



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

September 24, 2020

Meeting held by Video Conference

<https://global.gotomeeting.com/join/462398981>

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Access Code: 462-398-981

4:00 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 4:03 PM.
2. **Members present on video/ call:** Greg Tansley, Alan Minthorn, Kenny Blow, Bette Brunswick, Doris Ortiz, Curt Koehler (joined at 4:12pm.)

Staff: Tony Scavuzzo, Craig Pendleton, Anne Austin, Doug Morison, Tammy Devine
3. **Public Comment** - No public comment at this time.
4. **Approval of the Meeting Minutes** – Tabled.
5. **Financials** – Finance Manager, Doug Morison’s Review of Financial Position as of August 31 2020 summary was distributed electronically prior to this meeting. There were no questions regarding the financials at this time.

Financial summary: It is early in the fiscal year and as we are 16% through the twelve month year, we are tracking approximately 16% of the way through our expense budget and revenue budgets. This year has been extraordinarily unique due to COVID and that continues to be the case as with the exception of Trolley season, we have not been collecting fares. As a result, Fare revenue for FY 21 is at \$43k compared to \$180k the previous year at this time.

As a result of this drop in Fare Revenue, Grant revenue has increased from 26% of our overall revenue picture to 36%. This increase in Grant Revenue is the big story to be discussed as it promises to help strengthen the financial position of Transit.

Through July and August, we have not had to use the municipal contribution to fund operations. The Rural routes are being funded at 100% the Rural Cares Act leaving the regular 5311 funding untouched and available to use after Rural Cares funds are used up. There is a strong likely hood that these funds will last for at least a full year. The Urban Routes have also been funded at 100%. We are using the regular 5307 funds for the first 50% and the Cares Act Phase I and Phase II have been sufficient to cover the remaining portions up to this date. It is anticipated that operations will not need to tap into Municipal Contributions for at least 10 months. There is one portion that is not currently being covered though it is expected to be. The PACTS committee has been unable to agree on how precisely to mete out

the funds needed to cover the COVID Related Expenses. There is every expectation that this will be decided upon before December, and that those expenses will be covered at 100% as that is the express stated purpose of the CARES Act.

We are anticipating the delivery of 2 coaches in early October, and the \$1,045,460 grant is ready for us to drawdown 80% of the overall cost, and the remaining 20% will be funded by the restricted balance that was sequestered the previous year and approved to be used this current year.

In summary, with careful husbanding of our financial resources, along with the assistance from the CARES act funding, Transit can hope to complete the year with a more solid financial position.

6. Executive Director’s Presentation – Executive Director Tony Scavuzzo presented via shared screen.

COVID-19 Response -

- Safety methods still in place. Masks will continue to be required.
- Relaxing minimum capacity requirements – putting onus on passenger to decide to board or not. Consistent with national trend.
- Trolley season completed. 34,681 passengers. 25% of 2019.
- Monitoring Zoom Express ridership toward increased service.
- CARES Act support being leveraged. Drawing down local Phase II
- Had a passenger complaint sent to ME DOT and come to us through the City of Saco about bus operators and face coverings. Sent internal memo to entire organization reminding to be vigilant.
- Continuing to ensure we stay ahead of PPE inventory.
- Have \$6500 grant through Keep ME Healthy/City of Saco for public ed.

COVID-19 Response – Ridership update (Daily Averages thru 9/17)

	Pre-COVID 19	Post COVID-19	Delta	Last 2 weeks	Delta	High
Zoom Express	90	14	(-84%)	14	(-84%)	22
Local Urban	294	158	(-46%)	194	(-33%)	256
Portland Intercity	78	62	(-21%)	69	(-11%)	98
Total ridership back to 67% of expected (last 2 weeks)						
Trolley	1400	428	(-75%)			

Progress Update

- 2016 & 2019 Triennial review responses are still in process at FTA.
- Google Transit process continuing. Signed contract for GTFS data sharing.
- October 1 electronic fare payment/fare collection/regional fare policy launch.

- RKO's financial audit for FY '20 nearing completion. Two fixable findings.
 - Good outcome considering evolution of Finance Manager.
 - "Fat finger" issue
 - Overdraw of 5311 rural grant
- "Maine DOT's Management Decision report will accept the Committee's Single Audit report for the fiscal year ended June 30, 2019."
- Thinking of how we can add an Operations Manager in future.

Project Update

Electronic Fare collection – October 1 is launch date. We are promoting account creation at STC. InComm network growing.

New Zoom coaches – October 9 is tentative delivery date.

New Trolleys – Seeking contract we can join for 8 trolleys. Have all match money secured at no expense to municipalities.

Electric buses – Delivery date November 2021. Site visits happening today. Specifications/configuration planning tomorrow locally. Specifications for electricity rate in discussion.

Future funding ladder proposed. Municipal contribution is currently \$165,000.

Proposing : FY 2022 - \$200,000
 FY 2023 - \$220,000
 FY 2024 - \$240,000

Downtown Circulator

- Still waiting on CMAQ decision before beginning to present to stakeholders (UNE, Cities of Biddeford and Saco).
- Model is to be free to board with DiriGo Touchpass. Will be serviced by trolley.
- Started a schedule model that includes stops, timing & logistics.
- 20 minute loops. 1 trip every two hours to UNE (9 trips per day).
- UNE students will now have access to full downtown loop, not just STC.
- Stops - City Halls, STC, Pearl St. district, Pepperell Mill, 4 Scamman (Shaw's Plaza).
- Target of July 1, 2021 with a pilot period before.

Proposed Circulator Route

- Will service major downtown destinations including both City Halls, Saco Transportation Center Shaw's Plaza, Mill district and all major downtown points of interest.
- Service times 6am – 10pm, 7 days per week. 20 minute loops.
- Supporting workforce transportation & congestion mitigation.

Downtown Circulator - UNE

- Students will now get access to the entire downtown areas of both cities.
- Trolley will service UNE 8-10 times per day, every two hours.
- UNE ID swipe is all that is needed to board.

- Alford Forum and Campus Center continue to be stops.

- Will continue to connect to rest of system & Amtrak for trips outside immediate area.

Action Items:

Two action items previously tabled may now be voted on. Quorum has been reached.

Approval of the meeting minutes -

Motion by Alan Minthorn to approve the August 27, 2020 Meeting Minutes. Seconded by Curt Koehler. No comments, questions or discussion. Vote by roll call. All were in favor. Passed unanimously.

Approval of the financials -

Motion by Alan Minthorn to accept the financial reports. Seconded by Doris Ortiz. No discussion. Vote by roll call. All were in favor. Passed unanimously.

7. **Adjournment** – Meeting adjourned at 5:12 pm.

Respectfully submitted by:
Anne Austin