

LEWISTON-AUBURN TRANSIT COMMITTEE

Thursday, November 13, 2014
12:00 PM

@ AVCOG

1. Declaration of Quorum/Call to Order
2. Consent Agenda
 - A. October 16, 2014 Minutes – (enclosed)
 - B. ATA Revenue Statement September 2014 – (enclosed)
 - C. Canteen Services – July-September Revenue – (enclosed)
3. Public Comment
4. Bills and Communications
 - A. Budget-to-Actual September 30, 2014 year End- (enclosed)
 - B. Ridership Reports October 2014 Fixed Route and ADA – (to be presented)
 - C. WMTS Fixed Route and ADA Invoices for October 2014 – (to be presented)
 - D. 10/30/14 – Letter of Support, CCI Ladders of Opportunity Application
 - E. 11/5/14 – K. Arata, Vehicle Request – Out of Service/Parts
5. Review and Update
 - A. RFP's for transit related studies
 - B. Mobility Management Update – July - September
 - C. Maintenance Review (October 31, 2014)
6. Snow Plowing and Snow Removal - Hannaford – (Discussion/Action)
Discuss whether or not to contract for snow plowing and snow removal at the bus stop/shelter on Spring Street.
7. Capital Equipment
 - A. New Used Bus Purchases - Update
 - B. SLF Disposal - Update
 - C. Bluebird – Update
 - D. New Gillig Purchase – Update
 - E. Maintenance – Facility and Equipment
8. Auburn Bus Station – (Discussion/Action)
The Bus Station Building Committee has been meeting on a regular basis to finalize the location of the bus station for citylink. A location has been determined, but requires the endorsement of the full committee.

Executive Session – To discuss the acquisition or use of real property.
9. Other Business
 - A. ATRC Year End Meeting, December 18, 2014

Pending
Bus Shelters

Adjourn

Next Meeting – Scheduled for December 11, 2014

LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of October 16, 2014

@ Auburn Hall

MEMBERS PRESENT

Belinda Gerry	Auburn
Phil Nadeau	Lewiston
Howard Kroll	Auburn
Lucy Bisson	Lewiston
Karen Veilleux	Auburn
Mark Cayer	Lewiston

MEMBERS ABSENT

Christina Berry	Lewiston
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STAFF AND OTHERS PRESENT

Russell Soule	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jason Ready	ATRC
Jennifer Williams	ATRC

1. Declaration of Quorum/Call to Order

A quorum was declared and the meeting was called to order at 12:15 PM.

2. Consent Agenda

- A. September 25, 2014 Minutes
- B. WMTS Fixed Route and ADA Invoices for August and September 2014
- C. ATA Revenue Statement August 2014

MOTION by Howard Kroll to approve the consent agenda. SECONDED by Lucy Bisson. MOTION passed 6-0.

3. Public Comment

There was no public comment.

4. Bills and Communications

- A. Budget-to-Actual September 30, 2014 – Hand out #1
Greg Whitey presented the budget-to-actual for the period ending September 30, 2014. The numbers are close to the final year-end figures, but Greg is anticipating additional revenue from ATA and vending. For fixed route Greg noted that September fuel was low, and fuel for the year was approximately \$25,000 below budget. The number of gallons used, 59,804, was very close the 59,000 gallons budgeted. The savings is from the low price per gallon, \$3.25/gallon that Lewiston locked into. The average price per gallon for the year was \$3.28. The year-end projection for farebox is \$212,921 almost \$25,000 more than budgeted. LATC is looking at ending the year with a surplus of approximately \$45,493. One item that is not included in the FY14 budget is a request from WMTS to cover the cost of interest that they incurred on their line of credit. That will be discussed later in the agenda.

MOTION by Lucy Bisson to accept and place on file the Budget-to-Actual for September 30, 2014. SECONDED by Belinda Gerry. MOTION passed 6-0.

