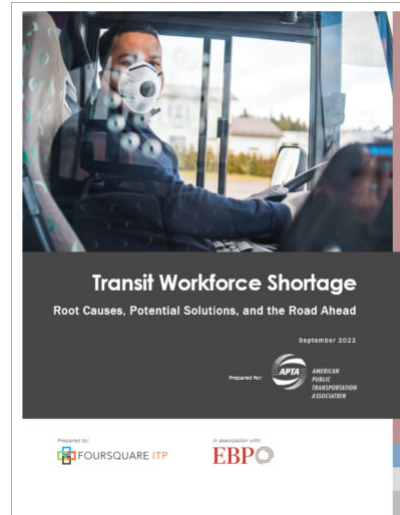
Happy Retirement to Bus Operator Terri Furia!



## Major National Trends Workforce

### American Public Transportation Association's [synthesis report](#) and the Transit Workforce Shortage (2023)

- Agencies report that concerns about **work schedules** and **compensation** are leading reasons why workers quit.
- A **complex regulatory framework** is hampering agencies' **ability to fill vacancies** - rules about drug and alcohol testing, Commercial Driver's License (CDL) requirements, criminal background checks, and driving records extend the hiring process and exclude otherwise qualified applicants.

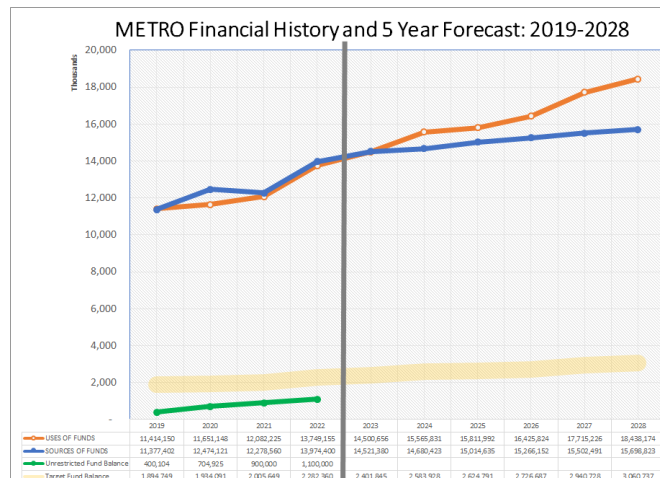


## Major National Trends Operating Funding

### Many US Transit Agencies are facing fiscal cliffs in the next 1-2 years:

- Slow recovery of ridership and fare revenue.
- Rapidly rising costs.
- Final drawdown of emergency federal funds.

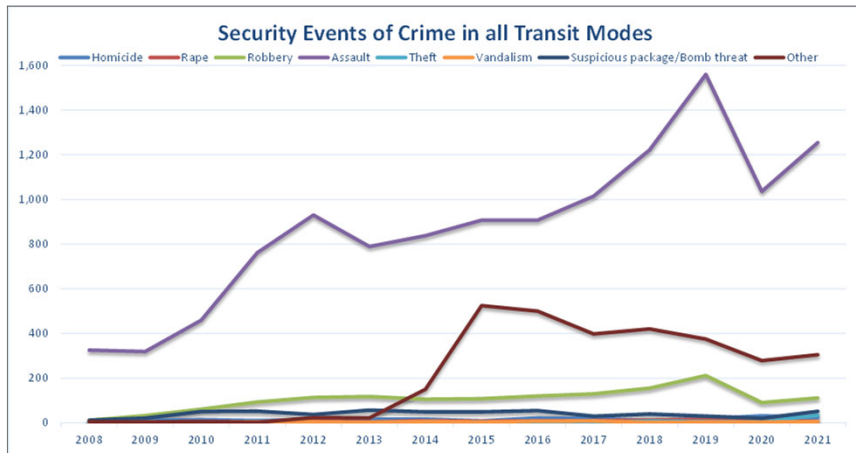
Source: Eno Center for Transportation



Updated June 7, 2023

## Major National Trends Safety and Security

- Increase in security incidents on public transit nationally.
- Contributing to slow ridership recovery in major cities and workforce challenges.
- Unclear evidence of similar trends in Maine – but must continue to invest in measures to maintain a safe and secure transit system.



Source: Bureau of Transportation Statistics: Reportable Security Events from US transit agencies (over 30 vehicles in maximum service) in urbanized areas with a population over 50,000.

## Major National Trends Ridership – Top Recovery Strategies

- Improve route directness and frequency with bus network redesigns.
- Center the mobility needs of historically disadvantaged communities.
- Emphasize high all day service levels, and longer operating hours (peaks have flattened).
- Serve major destinations and connect the modes (bus, rail, ferry, trails).
- Speed up transit with projects like Bus Rapid Transit, Transit Signal Priority, Priority Bus Lanes.
- Simplify transit for riders with smart fare payment, pass programs, intuitive trip planning tools, easy transfers between routes, effective communications, and steps to present a single (bus) transit system.
- Implement first mile-last mile strategies (microtransit, bus stop accessibility, connections to trails).
- Operate a safe and secure system and make sure the public knows this.
- **Mix land uses, increase affordable/multi-family housing, price and supply parking at levels that shift incentives, complete streets, increase pop/emp densities in core and along major corridors(s).**

## Major National Trends

### Equity

#### Laws and Regulations:

- Environmental Justice
- Title VI
- Equal Employment Opportunity
- Justice 40

#### Southern Maine

- Increasingly diverse rider population.
- Growing number of languages.
- Diversifying workforce.

