

LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of July 25, 2013

@ AVCOG

MEMBERS PRESENT

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

MEMBERS ABSENT

Craig Saddlemire (Excused)	Lewiston
Christina Berry (Excused)	Lewiston

STAFF AND OTHERS PRESENT

Russell Soule	WMTS
Harold Allen	WMTS
Sandy Buchanan	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG

1. Declaration of Quorum/Call to Order

A quorum was declared and the meeting was called to order at 12:10 PM.

2. Consent Agenda

- A. June 6, 2013 Minutes
- B. AVCOG May 2013 Invoice
- C. AVCOG June 2013 Invoice
- D. WMTS Fixed Route and ADA Invoice: February, March, April, May and June
- E. ATA May Revenue Statement
- F. Canteen Services Quarterly Revenue Statement

MOTION by Howard Kroll to approve the consent agenda. SECONDED by Lucy Bisson. MOTION passed 5-0.

3. Public Comment

There was no public comment.

4. Bills and Communications

A. Budget-to-Actual

Greg Whitney presented to the budget-to-actual for June 30, 2013. ATA revenue for the end of June is \$22,700 and is projected to exceed \$30,000 by year end. Fuel continues to be below budget. The fuel pricing deal that Lewiston had was through the end of June. Fare box is projected to be around \$200,000. June farebox and ridership was low. The year-end projections are annualized. A surplus balance of \$38,000 is being projected, a significant increase over the almost \$4,000 budgeted. This is due to advertising revenue.

MOTION by Howard Kroll to accept and place on file the budget-to-actual for period ending June 30, 2013. SECONDED by Lucy Bisson. MOTION passed 5-0.

- B. Ridership Reports May and June 2013 Fixed Route and ADA
Ridership for June is down 12% over last June. Lucy Bisson asked what "no bus available" meant on the missed trip report. It means that there were no spares available to put into service to cover the trip.

5. Review and Update

A. Public Outreach

Tri-County Mental Health – Staff did a citylink 101 presentation to Tri-County Mental Health case workers. These are the people that are providing information to the clients and they thought it would be beneficial to know more about transit services. They also asked questions about the changes in MaineCare transportation which is to take effect sometime during the summer. All case workers in attendance were given a 6-ride pass so they could experience riding citylink first hand, or use the pass to take a client onto the buses.

Tree Street Youth – A citylink 101 presentation was given to a group of youth at the Tree Street Youth Center. The summer youth director is hoping to use citylink to get kids to do community service projects in Lewiston. The youth director was given a 6-ride multi-ride pass for each of the kids that attended the presentation. The TSYC will use the passes for their program.

B. 2013 FTA 5307 Urbanized Area Funds

The public comment period for the allocation of 5307 funds ends July 26. Pending no comments, the application will be submitted to FTA through TEAM, FTA's grant management program, within the next week.

C. FTA Direct Recipient Update

AVCOG's Title VI Plan has been submitted. FTA won't comment on the plan until there is a grant application for FTA to review. At that time, the Title VI Plan will receive its review.

D. Maine Transit Association

Enclosed was information presented at the last MTA meeting. MaineDOT submits an update and Eaton Peabody, MTA consultant, provide a year-end summary of their work.

E. Greyhound Bus

There is no change as to the status of a lease agreement. Staff has not been able to contact the representative from Greyhound.

6. Lewiston Bus Station

LATC currently contracts with Pathways for cleaning services. Pathways provided a proposal from Jackie's Cleaning & Maintenance to pressure steam clean the ceramic tile floors for \$600.00. This activity is above the current contract scope of work. Pathway's also submitted prices for high speed hand dryers for the restrooms. LATC approved the steam cleaning of the floor and asked for an estimate to have electric hand dryers installed.

LATC's current cleaning contract expires at the end of August. Staff will be going out to bid for a new cleaning contract and will have proposals at the next meeting.