- B. Ridership Reports September 2014 Fixed Route and ADA – Hand out #2
Phil Nadeau added annual ridership data to the annual monthly report. Overall FY14 ridership was 5.7% over FY13. Phil specifically wanted the committee to note that ridership for the first six months of the year was actually 4.1% less than last year for the same time period. LATC's buses were experiencing a lot of mechanical problems and the extreme cold caused many runs to be cancelled. Ridership rebounded in the second half of the year resulting in a 15.9% increase over the same period from the prior year.
- C. 10/7/14 – D. Doyle Letter
Marsha Bennett briefly explained the driver's break facility in Auburn, noting that this was supposed to be temporary. She stated that the Auburn routes can be rerouted so that all of the driver's will be able to use the Oak Street Station. This will require eliminating the need for transfers between the New Auburn and Auburn Malls buses. The bus will make a two hour run beginning in Lewiston to start the New Auburn run, then continue on the Auburn Mall run, the Mall Shuttle, the Auburn Malls, New Auburn, back to Oak Street. Harold Allen will look into making the change to be effective November 3. This change does not change the level of service or the service area.

5. **Review and Update**

- A. RFP's for transit related studies
The RFP's for both studies are being reviewed to comply with MaineDOT's guideline. Phil Nadeau did make some comments to the management study. The changes will be incorporated into the RFP. The RFP will be sent back out to the committee for review.
- B. Charter Rules – 2015 Northeast Shrine Association Field Days
Marsha Bennett spoke to Wendy Lee, Legal Counsel for FTA Region 1, to clarify whether or not LATC adding hours of service and additional runs would be considered Charter Service. FTA has special rules that must be followed if the activity is considered Charter Service. Ms. Lee stated that as long as the service LATC provides does not deviate off from the existing route and the service will be open to the public she does not consider it Charter. As an example, she stated that MBTA adds additional trains and hours when there is a Red Sox game or other event. She said that LATC needs to post the change to the service in advance of the event to inform the public.
- C. Bus Stop Signs
Jason Ready, ATRC, is working on putting citylink bus stop signs onto a map that can be view through Google maps. Staff is working to identify the exact location of existing signs and the location for new signs so that all routes will have bus stop signs. Once all of the bus routes have bus stop signs it is anticipated that all passengers will have to board and debark at a sign. The Google map feature will allow staff to keep an inventory and provide citizens with the ability to know where to catch the bus. The mapping is the first step to implementing a "map my trip" feature where people will be able to input the origin and destination, select travel by transit and receive directions as to what bus(es) will be needed.

6. **Fare Discount for Veterans**

A citizen called asking if there was a discount for Veterans. Marsha Bennett stated that she check websites of other transit providers in the state and did not see where anyone was offering any type of discount. The committee discussed how a discount would be implemented concluding that it would be an additional responsibility for the driver's to verify a person's DD-214 (Defense Department discharge papers). It was noted that Veterans deserve recognition, as do many other groups. The committee via consensus agreed to not offer a discount fare to Veterans.

7. Capital

A. New Used Bus Purchases - Update

Both buses from Las Vegas have arrived. Both are in nice shape, interior and exterior. The buses are 2005 Eldorados, purchased for \$18,995 per bus plus shipping. Phil Nadeau contacted an independent company in Vegas to inspect the vehicles and drivers were hired to drive the buses to Maine. WMTS will outfit the buses with a farebox, radio, bike racks, ticket cutters and graphics.

Phil stated that he is currently working on purchasing a third bus from Jacksonville, Florida, for \$24,680. This bus is a 2006 Champion with 103,000 miles.

B. SLF Disposal - Update

Marsha Bennett has been notified to proceed with the disposal of the two SLF buses. LATC will need to receive three quotes. The final sale needs to be approved by State Surplus.

C. Blue Bird - Update

Phil Nadeau stated that the Blue Birds have been reclassified as a 10-year bus, and LATC is now waiting to have FTA waive the useful life.

D. 1996 Gillig Parts Bus – Update

Bus 9665, the 1996 Gillig acquired from METRO, has been taken off the road due to an oil leak in the engine. The cost to fix the oil leak exceeds the value of the bus. In addition, one of the 1997 Gillig buses from METRO needs a new lift. A new lift costs approximately \$11,000. Marsha Bennett is recommending that the committee use 9665 as a parts bus. MainedOT will have to approve the request. The committee agreed to take the bus out of service and to use it as a parts bus.

