**ATTACHMENT 2**

**Meeting Minutes or Resolution Demonstrating that the Board Approved the Title VI Program**



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Biddeford-Saco-Old Orchard Beach Transit Committee

**Meeting Minutes**

**December 5, 2019**

***Saco Transportation Center Conference Room***

4:00 PM

**1. Call to Order**: Vice Chair Alan Minthorn called the meeting to order at 4:04 PM.

**2. Members present**: Alan Minthorn, Kenny Blow, Louise Reid, Bette Brunswick, Denise Clavette, Greg Tansley (via telephone)

**Auditors present:** Casey Leonard and Parker Madden, Runyon Kersteen Ouellette

*Staff: Tony Scavuzzo, Anne Austin, Craig Pendleton, Doug Morison*

**3. Approval of the Minutes** -

**Motion by Denise Clavette to approve the Meeting Minutes of October 24, 2019 as**

**written. Seconded by Kenny blow. No discussion. All were in favor. Passed unanimously.**

**4. RKO – Audit Results –** Casey Leonard presented the audit results summary. The audit went very well this year.

**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
  + Program Tested

Federal Transit Cluster – 20.507

* + - No Findings
* Report Required by the MAAP
  + Program Tested

Formula Grants for Rural Areas

* + - No Findings

Parker Madden continued the audit presentation, reviewing net position graph, revenues, expenditures, revenue distribution, and expense distribution 2019 versus 2018 graphs.

Casey Leonard reviewed two minor recommendations in the Letter to Management. Trivial to compliance audit.

**Motion by Louise Reid to accept the audit for FY 2019 as presented by Runyon Kersteen and Ouellette. Seconded by Kenny Blow. All were in favor. Passed unanimously.**

**5. Financials –** Doug Morison, Finance Manager, reviewed the October 2019 financials. Former Finance Manager, Curt Koehler had prepared the financial memo prior to his November departure.

As of October 31, total revenues were $84,000 ahead of last year but the percentage is quite different due to the magnitude of this year’s budget, above last year. Municipal contributions, up by $75,000, accounting for most of this increase. There is nothing alarming in revenues at this point.

Total expenditures were $142,000 higher than last year. Personnel costs were up by $109,000, mostly from wage and benefit cost increases, not additional employees. Fuel costs were about even, year to year, but should be decreasing as we are now into our lower-priced contract. There have been several costly repairs to some of our aged fleet this year. That is beyond our control and we cannot wait to get going with purchasing the new buses that for which we have been approved.

Our effective cash position is lower than last year. I see no concrete reason for this other than cash flow. Receivables were up by almost $40,000. Fixed assets value were reduced from a year ago by $369,000, the result of transactions last year, but after October.

**6. Executive Director’s Presentation –** Tony Scavuzzo, Executive Director, gave his presentation, highlighting progress to date, fare box update, and funding challenges.

*Progress-*

* Triennial audit was successful. Preparing feedback to close all loops and respond to FTA contractor (DMP Group).
* December agency wide meeting in progress (yesterday and tomorrow). Sharing information and obtaining feedback are main goals.
* Circled back with City/Town Managers and entering city council workshops post

election to stay visible and provide updates on progress to each municipality.

* Planning a “Transit Summit” in early 2020 to spend more time discussing current state of BSOOB Transit, funding challenges and create direction to move forward toward. Plan on one-half to one full day. Details, date & times TBD.
* Awarded 5339 grant ($880,000) from FTA which will be used to replace four trolleys. 20% local match is coming from MEDOT.
* Title VI document approval.
* Benefits update - Health insurance increase of 6.4%. Company will cover 50% of increase. HRA will stay at 85%. Vision Insurance will be added.

*Project update –*

Wifi on board - U.S. Cellular is our choice after demos with AT&T and Verizon. Wanted our business. Got 80% government discount and unlimited data with no overage charges. Will drive new technology and future on board video.

Automated Vehicle Locator (GPS) – UniteGPS is our choice. Will have fleet view of all buses via web app available for viewing online, smart phone and plan for screen at STC.

Electronic Fare collection – Discussing financial and operations specifics. Have plan for where readers will be installed on board. Working on marketing new way to pay and educating riders and current partners on options. Want everyone we can get in electronic fare box.

Electric buses – Pantograph (on route charger) technology may not be ready to install by December 2020. Project timeline is at risk. Thinking about alternatives to keep Dec 2020 delivery.

*Funding challenges –*

* + - Presenting a balanced budget is a big deal given the road to get here.
    - Have not had the money to grow and progress as a 21st century transit organization should.
    - Evolved to a point where we potentially could have 12 new vehicles in next 2-3 years and new age technology to accompany (AVL, electronic fare box, wifi on all buses etc.)
    - Will mean new expenses to support these services to keep up with industry standards.
    - Plan to increase municipal share to $200K from $165K next fiscal year.
    - This is mission critical to replace the loss of MTA funding ($130K/year).
    - They do not want to support operations any longer, only capital improvements
    - Both Portland connections also face potential changes which would greatly effect their existence.

**6. (a.) Approval of Biddeford-Saco-Old Orchard Beach Transit’s Title VI –**

**Motion by Kenny Blow to approve the Biddeford-Saco-Old Orchard Beach Transit’s Title VI Program as presented by designated Title VI Coordinator Anthony Scavuzzo, Executive Director. Seconded by Denise Clavette. All were in favor. Passed unanimously.**

**7. Adjournment – Motion by Denise Clavette to adjourn meeting. Seconded by Kenny Blow. Meeting adjourned at 5:35 pm.**

Respectfully submitted by:

Anne Austin