



Biddeford Saco Old Orchard Beach Transit Committee  
**Meeting Minutes**  
**February 27, 2020**  
*Saco Transportation Center Conference Room*  
4:00 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 4:02 PM.
2. **Members present:** Greg Tansley, Alan Minthorn, Louise Reid, Jessa Berna, Doris Ortiz, Curt Koehler, Kenny Blow

Staff: Tony Scavuzzo, Craig Pendleton, Anne Austin, Doug Morison, Tammy Devine

3. **Approval of the Minutes -**

**Motion by Curt Koehler to approve the Meeting Minutes of January 23, 2020 as written. Seconded by Louise Reid. No discussion. All were in favor. Passed unanimously.**

4. **Financial Report** – Doug Morison, Finance Manager, reviewed the January 2020 financials.

As of January 31, total revenues were \$276,000 ahead of last year. Fare Revenues of \$326k is slightly down from the previous year. The biggest increase in revenue over the previous year continues to be from FTA-Urban, Planning and Capital. There is also an increase in Municipal Contributions from the previous year of \$75,000.

Total expenditures were \$266k higher than last year. Personnel costs were up by \$108k, mostly from wage and benefit cost increases, not additional employees. Fuel costs were \$18k lower from the previous year as we are now realizing the benefits of the new Fuel Contract with the lower rate.

Vehicle Maintenance costs are up \$67k. 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.

Net Income YTD is now \$17k which is slightly higher than the previous year at this date which showed YTD profit of \$4.4k.

We are at the point where net losses can be expected through year end, as happened in FY 2019.

5. **Executive Director's Presentation** – Tony Scavuzzo, Executive Director, gave his presentation, highlighting progress to date, project update, employee handbook update, and purchasing policy.

*Progress-*

- 2016 & 2019 Triennial review corrective actions slated to be submitted tomorrow to respective auditor. Goal is to have each of these closed.
- Launched AVL solution to the public. We have a link on our website and announced via social media. More ideas to promote in the future.
- Employee Handbook legal review is still outstanding. Goal is to have this complete so this and the new purchasing policy can be reviewed upon by the committee.
- PPH called recently with regional transit related questions.
- Got approval for match money from ME DOT for 2nd charger.
- Met with Greg Jordan regarding collective Turnpike proposal.

*Turnpike Proposal*

- Turnpike has asked us to present to them what bolstering the southern corridors (Route 1 and Turnpike) would look like and what our ask would be.
- Tony let Greg know nothing would happen without committee approval.
- Proposal from our end looked like:
  - Breez would come to STC, replace our Portland run which more than likely will lose rural funding after 2020 Census.
  - We would implement Zoom enhancements (planned)
  - In return, we would ask for from Turnpike:
    - Match money for 2nd Zoom coach we have lined up in 2020 (\$110,000).
    - Bridge operating funding for next two fiscal years (2021-2022) to help us get to point of new vehicle delivery (\$160,000 per year).
    - 3rd coach bus to support expansion in 2022 (\$440,000).
    - Expansion start up support for 3 years 2022-2024 (\$295,000 per year)
    - Total of \$1,750,000 over 5 years.

The group discussed options and pros and cons of proposal.

Tony asking for Committee decision before going forward with proposal.

*New Reduced Fare Category -Veterans*

For regional fare policy:

- Currently students, seniors, those with disabilities ride for reduced fare.
- Regionally been proposed to add Veterans to this list.
- In future, could be expanded to low income citizens (South Portland currently does this).
- For reduced fare starting April 1, will need to provide legitimacy when creating account in new fare collection system.

- With committee approval, we will move forward with this addition. Metro and South Portland are also getting approvals.

**Motion by Curt Koehler to add veterans and active military to the half fare program consistent with the regional fare policies. Seconded by Doris Ortiz. All were in favor. Passed unanimously.**

*Project Update*

- Wifi on board – Installs are continuing on all vehicles.
- Electronic Fare collection – Shooting to be finished soon to be ready for electronic fare early adopters in March.
- Automated Vehicle Locator (GPS) – Close to launching to the public. We have tested internally for several weeks. We will have link on our website and announce via social media. More ideas to promote in the future.
- Electric buses – Delivery date has been pushed back to November 2021 due to Proterra engineering challenges.

*Organizational Key Performance Indicators/Comps*

- Tony went over information from the Transit Operations Training he attended.
- He found comparable agencies similar to ours with similar service.
- Tony reviewed for the Committee the comparisons, including population, fare recovery, annual ridership, annual revenue miles, annual revenue hours, trips per hour, passengers per hour, operating expense per hour and per mile, number of vehicles and fleet age. Also reviewed annual costs of individual run analysis.
- Committee members discussed the comparisons.

**7. Adjournment** – Meeting adjourned at 5:10 pm.

Respectfully submitted by:  
Anne Austin