8. Fixed Route Contract

A. WMTS Line of Credit Interest Charge – HO #3 WMTS Interest

WMTS is requesting reimbursement for interest paid by WMTS on its Line of Credit for FY2014. WMTS carried LATC financially for a significant part of FY13 and for the first five months in FY14. WMTS was paid in full in March 2014. Russ Soule calculated LATC interest to be \$10,553, at 3.25%, noting that WMTS budgeted \$2,970. WMTS was seeking the difference, \$7,582.93. Greg Whitney refined the calculation to reflect only interest accrued in FY14 and only interest accrued through January 1, noting that WMTS should carry LATC at least 60 days because it takes up to three weeks before LATC receives the invoice and then it has to be processed. Interest incurred through January 1 totaled \$6,507.40. The contract between LATC and WMTS states that WMTS will be paid once LATC receives the funds.

WMTS was almost maxed out on their line of credit. Not all attributed to LATC. This is the first time that WMTS has asked for payment for interest. The timing in receiving federal funds gets later each year and interest rates are five times higher than they have been in the past.

Phil Nadeau noted that LATC has paid for items that fell into extenuating circumstances – engines, fuel, to name a couple. Greg stated that starting the fiscal year being five months behind in payment isn't an acceptable way of doing business. Lucy Bisson stated that since this is not usual and customary, LATC should help at the amount Greg recommended. Mark Cayer stated that the committee should do something, but what would be considered fair, especially if 6-7 months isn't beyond the norm. Greg stated that 3-4 months is more normal, not 6-7 months. Howard Kroll asked if LATC could establish their own line of credit. Phil stated that this issue will be addressed before the city councils before LATC goes out to bid for a new contract.

MOTION by Lucy Bisson to approve reimbursing WMTS in the amount of \$6,507.40 for interest incurred on WMTS' Line of Credit attributable to LATC for FY2014. SECONDED by Belinda Gerry. MOTION passed 6-0.

B. Contract Amendment – Addition of Vehicles to the Fleet

Marsha Bennett made the committee aware that the contract with WMTS will have to be amended to cover the additional costs of adding three buses to the fleet. Sandy Buchanan will work on putting together the added costs. The contract amendment will be brought back before the committee for discussion and approval.

Howard Kroll left at 2:30.

9. **Public Notification Policy**

A Public Notification Policy was presented to the committee for discussion and approval. System updates have been going out via Twitter. The message gets posted to the front page of the website and sent to people that have signed up for purplebusla on Twitter. The proposed policy requires system messages to be posted to the website under News and Announcements. Posting it to the website, the message will be posted to the front page, Twitter and Facebook, and will be sent via email or text to people that sign up to receive messages from LATC website. Marsha Bennett will check to see if limited permission to access the administrative section of the website can be granted so that WMTS will have the ability to post system updates. Staff will continue to work on improving methods to notify the public regarding citylink and LATC.

MOTION by Mark Cayer to accept the Public Notification Policy. SECONDED by Belinda Gerry. MOTION passed 5-0.

11. **Other Business**

There was no other business.

10. **Auburn Bus Station**

A motion to enter into executive session was made at 2:30 PM.

MOTION by Lucy Bisson to go into Executive Session under State of Maine statute Title 1, Chapter 13, Public Records and Proceedings, §405 Executive Sessions, Section 6, C, to discuss the acquisition or use of real property. SECONDED by Belinda Gerry. MOTION passed 5-0.

Executive session ended at 2:45 PM

Adjournment

MOTION by Karen Veilleux to adjourn at 2:45 PM. SECONDED by Lucy Bisson. MOTION passed 5-0.

The next meeting is scheduled for November 13, 2014

2:50 PM
10/02/14
Cash Basis

Alternate Transit Advertising, Inc.
L/A Sales
September 2 - 30, 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Ship Date</u>	<u>Paid Amount</u>
Service					
Net Due System					
NET L/A					
Invoice	9/3/2014	12253	Rockingham Electric	8/1/2014	245.00
Invoice	9/3/2014	12273	United Way of Greater Portland	8/1/2014	1,809.50
Invoice	9/9/2014	12154	Susan Collins	10/1/2014	1,330.00
Invoice	9/17/2014	11393	U.S. Cellular	6/1/2014	1,050.00
Invoice	9/23/2014	12274	United Way of Greater Portland	9/1/2014	1,809.50
Total NET L/A					<u>6,244.00</u>
Total Net Due System					<u>6,244.00</u>
Total Service					<u>6,244.00</u>
TOTAL					<u><u>6,244.00</u></u>

