PACTS EXECUTIVE COMMITTEE MEETING MINUTES
August 4, 2020

<table>
<thead>
<tr>
<th>Member</th>
<th>Affiliation</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Jim Bennett</td>
<td>Southern Subregion</td>
<td>Y</td>
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<tr>
<td>Chris Branch</td>
<td>Central Subregion</td>
<td>Y</td>
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<tr>
<td>Jennifer Brickett</td>
<td>MaineDOT</td>
<td>Y</td>
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<tr>
<td>Hope Cahan</td>
<td>PACTS Vice Chair</td>
<td>Y</td>
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<tr>
<td>Erin Courtney</td>
<td>Maine Turnpike Authority</td>
<td>Y</td>
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<tr>
<td>Eric Dudley</td>
<td>Western Subregion</td>
<td>Y</td>
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<tr>
<td>Greg Jordan</td>
<td>Transit Committee Chair</td>
<td>Y</td>
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<tr>
<td>Matt Sturgis</td>
<td>PACTS Chair</td>
<td>Y</td>
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<tr>
<td>Sarah Tracy</td>
<td>Northern Subregion</td>
<td>Y</td>
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<td>For GPCOG</td>
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<tr>
<td>Chris Chop, Kristina Egan, Ryan Neale</td>
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1. Welcome—Matt Sturgis, Chair
Matt Sturgis opened the meeting and welcomed the attendees.

2. Public Comment
There was no public comment received.

3. Acceptance of July 7, 2020 meeting minutes
Hope Cahan moved to accept the July 7 meeting minutes as written; Erin Courtney seconded. All were in favor; the motion carried.

4. PACTS Transit Committee Membership
Casey Gilbert, Executive Director of Portland Downtown, had been appointed to the Transit Committee by the Executive Committee. Casey left Portland Downtown, and in June, the Executive Committee appointed Amy Geren, Portland Downtown’s program director, to serve the remainder of Casey's term, through December 2020. The new
executive director, Cary Tyson, has since expressed a willingness to serve on the Transit Committee.

Greg Jordan moved to appoint Cary to the Transit Committee, replacing Amy and serving the remainder of the term, through December 2020; Chris Branch seconded. All were in favor; the motion carried.

5. Presentation on the Medium- and Long-Range Impacts of COVID-19
Staff with AECOM as consultant have been researching the medium- and long-range impacts of COVID-19 on the transit industry. This research has focused on two key uncertainties: how quickly a vaccine is developed and the level of federal funding to support transit. From this, several recommendations have been developed:

1. Adapt service to better serve transit-dependent populations.
2. Plan to deliver lower levels of service to stretch dollars further.
3. Diversify and expand local funding to anticipate reduced public funds.
4. Invest in no-touch mobile technology to protect public health.
5. Expand digital communications and marketing to rebuild ridership.
6. Invest in data collection to make nimbler decisions.
7. Support street spaces for bike lanes, walking, and outdoor retail and dining to keep transit relevant.
8. Redouble efforts to locate housing in walkable villages and downtowns to reduce longer-term ridership losses.
9. Implement more efficient rural demand-response to cost-effectively maintain access.

Based on these recommendations, investments worth pursuing include:

- no-touch mobile ticketing
- automatic vehicle locators (AVL) and automatic passenger counters (APC)
- additional data analysis tools and staff capacity
- multimodal integrations—for example, a unified transit and bikeshare fare
- first- and last-mile solutions
- targeted service enhancements
• expanded communications and marketing capacity
• strategic built environment investments to compliment expanded public space

Chris asked whether StreetLight data had been incorporated into the analysis. Price Armstrong of AECOM said it had not been, but that its use could be helpful as an indicator of ridership rebounding.

Chris noted municipal budgets have been adversely affected as a result of the pandemic, and that it would be difficult to find funding to advance the recommendations. Matt agreed that municipalities are faced with a challenging financial situation.

6. Approval of Recommended PACTS CARES Act Phase II Funding Allocation
The PACTS region received $53 million in CARES Act funding. Of that, the Transit Committee allocated $13.6 million to the region's transit operators to fund continued operations in light of significant ridership and revenue reductions. Small amounts went to PACTS to help allocate funds and look at the future of transit. The next allocation, covering July to December 2020, proposed by the Transit Committee includes funding to cover lost passenger-based revenues and other funds; a one-time award to support Concord Coach Lines' Portland to Boston connection; a regional public outreach and marketing effort; a study to examine opportunities for coordination, integration, and consolidation of the operators; and municipal budget assistance. This allocation totals $7.7 million, leaving a balance of $31.5 million. Casco Bay Lines and NNEPRA’s large allocations are due in part to their reliance on passenger-based revenues. The intent is to allocate the remaining funds in six-month increments to continue to address needs and make necessary investments to build a system that riders will come back to. The expectation is that the funds for Concord Coach is a one-time assist.