#### Beyond the requirements:

*Excerpt from Pinellas Suncoast Transit Authority's DEI Strategic Plan.*

- **Workforce:** Reaching and recruiting diverse people to join our workforce, and ensuring a fair and equitable hiring process.
- **Workplace:** Sustaining a culture built on diversity, equity, inclusion, and respect, with equitable opportunity for all.
- **Community:** Providing equitable customer access to our services, and a commitment to strong community partnerships which promote diversity, equity, and inclusion.

## Major National Trends

### Fleet Electrification

- **Maturing technology** – vehicle reliability and ranges are improving though capital costs remain high.
- **Increased federal funding** – As a result of the Bipartisan Infrastructure Law, FTA's Low or No Emission (Low-No) Program provides \$5.5 billion over five years for the program – more than six times greater than the previous five years of funding.
- **Strong federal support** – FTA continues to provide administrative incentives for deploying zero-emission vehicles using the Low-No Program.
- **State of Maine support** – “Maine Won’t Wait” Climate Action Plan, and MDOT funding support.



## Major National Trends

### Innovation & Technology

- Microtransit – on-demand shared ride mobility service that uses third party software to optimize routing and mobile apps to give riders real-time access to trips.
- Mobility as a Service (MaaS) – combines different modes of transportation into a single, seamless service. Users plan and pay for entire journey using a single app.
- Intelligent Transport Systems (ITS) – ITS includes things like real-time passenger information, automatic vehicle location, and smart ticketing systems.
- Artificial Intelligence (AI) Applications – potential applications include self-driving vehicles, customer service functions, certain administrative tasks.



## GPCOG/PACTS Planning Work

### List of Studies

- Moving Southern Maine Forward (2017)
- Transit Tomorrow (2021)
- Transit Together (2023)
- Rapid Transit Study (2023)
- Connect 2045 (2022)
- Complete Streets (2023)
- Vision Zero (2023)

*These plans provide a solid foundation on which to refine Metro's focus and develop its system.*

## GPCOG/PACTS Planning Work Moving Southern Maine Forward (2017)

1. Improve transit options for commuting to **school or college**.
2. Improve route and service **connectivity at transit hubs**.
3. Monitor the **performance/productivity** of public transit service.
4. Explore **mobility as a service** (MAAS) solutions, including microtransit, for low-density, low-productivity areas of region.
5. Increase **public awareness** of regional transit connections and availability.
6. Explore more opportunities for **unified branding** of transit services.
7. Transit agencies should participate and coordinate with regional efforts attempting to **address the social and economic impacts of homelessness**.



## GPCOG/PACTS Planning Work Moving Southern Maine Forward (2017)

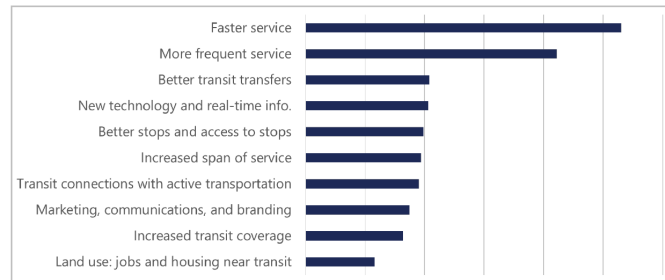
8. Improve the **visibility of transit** in the region.
9. Explore the potential for **improving regional integration** (where applicable).
10. Explore the creation of a **unified fare payment solution**.
11. Split funds according to a **rigorous and competitive funding methodology**.
12. Explore **new non-fare revenue sources**, while growing existing sources, to decrease reliance on federal funding.
13. Identify new local funding opportunities and financing structures that would help **diversify transit funding** and reduce reliance on federal sources.



## GPCOG/PACTS Planning Work Transit Tomorrow (2021)

### Top Strategies

- Make transit **easier**
- Create more **frequent** connections throughout the region
- Improve **rapid** transit opportunities.
- Implement transit-friendly **land use** policies.



Sources: Transit Tomorrow, Transit Stop Access Project, Route 1 North Plan, Active Transportation Plan, Moving Southern Maine Forward, Destination 2040, Regional Passenger Survey, North Windham Downtown Plan, Congress Street Bus Priority Plan, Gorham East-West Connector Plan, Destination Tomorrow 2006 and 2010, Portland Peninsula Transit Plan, Regional Transit Coordination Study.

## GPCOG/PACTS Planning Work Transit Together (2023)

### A more seamless and simple regional transit network:

- More frequent service on key corridors
- Simpler and more direct routes
- Better connections between services
- Longer operating hours
- New or improved service to key destinations and transportation hubs

### Greater integration of public facing elements of the transit network.

- Common branding for similar services.
- Common Automatic Vehicle Location (AVL) service for the region.
- Expanding DiriGo Fare Payment system to include more agencies.
- Common bus stop standard, including bus stop signage across the region.
- Explore opportunities for administrative partnerships (procurement, marketing, maintenance).

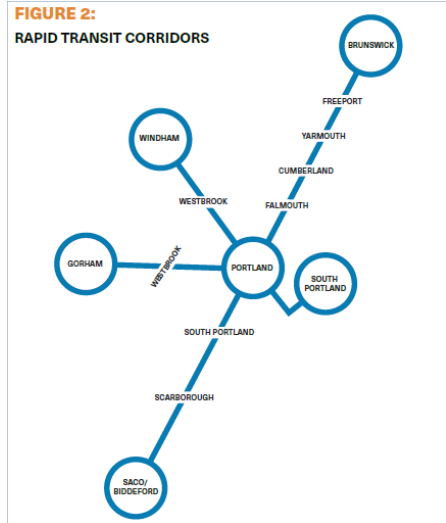


# GPCOG/PACTS Planning Work

## Rapid Transit Studies (2023 and Beyond)

### Transit Tomorrow Identified 4 Corridors:

- *Gorham-Westbrook-Portland (AA underway)*
- Biddeford-Portland
- Brunswick-Portland
- Windham-Portland-South Portland



# CONNECT 2045

## Vision and Goals

**GOAL**  
**Provide Equitable Access**

Our mainland and island transportation system allows all people to reach the places they want to go with dignity and comfort. Regardless of form of travel, purpose, or destination, trips are made affordably, conveniently, and reliably.