LEWISTON - AUBURN TRANSIT COMMITTEE FY2014
For the Period Ending September 30, 2014

	BUDGET	ACTUAL	VARIANCE	%
BUS STATION EXPENSES				
JANITORIAL	7,500.00	9,410.00	(1,910.00)	125.47%
MAINT/REPAIRS	6,000.00	4,162.51	1,837.49	69.38%
SUPPLIES/JANIT.	2,000.00	912.32	1,087.68	45.62%
SNOW REMOVAL	7,500.00	7,594.98	(94.98)	101.27%
RESTROOM RENTAL	1,350.00	1,260.00	90.00	93.33%
UTILITIES:				
GAS	4,000.00	3,120.43	879.57	78.01%
ELECTRIC	4,000.00	3,095.23	904.77	77.38%
H2O/SEWER	600.00	647.06	(47.06)	107.84%
INSURANCE	600.00	665.00	(65.00)	110.83%
TOTAL	33,550.00	30,867.53	2,682.47	92.00%
ADMINISTRATION EXPENSES:				
AVCOG-PLAN/FIN	13,000.00	13,389.41	(389.41)	103.00%
MEETINGS/CONF.	2,000.00	1,725.92	274.08	86.30%
ADV./MARKETING	3,000.00	446.00	2,554.00	14.87%
AUDIT	6,350.00	6,250.00	100.00	98.43%
LEGAL	600.00	220.00	380.00	36.67%
OTHER (Bus storage)	-	-	-	
TOTAL	24,950.00	22,031.33	2,918.67	88.30%
TOTAL BUS STATION/ADMIN DEFICIT	58,500.00	52,898.86	5,601.14	90.43%
Federal Subsidy	29,250.00	26,449.43	(2,800.57)	90.43%
Vermont Transit Revenues	12,000.00	12,144.00	144.00	101.20%
Misc. Revenues (vending)	1,700.00	1,391.56	(308.44)	81.86%
ATA Revenues	15,000.00	41,188.97	26,188.97	274.59%
Interest Income	500.00	353.47	(146.53)	70.69%
Local Subsidy	50.00	(28,628.57)	(28,678.57)	0.00
CAPITAL MAINTENANCE REVENUES:				
FED SUBSIDY	0.00	17,984.64	17,984.64	
CAPITAL MATCH	0.00	14,455.41	14,455.41	
less: CAPITALIZED EQUIPMENT	0.00	22,480.80	22,480.80	
less: EXPENSED EQUIPMENT	0.00	9,959.25	9,959.25	
CAPITAL MAINT SURPLUS (DEFICIT)	0.00	0.00	0.00	
MATCH FOR STUDY				
BUS STATION SALE PROCEEDS		275,000.00		
INTEREST (THRU 9/30/13)		25,558.48		
FY 2014 INTEREST		13.59		
FEDERAL & STATE SUBSIDY		123,891.00		
LESS: NEW BUS STATION		(391,074.00)		
TOTAL AVAILABLE FOR NEW BUS STATION		33,389.07		

