PACTS
Portland Area Comprehensive Transportation System

PACTS TRANSIT COMMITTEE
MEETING AGENDA
April 16, 2020
9:30 – 11:00 a.m.
Zoom meeting: https://zoom.us/j/159408126

As of March 31st, 2020 PACTS and GPCOG will be holding all committee meetings via Zoom conferencing technology. We remain committed to full public access and participation in our meetings through remote access during the COVID-19 crisis. Remote meetings will be held in accordance with the requirements of LD 2167, Public Law Chapter 618.

1. Welcome

2. Open Public Comments
Residents are welcome to provide up to three minutes of public comment on any issue, including items on the agenda.

3. Acceptance of April 2, 2020 Meeting Minutes (Attachment A)

4. Programming CARES Act Funds - 60 Minutes

Staff Report:
At the April 2 workshop and April 9 Committee meetings, the Transit Committee discussed questions, concerns, and the process for programming CARES Act transit funds for the PACTS region. The Committee agreed that funding requests would proceed in phases, with the first phase addressing the immediate situation. Funds for future phases will address long-term recovery issues related to COVID-19 and the resiliency of the region’s transit network. The Committee also discussed using CARES Act funds in lieu of other federal grants and the possibility of using CARES Act funds to ease the burden on municipalities.
When finalized, agency requests for phase one will be included in a Split Letter separate from the normal 5307 Split Letter approved by the PACTS Executive Committee on April 7. It was agreed that the Split Letter for phase one of the CARES Act funding does not require approval by the PACTS Executive or Policy Committees.

According to guidance from the FTA, agencies do not have to compare their requests to prior years and only need to account for actual expenses. The Committee agreed that the timeframe for the initial phase of requests is February 1 through June 30. A template was developed and provided to agencies for their accounting of expenses and revenues to ensure consistency in the methodology and timeframe. Agencies were asked to complete their respective templates by Tuesday, April 14.

**Proposed Action:**

- Address any remaining questions or issues on the process, timeline, and methodology for phase one
- Approve agency submissions for phase one for inclusion in the initial CARES Act Split Letter for the PACTS region

5. Other Business

6. Adjourn

**Upcoming Meetings:**
- April 23, 3:00 p.m. – PACTS Policy Committee
- April 24, 9:30 a.m. – Transit Tomorrow Public Advisory Committee
- April 28, 1:00 p.m. – PACTS Transit Committee Workshop
- May 14, 9:30 a.m. – PACTS Transit Committee
# PACTS TRANSIT COMMITTEE
## MEETING MINUTES
### April 2, 2020
3:00 – 4:00 p.m.

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Hank Berg, Vice Chair</td>
<td>Casco Bay Island Transit District</td>
<td>Y</td>
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<tr>
<td>Lori Brann</td>
<td>MaineDOT</td>
<td>Y</td>
</tr>
<tr>
<td>Chris Chop</td>
<td>Maine Medical Center</td>
<td>Y (Phone)</td>
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<tr>
<td>Robert Currie</td>
<td>YCCAC</td>
<td>Y</td>
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<tr>
<td>Jack De Beradinis</td>
<td>RTP</td>
<td>Y</td>
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<tr>
<td>Casey Gilbert</td>
<td>Portland Downtown</td>
<td>Y</td>
</tr>
<tr>
<td>Rebecca Grover</td>
<td>Maine Turnpike Authority</td>
<td>Y</td>
</tr>
<tr>
<td>Art Handman</td>
<td>City of South Portland</td>
<td>Y</td>
</tr>
<tr>
<td>Gregg Hyman</td>
<td>Planning Committee Appointee</td>
<td>Y</td>
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<tr>
<td>Gregg Isherwood</td>
<td>Custom Coach &amp; Limousine</td>
<td>N</td>
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<tr>
<td>Greg Jordan, Chair</td>
<td>METRO</td>
<td>Y</td>
</tr>
<tr>
<td>Patricia Quinn</td>
<td>NNEPRA</td>
<td>N</td>
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<tr>
<td>Tony Scavuzzo</td>
<td>BSOOB Transit</td>
<td>Y</td>
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<tr>
<td><strong>Guests</strong></td>
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<tr>
<td>William Gayle</td>
<td>NNEPRA (in place of Patricia)</td>
<td>Y</td>
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<tr>
<td>Sarah Cushman</td>
<td></td>
<td>Y</td>
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<tr>
<td><strong>For GPCOG</strong></td>
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<td>Kristina Egan, Chris Hall, Rick</td>
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1. **Welcome**
   Ryan Neale provided a brief introduction to and overview of Zoom meeting procedures and tools.
2. **Open Public Comments**

   Sarah Cushman said she would listen in from the Maine Climate Council Perspective. There were no further public comments.