OBJECTIVES	ACTIONS
<p><b>Invest more equitably</b></p>	<p><b>1. Prioritize underserved communities</b> Prioritize traditionally underserved communities in planning and investments. (These communities are identified in the PACTS Civil Rights Plan).</p> <p><b>2. Cultivate leaders</b> Continue to organize the Community Transportation Leaders program and designate membership in PACTS committees to members of vulnerable community groups.</p> <p><b>3. Evaluate impacts</b> Conduct social impact assessments of PACTS plans, policies, and investments.</p>
<p><b>Remove barriers</b></p>	<p><b>4. Expand universal design</b> Support implementation of Americans with Disabilities Act (ADA) and All Ages and Abilities (AAA) infrastructure and operations.</p> <p><b>5. Equitably maintain the network</b> Provide better routine and seasonal maintenance (snow clearing, street sweeping, re-striping, spot improvements) to the active transportation network so that sidewalks, curb ramps, transit stops, crosswalks, and bike facilities are visible and accessible year-round.</p> <p><b>6. Explore equitable transit pricing</b> Explore the feasibility of subsidies to offer discounted or free passes for certain public transportation routes and services.</p>
<p><b>Plan for everyone</b></p>	<p><b>7. Engage meaningfully</b> Develop thoughtful and effective public involvement strategies for more people to easily and conveniently contribute diverse perspectives to transportation plans, projects, and policies.</p>



# CONNECT 2045

Vision and Goals

GOAL



## Support Great Places

Our transportation system is coordinated with land use to support and connect vibrant and healthy places where people live, work, visit, and play.

OBJECTIVES	ACTIONS
<p><b>Foster compact development</b></p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">1</div> <div> <p><b>Create complete communities</b></p> <p style="font-size: x-small;">Target transportation investments to the region's priority centers and corridors to support walkable, bike-able, transit-oriented places and safe connections in between.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">2</div> <div> <p><b>Support housing choice</b></p> <p style="font-size: x-small;">Conduct a regionwide housing study and support cities and towns to implement the recommendations.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">3</div> <div> <p><b>Manage development projects for success</b></p> <p style="font-size: x-small;">Provide integrated place-based planning to help emerging large developments be the best they can be with a focus on managing traffic, parking, and emissions, and enhancing transportation choice, resilience, and broadband.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">4</div> <div> <p><b>Encourage parking reform</b></p> <p style="font-size: x-small;">Encourage and create resources for more equitable, efficient, and sustainable management of parking supply.</p> </div> </div> </li> </ol>
<p><b>Design streets for everyone</b></p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">5</div> <div> <p><b>Make streets complete</b></p> <p style="font-size: x-small;">Implement a regional Complete Streets policy and provide additional resources and guidance for new projects to accommodate all users of all ages and abilities.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">6</div> <div> <p><b>Fund demonstration projects</b></p> <p style="font-size: x-small;">Encourage experimentation and innovation by investing in low-cost demonstration projects prior to design and engineering.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">7</div> <div> <p><b>Create attractive public spaces</b></p> <p style="font-size: x-small;">Support the creation of safe, welcoming, and accommodating public spaces, such as car-free streets, parks, plazas, and other placemaking amenities.</p> </div> </div> </li> </ol>

# CONNECT 2045

Vision and Goals

GOAL



## Improve Safety

Our transportation system prioritizes real and perceived safety and has eliminated all transportation fatalities and severe injuries.


OBJECTIVES	ACTIONS
<p><b>Set ambitious targets</b></p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">1</div> <div> <p><b>Move towards zero</b></p> <p style="font-size: x-small;">PACTS is currently pursuing the adoption of a Vision Zero policy (a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all).</p> </div> </div> </li> </ol>
<p><b>Understand the problem</b></p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">2</div> <div> <p><b>Monitor/analyze the data</b></p> <p style="font-size: x-small;">Routinely monitor and analyze safety and security data by mode, severity, location, and other factors to identify causes, trends, and priorities, as well as to track progress.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">3</div> <div> <p><b>Traffic incident management</b></p> <p style="font-size: x-small;">Continue convening traffic incident management (TIM) group as a forum for information sharing and emergency response and preparedness.</p> </div> </div> </li> </ol>
<p><b>Calm traffic</b></p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">4</div> <div> <p><b>Improve roadway and intersection design</b></p> <p style="font-size: x-small;">Redesign roadways and intersections to calm traffic and provide safe access for all users. Improvements such as road diets, narrowing lane widths, crossing islands, raised crossings, reducing curb radii, speed limit reductions, contiguous sidewalks, and leading pedestrian intervals at intersections can improve safety for all users, especially vulnerable users such as pedestrians and cyclists.</p> </div> </div> </li> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px; font-weight: bold;">5</div> <div> <p><b>Bring awareness to the issue</b></p> <p style="font-size: x-small;">Support education and enforcement programs that promote the safety of all road users.</p> </div> </div> </li> </ol>



# CONNECT 2045

Vision and Goals

GOAL



## Expand Choices


Our transportation system offers a range of convenient options for moving people and freight. An integrated and connected system enables a shift toward more sustainable forms of travel.