LATC FIXED ROUTE
FY 2014

BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL	% OF BUDGET	Y/E Projection
	1,162,600	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	96,883.34	103,383.34	1,169,100.08	100.6%
221,250	14,688.91	14,723.10	14,742.73	17,369.43	17,240.67	16,916.57	16,738.30	16,674.01	16,570.26	18,135.79	17,280.50	18,258.02	199,338.29	90.1%	199,338
188,000	4,074.00	51.00	6,480.00	150.00	3,600.00	3,600.00	7,872.00	1,365.00	1,035.00	406.50	4,196.24	1,920.00	34,749.74		212,921
1,195,850	16,484.57	14,270.15	14,919.97	14,543.91	16,699.80	14,661.71	17,128.92	13,710.35	12,110.05	14,803.22	14,421.31	14,417.20	178,171.16	113.3%	
	91,013.68	97,285.29	90,226.10	99,568.86	93,824.21	95,538.20	88,620.72	98,482.00	100,308.55	99,809.41	95,546.29	105,304.16	1,155,517.47	96.6%	1,155,517
342,300	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	28,525.00	342,300.00	100.0%	342,300
853,550	62,488.68	68,760.29	61,701.10	71,033.86	65,299.21	67,013.20	60,095.72	69,957.00	71,783.55	71,284.41	67,021.29	76,779.16	813,217.47	95.3%	813,217
700,615	54,064.34	57,200.15	53,670.55	58,336.93	55,463.61	56,326.60	52,867.86	57,798.50	58,711.78	58,462.21	56,330.65	61,209.58	680,448.74	97.1%	680,449
49,419	6248.87	6876.03	6170.11	7103.39	288.86					7,128.44	6,702.13	7,677.92	48,195.74	97.5%	48,196
445,816	30,700.47	33,209.12	30,385.44	34,118.54	38,065.75	39,211.60	35,752.86	40,683.50	41,596.78	34,218.76	32,513.52	36,416.66	426,873.00	95.8%	426,873
153,400	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	12,783.34	153,400.08	100.0%	153,400
29,000	2,772.00	2,481.00	2,229.00	2,652.00	2,508.00	2,901.00	2,823.00	2,745.00	2,613.00	2,391.00	2,337.00	2,556.00	31,008.00	106.9%	31,008
124,400	10,011.34	10,302.34	10,554.34	10,131.34	10,275.34	9,882.34	9,960.34	10,038.34	10,170.34	10,392.34	10,446.34	10,227.34	122,392.08	98.4%	122,392
99,520	8,009.07	8,241.87	8,443.47	8,105.07	8,220.27	7,905.87	7,968.27	8,030.67	8,136.27	8,313.87	8,357.07	8,181.87	97,913.66	98.4%	97,914
12,440	1,001.13	1,030.23	1,055.43	1,013.13	1,027.53	988.23	996.03	1,003.83	1,017.03	1,039.23	1,044.63	1,022.73	12,239.21	98.4%	12,239
12,440	1,001.13	1,030.23	1,055.43	1,013.13	1,027.53	988.23	996.03	1,003.83	1,017.03	1,039.23	1,044.63	1,022.73	12,239.21	98.4%	12,239
849,554	66,322.28	72,318.05	68,284.13	73,545.39	63,978.74	64,232.47	60,836.13	65,829.17	66,848.05	73,904.52	71,389.85	77,069.37	826,558.14	97.3%	826,558
1,320,250	90,410.11	92,915.53	92,517.71	92,470.77	90,458.88	92,103.97	89,714.76	93,211.33	94,943.63	92,472.46	92,908.37	99,193.48	1,113,321.00	84.3%	

AD A															
CONTRACT															
FAREBOX															
DEFICIT															
FED															
AUBURN															
LEWISTON															
TOAL FED/STATE															
TOTAL DUE WMTS															
Fuel Cost	14,688.91	14,723.10	14,742.73	17,369.43	17,240.67	16,916.57	16,738.30	16,674.01	16,570.26	18,135.79	17,280.50	18,258.02	18,258.02		
YTD Cost	14,688.91	29,412.01	44,154.74	61,524.17	78,764.84	95,681.41	112,419.71	129,093.72	145,663.98	163,799.77	181,080.27	199,338.29	199,338.29		
Gallons Used	4226	4256	4531	5351	5309	5209	5154	5134	5102	5491	5321	4720	4720		
YTD fuel usage	4226	8482	13013	18364	23673	28882	34036	39170	44272	49763	55084	59804	59804		
Mo. ave. cost per gallon	3.48	3.46	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.30	3.25	3.87	3.87		
YTD ave. cost per gallon	3.48	3.47	3.39	3.35	3.33	3.31	3.30	3.30	3.29	3.29	3.29	3.33	3.33		
Year to Date fuel usage	4226	8482	13013	18364	23673	28882	34036	39170	44272	49763	55084	59804	59804		
Annualized fuel usage	50,712	50,892	53,792	61,172	60,836	57,764	58,347	58,755	59,029	59,716	60,092	59,804	59,804		
Projected annual cost	176,267	176,472	176,686	200,650	199,545	189,548	192,720	193,641	194,219	196,560	197,542	199,338	199,338		
Projected cost per gal	3.48	3.47	3.28	3.28	3.28	3.28	3.30	3.30	3.29	3.29	3.29	3.33	3.33		