3. **Acceptance of January 9, 2020 Meeting Minutes**

   There were no questions or corrections to the January 9, 2020 minutes. Art Handman made the motion to accept the January 9, 2020 minutes. Casey Gilbert seconded the motion. All were in favor.

4. **Review and Recommendation for Capital and Operating Funding and Split Letter**

   **A. Recommend capital and operating funding for 2020 and 2021 and corresponding split letter**

   Jack De Beradinis observed that the amounts in the Split Letter are less than in the Six Year Capital and Operating Plan. Ryan said that the 2019 apportionment was reduced by approximately $3,000 after the 2019 Six Year Capital and Operating Plan (SYCOP) was approved. The 2020 Split Letter uses the remainder of the 2019 apportionment and the 2020 apportionment to account for the 2020 funding in the SYCOP. The totals in the Split Letter for FY2019 and FY2020 funds equal the amount approved in the SYCOP for 2020.

   Lori said that MaineDOT will administer 5339 funds and that both RTP and YCCAC must sign the Split Letter to demonstrate that they were involved in the decision-making to split the funds. Bob Currie agreed.

   Hank Berg made a motion to approve the recommendation of the proposed funding amounts for 2020 and 2021 and the corresponding draft Split Letter for approval by the PACTS Executive Committee. Bob seconded the motion. All were in favor and the motion was approved unanimously.
Hank asked how signatures would be electronically collected. Ryan will use DocuSign to collect the electronic signatures from transit agencies.

B. Authorize MaineDOT to continue to assign 5339 funds for the PACTS region

Lori indicated that MaineDOT is fine with administering 5339 funds on behalf of RTP and YCCAC provided that they approve. Both Jack De Berardinis of RTP and Bob Currie of YCCAC indicated they would like MaineDOT to continue to administer 5339 funds on their behalf in 2020.

Bob made a motion to authorize MaineDOT to administer 5339 funds for the PACTS region in 2020. Jack seconed the motion. All were in favor.

5. Discussion on Accessing Additional Federal Funds

Ryan summarized an FTA conference call regarding CARES Act funds from earlier in the day. The PACTS region will receive $53 million 5307 funds and the state will receive $24.6 million in 5311 funds from the CARES Act. The start date for reimbursable expenses is January 20th, 2020. All normal expenses are eligible. Operating expenses include salary, fuel, cleaning supplies, and administrative leave. There is no limit on the amount funds that can be used for operating expenses and the federal match for these funds is up to 100%. The funds are available until expended, but expeditious use is encouraged to address the current situation. Normal requirements will apply for 5307 and 5311 funds, with the exception that this does not need to be in the Transportation Improvement Plan (TIP) or the State Transportation Improvement Plan, other than specific major capital projects.

Greg Jordan said there is a lot of uncertainty regarding the outcomes of the pandemic and having the extra funds to rely on is extremely helpful. Greg indicated that the most immediate challenge is determining how those funds will be allocated.
for immediate needs and how much held for future use. Greg suggested an additional workshop next week to work through questions and develop guiding principles on the allocation of additional funding.

Lori noted that she needs to confirm for a state Split Letter if the PACTS region transit agencies will accept the full amount of funds from the Federal Transit Agency. The transit agencies confirmed they will accept the full amount.

The group discussed the amount of 5311 funding available for rural transportation for the state and the PACTS region. Lori said that nearly $25 million in 5311 funds is available for the state and that the state usually receives $9 million. Jack asked if this would be discussed today or in upcoming workshops. Lori said she did not think the 5311 funds had been further broken down by MPO region but she would look into it. Ryan noted his understanding that the $25 million is for the state.