OBJECTIVES	ACTIONS
<p style="margin: 0;"><b>More and better public transit</b></p>	<p style="margin: 0;"><b>1 Make transit easier</b> Continue to implement the "Make Transit Easier" recommendations of <i>Transit Tomorrow</i> — to improve the transit experience with innovative customer service technology, better first/last mile connections, and enhanced door-to-door options.</p> <p style="margin: 0;"><b>2 Create frequent connections</b> Improve transit frequency system-wide and implement the recommendations of Transit Together to create a more seamless, integrated, and efficient public transit system.</p> <p style="margin: 0;"><b>3 Invest in rapid transit</b> Upon the selection of a preferred alternative, secure funding and begin preliminary design and NEPA on the Gorham-Westbrook-Portland rapid transit corridor. Begin planning phases of additional corridors identified in <i>Transit Tomorrow</i>.</p>
<p style="margin: 0;"><b>Connect the bicycle and pedestrian network</b></p>	<p style="margin: 0;"><b>4 Connect gaps in local walking and biking networks</b> Construct appropriate on and off-street active transportation facilities (sidewalks, trails, bike lanes, bike parking) and pursue public access agreements to fill bicycle and pedestrian network gaps.</p> <p style="margin: 0;"><b>5 Support regional multi-use paths</b> Encourage the development of multi-use paths for mobility, recreation, and tourism and support rail-to-trail or rail-with-trail opportunities pending the recommendations of the Rail Use Advisory Councils.</p>
<p style="margin: 0;"><b>Increase freight efficiency</b></p>	<p style="margin: 0;"><b>6 Identify freight opportunities</b> Work collaboratively with MaineDOT, MTA and the Port Authority to identify areas of opportunities to exchange information on projects that will positively impact the movement of freight in the region.</p>

# CONNECT 2045

Vision and Goals

GOAL



## Protect the Environment

Our transportation system minimizes its harmful impacts on the natural environment and has sufficiently reduced emissions. Current and future generations enjoy healthy communities and move throughout the region without further damaging habitat or contributing to climate change.

OBJECTIVES	ACTIONS
<p style="margin: 0;"><b>Reduce emissions</b></p>	<p style="margin: 0;"><b>1 Reduce car-dependence</b> Reduce the amount of driving in the region through Transportation Demand Management (TDM) strategies.</p> <p style="margin: 0;"><b>2 Accelerate transition to electric vehicles</b> Accelerate the transition to electric, hybrid, and alternative-fuel vehicles including cars, public transportation, school buses, ferries, and trucks.</p>
<p style="margin: 0;"><b>Minimize pollution</b></p>	<p style="margin: 0;"><b>3 Minimize stormwater runoff</b> Incorporate natural elements and low impact development techniques into PACTS projects to protect water quality.</p>
<p style="margin: 0;"><b>Build resilience</b></p>	<p style="margin: 0;"><b>4 Evaluate vulnerability</b> Assess the region's vulnerability to identify infrastructure, populations, and habitat most susceptible to the impacts of climate related events such as extreme weather, higher temperatures, storm surge and sea level rise.</p> <p style="margin: 0;"><b>5 Coordinate key stakeholders</b> Strengthen the role of local conservation and environmental stakeholders in PACTS decision-making.</p>
<p style="margin: 0;"><b>Protect habitat</b></p>	<p style="margin: 0;"><b>6 Minimize habitat fragmentation and degradation</b> Minimize habitat fragmentation by incorporating best management practices such as natural buffers, stream smart crossings, and wildlife underpasses/overpasses into PACTS projects.</p>

# CONNECT 2045

Vision and Goals

**GOAL**

## Optimize Infrastructure

Our transportation system efficiently accommodates a growing region with existing infrastructure. Investments make the most of our financial resources to maintain critical infrastructure and services, while introducing new technologies and innovations to most efficiently and cleanly move people and goods

OBJECTIVES	ACTIONS
<p><b>Expedite projects</b></p>	<p><b>1 Shorten project delivery</b> Complete all preliminary design reports — a key step in the project delivery process — within two years of signing three-party agreements. Proactively discuss pending projects with project sponsors and MaineDOT.</p>
<p><b>Maintain the assets</b></p>	<p><b>2 Fix-it-First</b> Adopt a fix-it-first approach that incorporates Complete Streets and prioritizes upgrading roads over expanding them.</p>
<p><b>Use assets efficiently</b></p>	<p><b>3 Move freight efficiently</b> Support rail and port infrastructure capacity improvements to enable a shift toward greater use of freight rail. Encourage transition to smaller and zero-emissions vehicles for local pick-ups and deliveries.</p> <p><b>4 Reduce congestion</b> Implement the recommendations of the forthcoming congestion management plan.</p>
<p><b>Innovate the system</b></p>	<p><b>5 Enhance data collection/sharing</b> Provide continuous and strategic data collection and sharing for all modes to inform more effective investment prioritization.</p> <p><b>6 Invest in intelligent transportation systems</b> Expand deployment of intelligent transportation systems, such as coordinated and/or adaptive signals and signals with transit priority, throughout the region.</p>

## Item 3C - Rider and Nonrider Survey

### On-board Survey Summary

- Rider survey conducted in October 2022 by ETC Institute using in-person interviews
- Demographic data was observed and recorded passively; if a representative sample was not achieved, corrective action or new survey was taken
- Data was observed proportionally across all routes
- 400 responses on weekdays, 200 on weekends

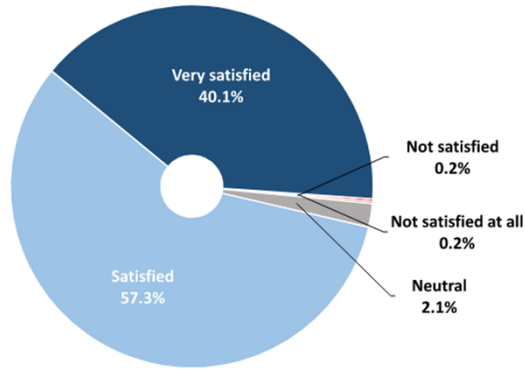


# Item 3C - Rider and Nonrider Survey

## On-board Survey Summary

**Q7: Thinking about your experiences during your entire journey door to door and all your interactions with Metro, how satisfied are you with Metro?**

