



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

March 4, 2021

Meeting held by Video Conference

<https://biddeford.zoom.us/j/94494609537>

United States: +1 (301) 715-8592

Webinar ID: 944 9460 9537

3:00 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 3:03 PM.
2. **Members present on video/ call:** Greg Tansley, Kenny Blow, Curt Koehler, Doris Ortiz, Amanda Jens, Maya Atlas, Jessa Berna (arrived @ 3:11pm)

Staff: Tony Scavuzzo, Anne Austin, Doug Morison

3. **Public Comment** – There was no public comment.
4. **Approval of the Meeting Minutes** –

Motion by Curt Koehler to approve the January 28, 2021 meeting minutes. Seconded by Doris Ortiz. No discussion. Vote by roll call. Kenny Blow, Curt Koehler, Amanda Jens, Doris Ortiz, and Maya Atlas all were in favor. Motion passed unanimously.

5. **Financials** – Doug Morison, Financial Manager, reviewed the financial position as of January 31st, 2021.

We are now 7/12 or 58% through the twelve-month year and we are tracking approximately 52% 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 until October. As a result, Fare revenue for FY 21 is at \$88k compared to \$362k the previous year at this time.

As a result of this drop in Fare Revenue, Fare Revenue has fallen from 14% of our revenue at this time last year to a mere 3%. Grant revenue has increased has been used to cover the remaining expenses, going from 42% of our overall revenue picture to 72%. This large increase is also attributable to the purchase and funding for two (2) new ZOOM coaches that were delivered in October. There is an additional \$200k in the ZOOM Coach grant that will be spent on auxiliary supplies and then we will close the grant out.

In January we used approximately \$16k in Municipal Contributions after the regular 5307 and CARES ACT. 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. It seems the 100% CARES funding for the ZOOM route will be consumed by April and 50% of the expenses will then be covered by 5311 funds. We are expecting that additional CARES and CRISSA funds will be available to again fund rural route expenses at 100% starting in July.

Our Personnel expenses are being closely monitored and we are currently at 53% of budget rather than 58% again because we had two (2) open positions that have not been filled at this time. Fuel costs have also been less than originally budgeted due to using only one (1) bus on the ZOOM line, and reduced hours Sunday, as well as keeping the Maroon line on hold until further notice. Fuel costs are only 36% of budget.

We are now at the point in the annual cycle where, depending on the timing of the cash grant drawdowns, we start to dip slightly into the line of credit and then rebound back into the positive cash positions. It is anticipated that we will end the year only marginally using the line so we will be in a stronger cash position as we start the next fiscal year.

In summary, we continue to expect that 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.

Approval of the Financials:

Motion by Doris Ortiz to approve the Financial report as of January 31, 2021 as presented. Seconded by Maya Atlas. No discussion. Vote by roll call. Kenny Blow, Curt Koehler, Amanda Jens, Doris Ortiz, and Maya Atlas all were in favor. Motion passed unanimously.

6. **Executive Session – 1 M.R.S.A. 405(6)(A) – Personnel Matter – Executive Director Recruitment**

Motion to enter into Executive Session by Curt Koehler to discuss Executive Director recruitment. Seconded by Doris Ortiz. Vote by roll call. Kenny Blow, Curt Koehler, Amanda Jens, Doris Ortiz, Maya Atlas and Jessa Berna all were in favor. Motion passed unanimously.

****** Entered Executive Session at 3:12pm******

Motion to come out of Executive Session by Curt Koehler. Seconded by Doris Ortiz. Vote by roll call. Kenny Blow, Curt Koehler, Amanda Jens, Doris Ortiz, Maya Atlas and Jessa Berna all were in favor. Motion passed unanimously.

****** Exited Executive Session at 4:57pm******

7. **Executive Director's Presentation – Tony Scavuzzo, Executive Director presented.**

COVID Update

- No significant changes month over month.
- Continuing in a holding pattern of sorts until conditions allow ridership to return.
- TSA has reached out with regional security support protocol for those who have a problem with the mask mandate to ride. Program is called “See Something Say Something”.
- PACTS regional strategy discussions beginning to acknowledge that ridership will more than likely not return to pre-pandemic levels.

Ridership Update

COVID-19 Response – Ridership update (Daily Averages thru 2/17)

	Pre-COVID 19	Post COVID-19	Delta	High
Zoom Express	90	15	(-83%)	22
Local Urban	294	148	(-50%)	256
Portland Intercity	78	39	(-49%)	112

Total ridership 50% of expected (since October 1)

Progress/News Update

- UNE has started using their institutional IDs to board. Contract renewal will begin soon for next academic year.
- Downtown Circulator planning continues. UNE ok'd the proposed schedule. Public engagement scheduled for March. Still on track for mid-August launch and enhancement of UNE service.
- Have not heard back from Maine Turnpike regarding extended funding after January presentation.
- Submitted expense projections to ME DOT for CARES/CRRSSA funding to extend grants for operation of Zoom Express and Portland Intercity Connector. Stimulus funds should be there through the end of 2022 for urban and rural routes.

BSOOB Transit Project Update

Electronic Fare collection – UNE IDs being accepted to board. Creating an electronic trolley pass for seasonal trolley riders.

New Zoom coaches – In revenue service. Continuing promotional campaign directly in mill buildings. Ridership creeping up slowly.

New Trolleys – First went on production line in January.

Electric buses – Got pricing in February. \$400,000 more than the grant dollars we have. Path will be to remove on route chargers in this project and pursue 2021 LoNo grant for on route charging infrastructure. Speaking with ME DOT about the local match.

Completed Public Engagement

11/30 - Saco City Council – Electric bus, Downtown Circulator and COVID updates
12/3 – Saco Traffic Safety Committee
12/4 – UNE – Service update, Evolution to Downtown Circulator
12/9 – Town of Scarborough – Future of service (supporting GPCOG)
1/5 - Town of Old Orchard Beach
1/14 – Maine Turnpike Board of Directors – Pitch Route 1/Turnpike corridor funding
2/2 – City of Biddeford

Future Funding Ladder Proposal

Municipal Contribution = (currently \$165,000)
FY 2022 - \$200,000
FY 2023 - \$220,000
FY 2024 - \$240,000

Next Meeting: Proposed for March 9, 2021 at 3:00 pm.

9. Adjournment – Meeting adjourned at 5:18 pm.

Respectfully submitted by:
Anne Austin