Lewiston-Auburn Transit Committee
FY 2014 Year End Projection
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2012 Actual	FY 2013 Actual	FY 2014 Approved	FY 2014 Year End
Fixed Route				
Expenses:				
Contract	\$1,073,662	\$1,142,900	\$1,162,600	\$1,169,100
Fuel	\$191,126	\$199,148	\$221,250	\$199,338
Total Expense	\$1,264,788	\$1,342,048	\$1,383,850	\$1,368,438
Revenue:				
Federal	\$669,215	\$672,143	\$700,615	\$680,449
State	\$48,026	\$50,430	\$49,413	\$48,196
Local	\$365,212	\$422,873	\$445,816	\$426,873
Fare Box	\$182,335	\$196,603	\$188,000	\$212,921
Total Revenue	\$1,264,788	\$1,342,048	\$1,383,850	\$1,368,438
ADA Complementary Paratransit:				
Expenses:				
Contract	\$142,800	\$146,400	\$153,400	\$153,400
Revenue:				
Federal	\$90,706	\$91,622	\$99,520	\$97,914
State	\$0	\$0	\$0	\$0
Local	\$22,676	\$22,906	\$24,880	\$24,478
Fare Box	\$29,418	\$31,872	\$29,000	\$31,008
	\$142,800	\$146,400	\$153,400	\$153,400
Local Subsidy:				
Bus Station/LATC Operating	-\$4,461	-\$28,467	\$50	-\$28,629
Fixed Route	\$364,799	\$422,873	\$445,816	\$426,873
ADA Comp. Paratransit	\$22,676	\$22,906	\$24,880	\$24,478
	\$383,014	\$417,312	\$470,746	\$422,723
Less Reserves (negative is a surplus)	-\$32,544	-\$53,785	\$0	-\$48,023
Auburn	\$207,779	\$235,548	\$235,373	\$235,373
Lewiston	\$207,779	\$235,548	\$235,373	\$235,373
Surplus/Deficit	\$32,544	\$53,785		\$48,023
Capital match	\$11,511	\$1,403		
Capital match - Auburn		\$40,000	\$40,000	
Capital match - Lewiston		\$40,000	\$40,000	
Match for study			\$7,500	\$7,500
Net surplus/deficit	\$21,033	\$52,382		
Available Reserves	\$78,262	\$130,644	\$123,144	\$171,167
One month expenses	\$117,299	\$124,037	\$128,104	



Lewiston-Auburn Transit Committee

LETTER OF SUPPORT

October 30, 2014

Koriene Low
Director of Transportation
Community Concepts, Inc.
240 Bates Street
Lewiston, ME 04240

RE: Letter of Support – Ladders of Opportunity Grant Program –
“Connecting Seniors to Public Transportation”

Dear Ms. Low:

This is a Letter of Support from the Lewiston-Auburn Transit Committee (LATC) for Community Concepts Inc.'s (CCI) proposed “senior mobility” project. LATC oversees *citylink*, Lewiston-Auburn's public fixed route transit system.

As an urban center, Lewiston-Auburn has a significant number of senior housing complexes, many of which are located on a fixed transit bus route. As Maine's aging population continues to increase it is becoming more important to reach out to seniors. Many seniors are single, don't have a car or are contemplating selling it, don't have family close by and have a tendency to become shut-ins. Providing travel training assistance is key to getting seniors to feel comfortable to use public transit on their own and to remain active in the community.

LATC is currently partnering with CCI on its Mobility Management program aimed at increasing the mobility of disabled and Limited English Proficient members of the community. Participants in CCI's mobility management program get hands on experience on how to navigate the system while riding on the buses. All participants receive a multi-ride bus pass to encourage them to explore *citylink* on their own.

This Letter of Support conveys a willingness by LATC to continue to partner with CCI in their efforts to promote, educate and break down barriers to transit.