*by percentage of riders (excluding "not provided" responses)*

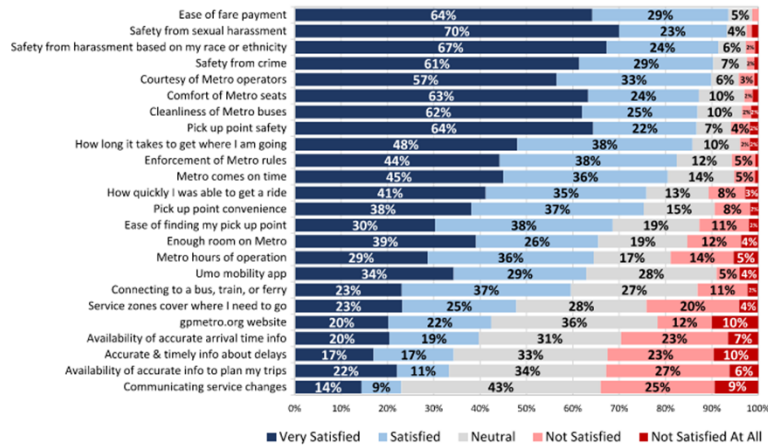


# Item 3C - Rider and Nonrider Survey

## On-board Survey Summary

**Q8: Please rate your satisfaction with the following aspects of Metro.**

*by percentage of riders (excluding "N/A" responses)*

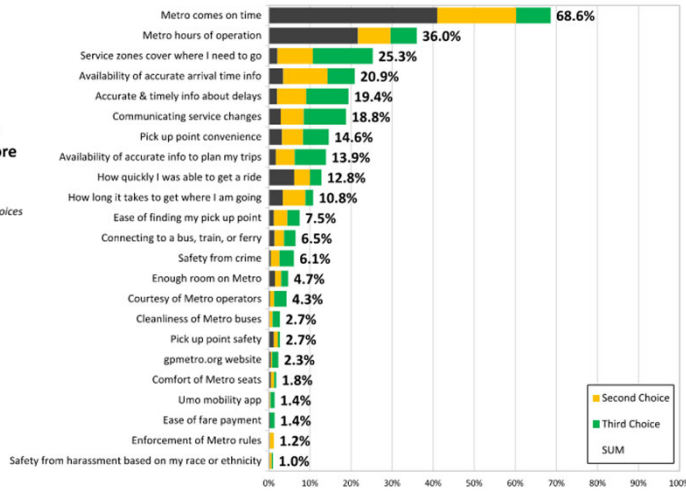


# Item 3C - Rider and Nonrider Survey

## On-board Survey Summary

**Q9: Which THREE elements listed in Question 8 would, if improved, encourage you to ride Metro more often?**

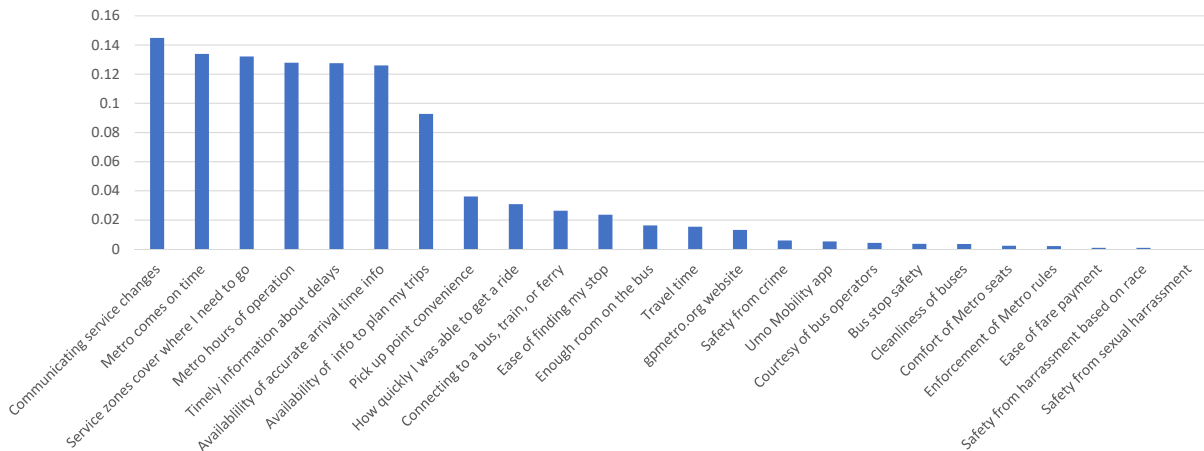
*by the sum of riders top three choices*



# Item 3C - Rider and Nonrider Survey

## On-board Survey Summary

Importance - Satisfaction Analysis\*

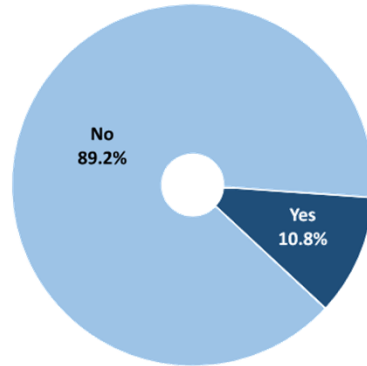


\* Importance-satisfaction rating indicates areas where Metro should focus on improvements. A high rating indicates high importance and/or low satisfaction.