The group discussed next steps. GPCOG will research FTA guidelines and share that information with the group. If they have not already, agencies will begin tracking COVID-19 expenses and revenue gaps. Committee members will share questions with Ryan and Ryan will share these with FTA. The committee agreed to conduct a workshop next week to discuss allocation strategies.

In response to a question from Chris Chop, Greg said that there is no deadline for obligation of funds, but there may still be FTA requirements to expend the funds within five years.

Jack said that RTP’s loss is not due to loss of fares but rather from contract revenues based on ridership. Greg said that agencies should document projected costs and loss of revenues and prepare questions to discuss at the workshop.

Bob asked when the funds would be received and indicated transit agencies are feeling pressure to make decisions given the drastic reduction of service for some agencies. Lori said the process will still need to go through the state process but they will try to work through it quickly. YCCAC will receive funds later than others because they are a sub-recipient of DOT. Lori added that 5307 funds need to go
through the Department of Labor which is an automatic 30-day wait; 5311 funds do not need to go through DOL.

Hank noted that Table 1 of the apportionment indicates that of the $25 million in 5311 funds for the state, just under $7.5 million is for 5337 and $13.7 is for 5307. Another table just lists the total as 5307 funds and mentions 5337. Hank asked if both 5307 and 5337 are combined in that total. Ryan indicated that he would look into it and provide a follow-up.

The group discussed the process moving forward and agreed that transit agencies will compile expenses and revenue losses due to COVID-19 and share questions for FTA with Ryan by Tuesday April 7.

The group discussed the timeline for submissions. It was noted that agencies are on different fiscal years. The group agreed that everyone would provide an estimate and that the apportionment would be done in phases. Greg noted the uncertainty surrounding the pandemic and suggested that agencies identify an appropriate timeframe to budget for and share that with Ryan. Identifying a timeframe for the first split will be an item of discussion in the next meeting. The group also agreed that establishing guidelines for accounting for expenses and revenues would be helpful. Greg clarified that the $53 million in 5307 CARES Act funds noted earlier is for the PACTS region.

In response to a question from Jack, Lori said that restrictions on operating assistance have been relaxed and that losses would reimbursed based on the estimates. Greg added that paying staff for administrative leave will also be considered an eligible expense.

Hank suggested that there should be a plan to get 5307 funds out as quickly as possible to agencies that are strapped for funds. Greg said that the CARES Act Split Letter could be completed by late April and funds could be available by the end of
May. Hank said that the Committee should address the next phase immediately after the first phase is complete.

Greg asked committee members if they were comfortable with the first phase of costs and expenses budgets covering Jan 20th to the end of June, followed by a phase two. The Committee members agreed with the timeframe and process.

6. Update on Automatic Vehicle Location Process

Ryan informed the Committee that the Automatic Vehicle Location Process is moving along. Aubrey Miller is in discussion with Donna Tippett to finalize the scope and timing for this work. Casco Bay Lines, METRO, and South Portland Bus Service have indicated that Donna’s proposed timeline, with the work being completed in September 2020, is consistent with their planning.

7. Other Business

Transit agencies provided an update on current levels of service:

- SPBS is moving to an all Saturday schedule indefinitely.
- METRO is continuing to operate the Saturday schedule Monday through Saturday and Sunday service on Sundays. Fares are still suspended.
- BSOOB Transit had been operating reduced service as of March 20th, but due to circumstances relating to COVID-19, the agency has suspended service. The goal is to return to reduced service between April 15th and April 30th.
- Casco Bay Lines was operating on a 50% reduced schedule, but this did not provide enough separation. Last Saturday, CBL further reduced the schedule to only one crew at a time. There is insufficient car service, but CBL will not add more runs in order adhere to the guidelines relating to COVID-19.
- RTP’s service is substantially reduced, running about 60-70 trips related to clients going to critical medical procedures. RTP offices have also closed.
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- NNEPRA has reduced service has closed the Brunswick, Freeport, and Wells station. The Portland station is operating with reduced hours. The Downeaster has suspended the café service.
- YCCAC has suspended rural services and discontinued service on the weekends. Non-essential staff have been furloughed and essential staff will be working from home.

8. Adjourn

Tony made a motion to adjourn. The motion was seconded by Jack. All were in favor.