Sincerely,

Phil Nadeau
LATC Chair



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

David Bernhardt
COMMISSIONER

November 5, 2014

Marsha Bennett
Lewiston-Auburn Transit Committee
125 Manley Road
Auburn, ME 04210

RE: Vehicle request – Out of Service – Parts Only

Dear Ms. Bennett:

On October 6, 2014, Lewiston-Auburn Transit Committee requested permission to take your 1996 Gillig, VIN# 15GCD2013T1086188, Mileage 142,729, out of service and used for parts as this bus is past its useful life and no longer needed for service. This bus was a transfer from Metro and was purchased and rehabilitated with State Bond 1865. Please consider this letter as approval to take this 1996 Gillig bus out of service and used for parts as this bus is not in any condition to transfer to another transit provider as the bus has corrosion and major oil leak issues.

This office received notification that the inspection from Loren Niemi was performed showing this vehicle had been properly inspected for disposal in order to take it out of service and verifying that the vehicle is beyond its useful life as defined by FTA.

Once LATC is ready to dispose of the vehicle, LATC is required to submit an Application for Disposal and note the date of this letter as prior authorization to use the vehicles for parts and was beyond their useful life.

Let me know if you have any questions and if I can be of any further assistance, please do not hesitate to call me at 624-3559.

Sincerely,

Kelly J. Arata
Capital Procurement Analyst
Bureau of Planning



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Mobility Management Update – July – September Report

Bus Passes and Taxi Coupons

From July through September, 347 bus passes and taxi coupon books were sold through Community Concepts.

The Dempsey Center, Saint Mary's Nutrition Center and Androscoggin Homecare and Health purchased bus passes during the 3 month period.

JULY

July bus pass sales totaled 93 passes.

Passes sold by category:

6 RIDE: 20 11 RIDE: 20 MONTHLY: 9 SENIOR/DISABLED MONTHLY: 46

July sales of taxi coupons for City Cab totaled 7 coupon books.

AUGUST

August bus pass sales totaled 90 passes.

Passes sold by category:

6 RIDE: 19 11 RIDE: 10 MONTHLY: 20 SENIOR/DISABLED MONTHLY: 37

August sales of taxi coupons for City Cab totaled 19 coupon books.

SEPTEMBER

September bus pass sales totaled 124 passes.

Passes sold by category:

6 RIDE: 14 11 RIDE: 26 MONTHLY: 33 SENIOR/DISABLED MONTHLY: 47

September sales of taxi coupons for City Cab totaled 14 coupon books.

Updated Demographics

Participants were asked to fill out a voluntary application when purchasing passes for the purpose of gathering data about individuals buying the passes.

There were 51 new people who purchased bus passes or taxi vouchers from July through September. The total number of people purchasing passes through the program is now 124.

City of Origin: Auburn - 30 Lewiston – 93 Greene - 1

Age, Sex, Head of Household, Marital Status and Ethnicity: 47% of the passes purchased were for rides 51 or older; 28% were 61 or older. Under 20 accounted for 9% of all riders; 21-30 accounted for 10%; 31-40 – 17% and 41-50 – 15%.

Females accounted for 73% of the riders and males 27%. Seventy-Four reported being heads of household. Seventy-five percent reported being single, 7% reported being married and 18% reported being divorced.

Of those reporting on their ethnicity, 71% identified themselves as Caucasian; 12% reported themselves as African American or African immigrant; 4% identified themselves as Native American; 3% Asian American and the remainder identified themselves as OTHER but with no explanation.

Employment Status

Of the applications, 118 participants reported on their employment status. 36 reported part-time or full time jobs; 37 were unemployed; 36 were retired and 9 self-reported being disabled (it was not a choice on the application under employment status).

Annual Household Income

Sixty-six of participants reported an average annual income of less than \$10,000. Thirty-One percent reported an income from \$10,000 - \$19,999. And 2 people reported incomes in excess of \$20,000.

Trip Purpose

There were 6 participants utilizing the bus for the Lots to Gardens program and riding to Hillview Apartments.

Other new destinations reported include 12 Hour Club, Big Lots, Flagship Cinemas, Lewiston Pawn Shop, Career Center and Gieger Elementary.

Special Needs

Ten people responding in the surveys needed lift assistance to board the bus. Three of the respondents used a walker; 6 reported being in wheelchairs and one used a cane.