## Item 3C - Rider and Nonrider Survey

### On-board Survey Summary

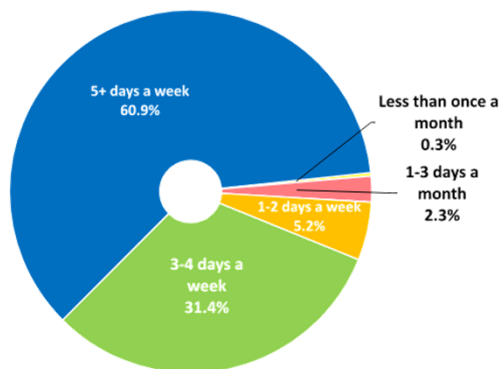
**Q10: Do you have regular access to a car?**  
by percentage of riders (excluding "not provided" responses)



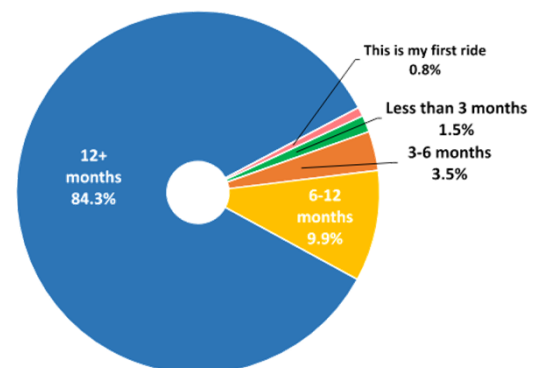
## Item 3C - Rider and Nonrider Survey

### On-board Survey Summary

**Q11: How often do you ride Metro?**  
by percentage of riders (excluding "not provided" responses)



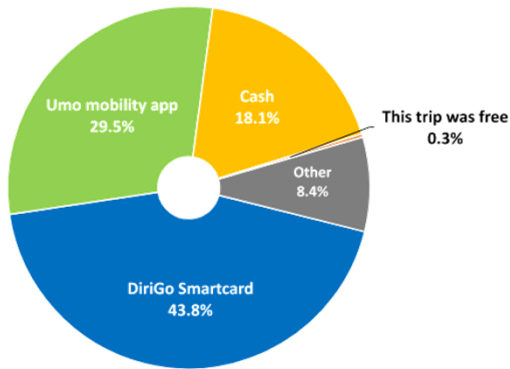
**Q12: How long have you been riding Metro?**  
by percentage of riders (excluding "not provided" responses)



## Item 3C - Rider and Nonrider Survey

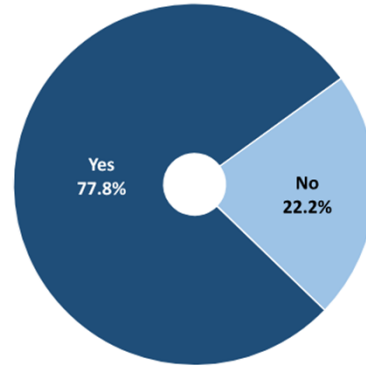
### On-board Survey Summary

**Q15: How did you pay your fare for this trip?**  
by percentage of riders (excluding "not provided" responses)



**Q15a. As you selected "CASH," are you aware of the DiriGo Pass as a method of payment?**

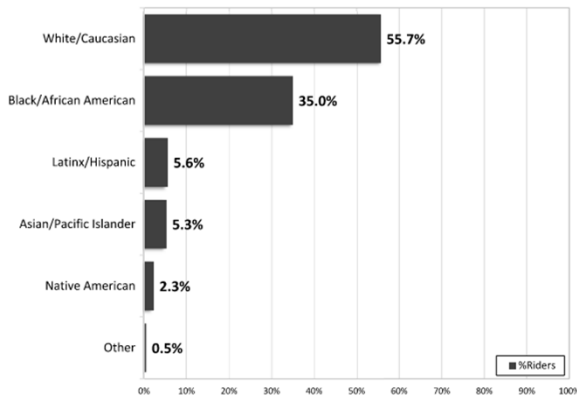
by percentage of riders that paid for their ride with cash



## Item 3C - Rider and Nonrider Survey

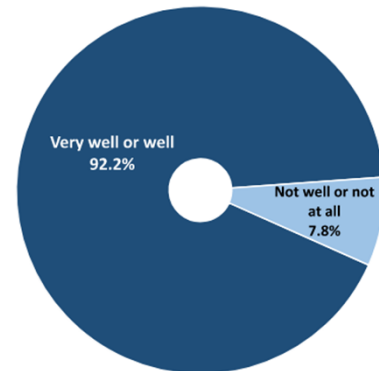
### On-board Survey Summary

**Q18: What is your race or ethnic identification?**  
by percentage of riders (multiple choices could be made)



**Q21: How well do you speak English?**

by percentage of riders (excluding "not provided" responses)



## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

- Non-rider survey conducted over the course of several months in Fall 2022, via direct mail and online outreach
- Demographic data was recorded as part of the survey
- 647 responses from valid respondents
  - Had not ridden Metro, South Portland Bus Service, or Biddeford Saco Old Orchard Beach Transit in the past year
  - Lived within the service areas of the above agencies



## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

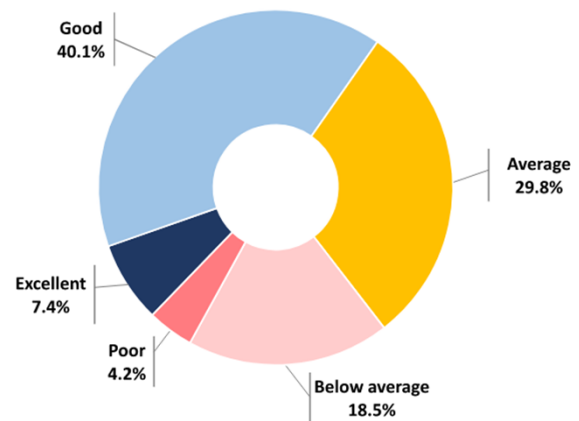
**Q3. Do you feel that Greater Portland METRO's public transit services are valuable to the community?**