A representative from Greyhound recently visited the Lewiston facility and spoke with the local ticket agent. Greyhound nationally is looking to make sure their employees/agents have safety measures in place, ie: egress routes, panic button, etc. LATC has not received a direct request from Greyhound. The committee agreed that if Greyhound or the ticket agent wants to put in a

safety/panic button then they can do so.

The ticket agent has requested permission to paint their office area. The committee approved the request as long as the paint color is the same as the current walls and the paint is washable.

MOTION by Lucy Bisson to approve steam cleaning the tile floors at the bus station and to allow the Greyhound ticket agent to paint their office space. SECONDED by Belinda Gerry. MOTION passed 5-0.

7. Draft Contract Services between LATC and AVCOG

AVCOG has been providing staff support for LATC since LATC was formed. There has never been a contract between the two entities but the staff activity has always been approved in each organizations annual budgets. With AVCOG becoming a direct recipient for FTA, a contract for staff support will make the funding and staffing arrangements more defined. An additional contract between LATC and AVCOG will be warranted when AVCOG becomes the direct recipient of FTA funds on behalf of LATC. This contract will be to ensure compliance with federal regulations, similar to the current MaineDOT contracts.

Phil Nadeau asked to have LATC documents posted onto the website.

MOTION by Lucy Bisson to approve for signing the draft Contract for Service between AVCOG and LATC. SECONDED by Belinda Gerry. MOTION passed 5-0.

8. Asset Management Plan

MaineDOT has requested all transit agencies submit an Asset Management Plan. LATC's draft Asset Management Plan was developed from a sample document provided by MaineDOT and WMTS' current plan.

MOTION by Lucy Bisson to approve and adopt the Asset Management Plan. SECONDED by Belinda Gerry. MOTION passed 5-0.

9. LATC Policies and Procedures

LATC does not have a complete policies and procedures manual. Policies on different issues, strollers, advertising, etc., have been adopted when an issue or question arose. The policies and procedures presented is a work in progress. Staff will continue to work on developing LATC's Policies and Procedures.

MOTION by Lucy Bisson to approve the LATC Policies and Procedures as presented. SECONDED by Karen Veillieux. MOTION passed 5-0.

The agenda was taken out of order before going into Executive Session.

11. Other Business

ATA – ATA has started selling advertising space on bus shelters in the Portland market and in New Hampshire. Before they pursue shelter ads in Lewiston-Auburn they wanted to know if the committee was OK with it, and we will have to check with both cities to see what their ordinances allow. The committee was in favor of moving ahead with bus shelter advertising.

Bus Passes – Marsha Bennett ordered bus passes from Colorfxweb.com through the assistance of Rich Tolmach. Rich designed the passes originally, knows the printing industry and can get good prices. Rich Tolmach's billable hour is \$65 for non-profits and he estimated about 1 ½ hours to get the quotes. The three prices obtained for 5,000 single sided passes and 5,000 double sided passes are as follows: Colorfxweb.com, \$114.26; Gotprinting.com, \$122.22; and,

Printoutlet.us, \$265.74. The last time LATC ordered passes in 2011, 5,000 single sided passes cost \$80 and double sided passes cost \$93 per 5,000.

Lewiston Clean-up – The Auburn-Lewiston Boys and Girls Club coordinated a clean-up in downtown Lewiston. They asked if those participating in the effort could use citylink at no cost. An email was sent out to the committee. Three committee members responded in the affirmative. Marsha Bennett let the BGC know that participants could use citylink at no cost, but the kids riding had to be with an organization that was involved with the clean-up and with a staff person from the organization had to be present.

Brokerage – Starting August 1, MaineCare transportation will be moving to a brokerage system. LATC has not been contacted as to how or if citylink will be part of the service provided.

10. Auburn Bus Station

A motion to enter into executive session was made at 1:25 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 1:35 PM

Pending

A. Changes to LATC Interlocal Agreement

Adjournment

MOTION by Lucy Bisson to adjourn at 1:35 PM. SECONDED by Belinda Gerrt. MOTION passed 5-0.

Next meeting scheduled for Thursday, August 8, 2013 is to be rescheduled.