Travel Training

Rose did some outreach to Mental Health caseworker and as a result we met with Common Ground Counseling, Blue Willow Counseling, St, Mary's IOP program and a caseworker from Tri-County Mental Health. We presented the materials we use and an overview of the travel training program to help them determine the feasibility of their clients attending the training and utilizing the bus.

Rose conducted 4 travel training classes over the 3 month period and 16 people attended. Rose also provided 5 one on one travel training sessions during that time.

Rose set up a meeting with the Somali Bantu group to discuss travel training for people in the community who have language barriers.

Maintenance Review

Conducted by: Marsha Bennett, AVCOG

Assisted by: Mark Laskey, WMTS

Date: October 31, 2014

A quarterly maintenance review was conducted on October 31, 2014 at WMTS on LATC owned buses. This review overlaps some of the records reviewed by MaineDOT. Maintenance records for buses 0601, 0602, 1101 and 1102 were reviewed to verify that on-time preventive maintenance was performed within the allowed parameters, as well as on-time inspections of safety equipment (roof hatches, emergency windows, signage, etc.).

To ensure on-time PM's, lube-oil-filter changes need to occur every 5,000 miles on Blue Bird buses and every 6,000 miles on the Gillig buses. Scheduled oil changes are set by the vehicle manufacturer. Inspections for emergency exits are required to be performed every 90 days. WMTS has mechanics perform inspections of emergency equipment each time the bus comes into the shop. A folder for each bus has been created and the mechanic signs off on the inspection sheet. FTA allows for a 10% window in which the PM can go beyond the manufacturer's guideline.

Blue Bird 0601

Date	Service	Mileage	Mileage Between PM's	Miles Over 5,500
9/12/14	PM C	219,955		
7/11/14	PM A	215,054	4,901	
4/12/14	PM B	210,979	4,075	

0601 went to Fleet Truck on 9/23/14 for repairs and a State Inspection sticker.

Emergency Exit Inspections:

3/1/14 – 4/26/14 – 7/12/14 – 8/19/14 – 9/12/14

Blue Bird 0602

Date	Service	Mileage	Mileage Between PM's	Miles Over 5,500
7/24/14	PM C	214,822		
6/9/14	PM A	213,825	997	
5/12/14	PM A	212,617	1,208	

Per WMTS, RTA (maintenance software program) is recalibrating itself to the PM schedule that was recently created. PM's are done on set intervals, 5,000, 10,000, 15,000 miles and each interval has additional components to inspect added to it. As it is recalibrating it is kicking out work orders early. This is the reason for the low miles between PM's.

There is a discrepancy in the recorded mileage for bus 0602. The PM prior to 5/12/14 reflected mileage at 48,000 (approximately). This could be attributed to a faulty odometer (the Blue Birds have had odometers roll backwards), human error in entering mileage, or a glitch with RTA. Further verification, looking at RTA and checking actual engine miles showed 206,560 and 219,444.7, miles respectively. WMTS is going to follow up on determining where the error occurred and what the actual mileage is.

Emergency Exit Inspections:

3/22/14 – 4/15/14 – 4/28/14 – 6/5/14 – 7/14/14 – 10/15/14

The inspection between July 14 and October 15 is 91 days, over the 90 period but within the 10% window allowed by FTA.

Gillig 1101

Date	Service	Mileage	Mileage Between PM's	Miles Over 6,600
10/9/14	PM B	126,975		
8/18/14	PM A	121,203	5,772	
6/21/14	PM B	115,303	5,900	
4/24/14	PM A	109,145	6,158	
3/2/14	PM B	103,096	6,049	

7/30/14 - Received its State Inspection sticker.

Emergency Exit Inspections:

4/14/14 – 4/24/14 – 5/20/14 – 6/21/14 – 7/29/14 – 8/18/14 – 9/20/14 – 10/10/14

Gillig 1102

Date	Service	Mileage	Mileage Between PM's	Miles Over 5,500
9/16/14	PM B	107,023		
6/28/14	PM A	100,192	6,831	231
4/4/14	PM B	93,693	6,499	

9/29/14 – Received its State Inspection sticker.

Emergency Exit Inspections:

4/4/14 – 6/28/14 – 5/10/14 – 7/22/14 – 8/30/14 – 9/16/14 – 10/14/14