*by percentage of respondents (excluding "don't know" responses)*



**Q4. Overall, how would you rate METRO's services?**

*by percentage of respondents (excluding "don't know" responses)*

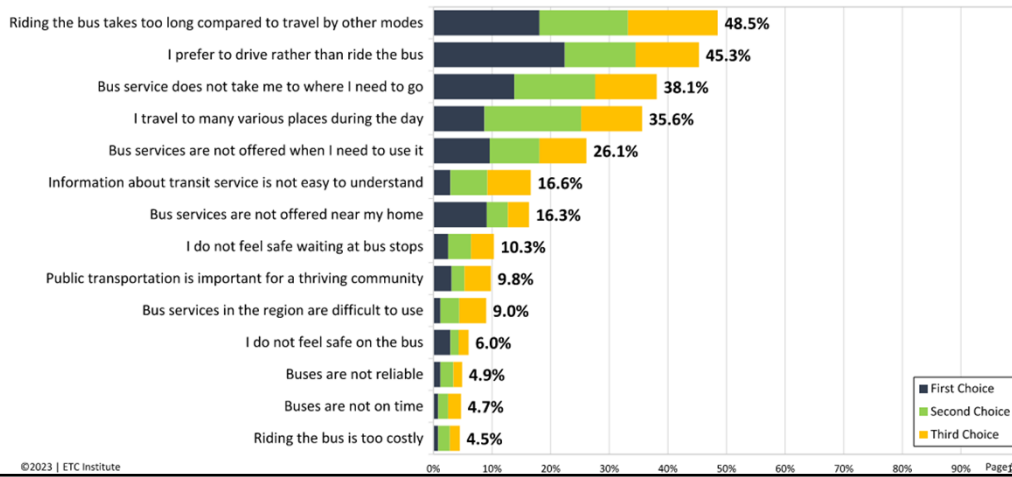


# Item 3C - Rider and Nonrider Survey

## Non-Rider Survey Summary

**Q6. Of the statements listed in Question 5, which THREE MOST DESCRIBE why you are not using public transportation services in the region?**

*by sum of respondents top three choices*



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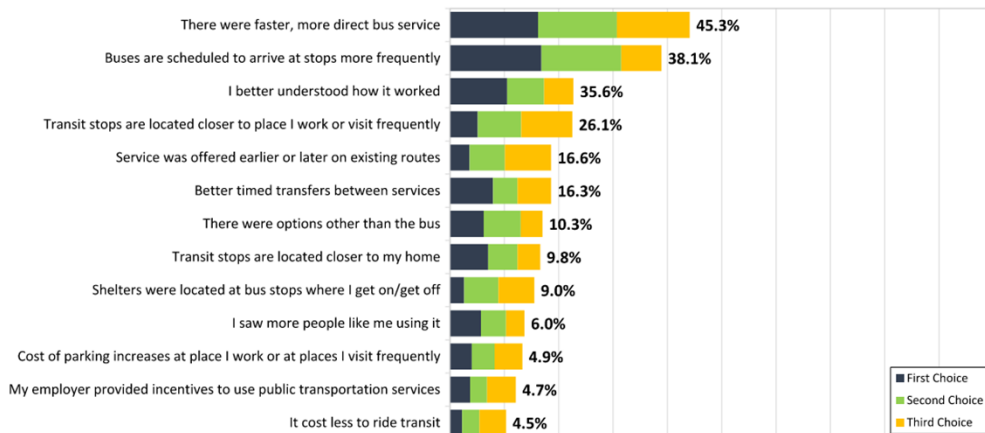
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# Item 3C - Rider and Nonrider Survey

## Non-Rider Survey Summary

**Q8. Of the items listed in Question 7, which THREE would be MOST LIKELY to cause you to begin using public transportation services in the region?**

*by sum of respondents top three choices*



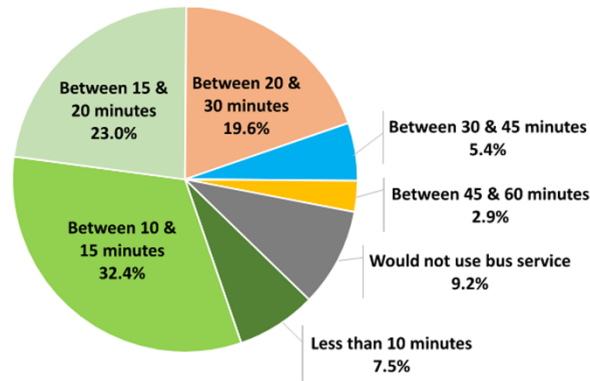


## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

**Q9. How often would a bus need to come by your preferred stop location for you to begin using public transportation?**

*by percentage of respondents (excluding "not provided" responses)*

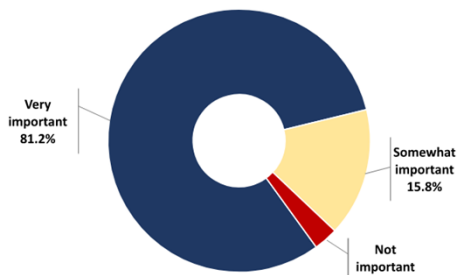


## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

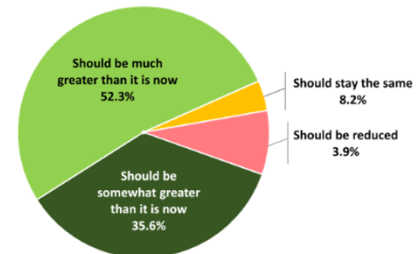
**Q15. Overall, how important do you think it is for the region to support and fund improved public transportation?**

