

PACTS Executive Board

April 27, 2021

9:00 am

Meeting Minutes

Affiliation	Member	
Policy Board Chair	Matt Sturgis	✓
Policy Board Vice Chair	Hope Cahan	✓
Central Subregion Rep.	Chris Branch	✓
Central Subregion Rep.	VACANT	
Northern Subregion Rep.	VACANT	
Southern Subregion Rep.	Jim Bennett	✓
Western Subregion Rep.	Eric Dudley	✓

Affiliation	Member	
MaineDOT	Tom Reinauer	✓
Maine Turnpike Auth.	Erin Courtney	✓
Active Transp. Specialist	Kara Wooldrik	✓
Reg. Transp. Adv. Comm.	VACANT	
Transit Rep.	Robert Currie	✓
Transit Rep.	Patricia Quinn	✓
Transit Rep.	Donna Tippet	✓

1. Welcome

Matt Sturgis opened the meeting and welcomed the attendees.

2. Public Comment

No public comment was received.

3. Acceptance of the April 16 Executive Committee Meeting Minutes

The minutes from the final meeting of the PACTS Executive Committee, held on April 16, were included in this meeting's packet for information and discussion only.

4. Request for Additional Construction Funding—Congress Street RTMS, City of Portland

In March 2020, the PACTS Executive Committee approved a policy to increase the maximum contribution from PACTS towards a project's construction cost overages from 10 percent to 20 percent. The City of Portland has requested additional funding to support its Congress Street Regional Traffic Management System (RTMS) project. The available construction funds for the project is \$852,000, and the low construction bid is approximately \$1.2 million. Portland is requesting \$170,400, which is 20 percent of the available construction funding. The City has the match funds available for this request, as well as the funds to cover the remaining costs.

Jeremiah Bartlett noted that, if approved, Portland would be contributing approximately 60 percent of the total project costs.

Eric Dudley moved to approve the funding request as presented; Hope Cahan seconded. All were in favor.

5. Adoption of the PACTS DBE Plan

Staff have been working with federal partners to establish GPCOG as a direct recipient of Federal Transit Administration (FTA) funding. GPCOG currently functions as a subrecipient of federal funds, which limits the organization's ability to participate in discretionary funding opportunities. A standalone Disadvantaged Business Enterprise (DBE) plan is a prerequisite to becoming an FTA direct recipient. The plan as presented has been reviewed by MaineDOT and the FTA, and was released for a 30-day public comment period. No public comment was received.

Bob Currie noted two errors which staff will revise:

- Page 9

The duties and responsibilities include the following: [...]

8. *Advises the PACTS-~~Transportation Director and~~ Policy ~~Committee~~ Board on DBE matters and achievement.*

- Page 14

The DBE must be given 5 ~~days to~~ business days to respond to the contractor and DBELO if they intend to object to the request for removal from the project.

Hope asked whether there might be ways to make the region's DBE goals more impactful, for example by rewarding contractors with increased DBE participation during procurement procedures. Chris Chop said that, while the DBE plan as written is intended to be consistent with MaineDOT policy, there may be opportunities to consider. Staff will report back at a later date with more information.

Hope moved to adopt the DBE subject to the above revisions; Kara Wooldrik seconded. All were in favor.

6. Overview of PACTS' "Complex Project" Selection Process

PACTS receives an annual apportionment of state and federal capital improvement funds. 60 percent of Federal Highway Administration (FHWA) funding is programmed to fund "complex" projects. Complex projects require several years to design and construct, and are programmed in two phases:

1) preliminary design report (PDR), and 2) construction. If PACTS funds a project for PDR, it must also commit to funding construction at a later date.

Municipalities and other agencies submit projects for this funding through an application process. Staff are in the process of scoring the applications received for this year's apportionment. At its May meeting, the PACTS Regional Transportation Advisory Committee (RTAC) will review the projects received and make a recommendation for the consideration of the PACTS Policy Board at its May meeting for final approval.

7. Overview of PACTS' Six-Year Capital and Operating Plan (SYCOP) Process

PACTS allocates the annual apportionments of two FTA funding streams: Section 5307—Urbanized Area Formula Grants and Section 5337—State of Good Repair Formula Grants. This year, those apportionments are approximately \$11 million and \$9 million respectively. The region's transit agencies draw on these funding sources in accordance with eligible uses as established by the FTA.

The allocation of funding is typically facilitated through the development of the annual Six-Year Capital and Operations Plan (SYCOP). Each agency lists projected capital, operations, and other funding needs for the next six years. PACTS and the agencies then work to develop a balanced budget in accordance with the region's annual apportionments.

Due to timing constraints, this year the Transit Task Force has been developing a five-year plan, allowing the group to focus on refining existing projections. This will be submitted to RTAC for review at their May meeting, and the Policy Board for approval at their May meeting. Once approved, staff will develop and submit to the FTA a *split letter*, which documents the agreed upon funding levels to each agency. The agencies then work with the FTA to establish grants in the TRAMS system. Staff will also work to incorporate the projects into the Transportation Improvement Program (TIP).

Tom Reinauer recommended including an introduction to the process at the next RTAC meeting.

Erin Courtney asked whether there were any concerns with completing only a five-year plan. Andrew noted a five-year plan is consistent with MaineDOT and FTA guidance.

Patricia Quinn, Donna Tippet, and Bob Currie commented on how the recently completed process at the Transit Task Force level was collaborative and productive.

8. Other Business

Donna asked whether staff could provide an inventory of available transit funding sources. Staff will review and provide additional information at a later date.

9. Adjourn

Patricia moved to adjourn; Hope seconded. With no objection, the motion carried.