In response to a question from Chris Branch, Greg Jordan noted that Concord’s request covers August through December and thus is smaller than Concord’s original request. Jim Bennett asked for additional information on the methodology the group used. Greg said there was a robust process and each agency was asked to document expenses and revenues. This was entered into a template workbook that aggregated the information while accounting for the differences in the agencies’ operations and fiscal
years. The full worksheet has been shared with the Committee. Kristina added that municipal budget relief was based on the assumption that contributing municipalities were seeing a 20% revenue loss. The recommendation to the Executive Committee is coming from the full Transit Committee. The process does assume a rate of ridership recovery and ensures that any CARES funds carried over from a previous allocation are accounted for in agency requests. It was clarified that there has not been an evaluation of whether agencies are making the best use of funds. Matt noted his support for allocating funds in six-month increments.

Hope moved to approve the recommended CARES Act Phase II funding allocation as presented and to authorize the PACTS CARES Act Phase II Split Letter; Eric Dudley seconded. Sarah Tracy recused herself as Concord Coach Lines is a client of her firm. All others were in favor; the motion carried.

7. Adoption of Updated Civil Rights/Title VI Plan
This item was taken out of order by unanimous consent of the Committee.

Staff have made several updates to PACTS’ Civil Rights Plan based on feedback received during the recent recertification process, including renaming the plan to better reflect its content. Other updates include revising the complaint procedures and contact information. Staff released the proposed edits for public comment in June. No comments were received.

Matt asked why no comments were received and if it was typical to not receive comments. Zoe suspected it was due to the fact that the document is fairly technical and the updates were administrative in nature. Staff received good public participation when initially developing the plan.

Jim noted the underlying demographics of the region are rapidly changing. He also mentioned the racial injustices inherent to some transit services across the country, and wondered how these updates might advance that conversation. Zoe said there is an effort underway to conduct an equity analysis of PACTS investments, and to develop an equity program that can be incorporated into PACTS planning documents.
Hope noted that while the complaint form is hosted online, there is no way to directly submit it. Converting it to a submittable form might make it easier for people to use. Zoe said that could be incorporated in the future as the website is updated.

Hope moved to accept the changes to the Civil Rights Plan as presented; Erin seconded. All were in favor; the motion carried.

8. Approval of Transit Stop Access Project (TSAP) Adjustment of the Six-Year Capital and Operating Plan (SYCOP) and Split Letter

The Transit Stop Access Project management team has decided to reallocate funding from Phase III to the current project phase, Phase II-B. This change has required revisions to the 2020 SYCOP and the FFY 2019–2020 Split Letter. The change will fund preliminary and final design for each stop identified in Phase II-A—rather than require rescoping or reprioritizing the stops—to ensure each location is shovel ready for future construction funding. Other than METRO, the cumulative totals for each transit agency across the FFY2019 and FFY2020 split tables are unchanged.

Chris moved to approve the revised SYCOP and Split Letter as presented; Greg seconded. All were in favor; the motion carried.

9. Approval of Additional PACTS Funding for South Portland’s Route 77 Signals Project

South Portland's Route 77 Signals Project has a $202,000 funding shortfall. The available construction funding for this project is $351,000. South Portland requested an additional 20 percent—$70,200—to help cover costs. South Portland is also requesting up to $65,900 in unallocated MPI funds.

The Committee discussed the background of the unallocated MPI funding. $15,000 had been awarded to the southern subregion and $60,000 had been awarded to the western subregion. Because neither had projects identified, the money was returned. Funds were then awarded for a Scarborough project, which was later withdrawn. Jim said it was difficult to track PACTS funds. Kristina said the upcoming TIP funding framework should help make things clearer.
Chris said Portland typically spends its own money on signal projects. In the past, when they have experienced cost overruns, they have not turned to PACTS for additional funding. He felt MPI funding should be awarded consistently.

Elizabeth clarified that if the $70,200 from the holding WIN covers the bid costs then no additional PACTS funds would be needed. Any needed MPI funds would come with a required 50% local match. Eric moved to allocate $70,200 from the holding WIN to the Route 77 Signals project; Chris seconded. All were in favor; the motion carried.

Eric moved to allocate $65,900 in MPI funding to the Route 77 project; Sarah seconded.

Jim clarified that the project was not yet awarded and commented that it likely would not be within the next thirty days. MaineDOT has asked that South Portland secure funds before the project is advertised. Jim moved to table the discussion until the next Executive Committee meeting. Elizabeth noted that a delay may mean the project would not be advertised and may be delayed until next year. Jim said that subregions may not have realized these funds were available. Eric seconded Jim’s motion to table the discussion and noted that the west subregion was aware of the available funds and opted not to pursue them. Jen noted the chance that the project may be delayed. On the motion to table the discussion, six were in favor, two were opposed, and one abstained; the motion carried.

Staff will bring additional information on the process by which decisions were made and the process by which members were informed of additional available funds to the next Executive Committee meeting.

10. Other Business
The Executive Committee directed a group—the PACTS Committees Task Force—to determine whether there were opportunities to improve the efficiency of PACTS' existing committee structure. The task force has met twice and agrees that there are opportunities to streamline and restructure the existing committees to reduce the burden on members and staff and to foster more holistic decision making.
The group's draft recommendation is to have a single governing committee and an advisory committee with a diverse makeup of managers, planners, public works, transit operators, and advocates. Project- or theme-specific ad hoc groups would conduct more detailed work. The group will present final recommendations to the Policy Committee at a future meeting.

11. Adjourn
Eric moved to adjourn; Jim seconded. With no objection, the motion carried.