*by percentage of respondents (excluding "don't know" responses)*



**Q16. How do you think the current level of funding for public transportation (e.g., bus, rail) in the region should change over the next five years?**

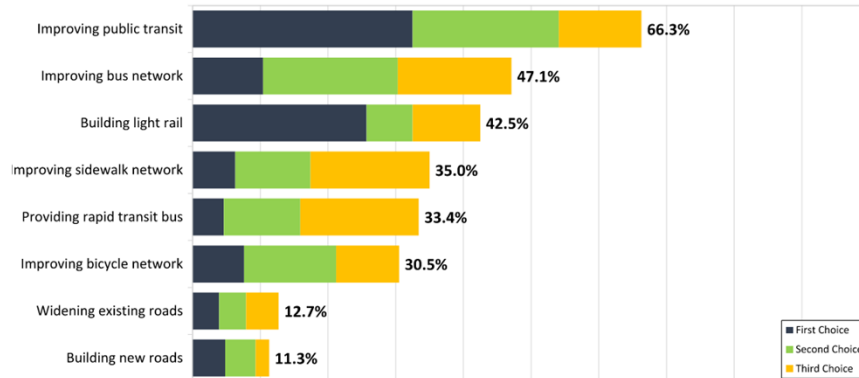
*by percentage of respondents (excluding "not provided" responses)*



## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

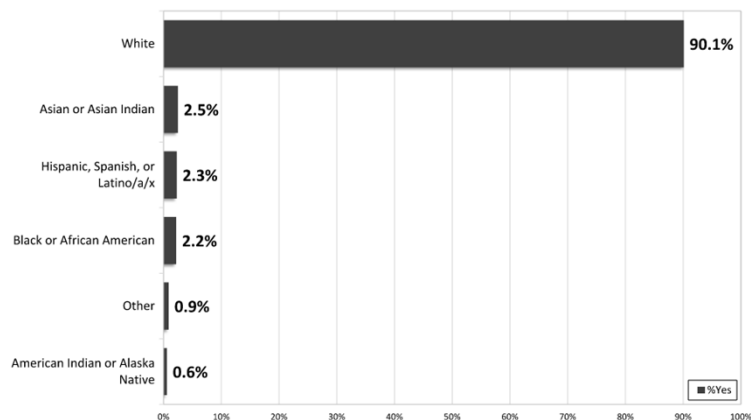
**Q18. Of the items listed in Question 17, which THREE INVESTMENTS would be MOST IMPORTANT to focus on in the region?**  
by sum of respondents top three choices



## Item 3C - Rider and Nonrider Survey

### Non-Rider Survey Summary

**Q24. Which of the following BEST describes your race/ethnicity?**  
by percentage of respondents (multiple choices could be chosen)



## STRATEGIC PLAN

(Rev. March 2016)

### MISSION

Provide safe, frequent, efficient, reliable, and affordable transportation throughout the Greater Portland Region.

### CORE VALUES

- We are committed to **SAFETY** – the safety of our customers, employees and the general public is priority number one.
- We are connected to our **CUSTOMERS** – Our customers are our top stakeholders in designing and providing a transit system that meets their transportation needs.
- We act with **INTEGRITY** – We work to uphold the highest standards of fairness, transparency, accountability, dependability and respect.
- We pursue **SUSTAINABILITY** – We strive to be responsible stewards of the environment and advocates of transit-oriented regional economic growth and a strong community.

### STRATEGIC PRIORITIES

#### Priority 1 – Maintain what we have

Protect today's service through a well-equipped and developed staff and properly maintained and managed physical assets.

#### Priority 2 – Increase service levels in Metro's core service area

Improve frequency and hours of operation where ridership demand reasonably warrants within the current service area.

#### Priority 3 – Improve the Customer Experience

Introduce enhancements that improve the customer experience including (for example) an electronic fare collection system, smart cards, mobile payment, automatic on-board voice announcements, on-board Wi-Fi, and upgraded bus shelters/transit centers.

#### Priority 4 – Expand the Metro Service Area

Based on demonstrated ridership demand, add service to areas within the Metro service area that lack transit service or introduce service to jurisdictions outside the current Metro service area.

## **MAJOR GOALS AND OBJECTIVES**

### **Provide High Quality Operations**

1. Develop and implement performance and asset management systems.

### **Achieve Long-term Financial Sustainability**

1. Complete fare policy review and implement Board approved fare adjustments and policies.
2. Continue to seek new funding sources and diversify sources of revenue
3. Implement concrete methods and benchmarks as part of an ongoing effort to contain costs.

### **Strengthen Metro's Organizational Capacity**

1. Continue to develop and support staff professional development, provide the resources to be successful and ensure sustainable work-loads.
2. Develop and implement plans to extend Metro's capacity through effective partnerships with member communities, partner agencies, and private/non-profit sector organizations.
3. Develop capacity to assist communities in prioritizing transit supportive policies through the community planning and property development processes.

### **Improve Transit Network Performance**

1. Develop and submit a transit agency consolidation plan to the City of South Portland.
2. Continue to advance and support regional strategies to make the transportation network more seamless for passengers.

### **Build Ridership**

1. Optimize bus routes and service levels based on smart transit planning principles balanced with local needs.
2. Seek funding and local commitments for improvements to route frequencies, span of service and expansions where it makes sense.
3. Procure and install an electronic fare payment/collection system.
4. Advance transit pass program initiative with University of Southern Maine.
5. Develop plans and secure funding to improve bus stops and overall transit accessibility.
6. Invest in creative branding and marketing approaches to raise awareness and excitement around expansion service, real-time bus arrival technology deployment and transit service generally.