



**Biddeford Saco Old Orchard Beach Transit Committee**

**AGENDA**  
**Virtual Meeting - Zoom**  
**March 24, 2022**  
**4:00 PM – 5:30 PM**

<https://us06web.zoom.us/j/87595505856?pwd=ZmdBTzFtNVkxWG9CQVhRZnBOOUVzUT09>

Meeting ID: 875 9550 5856 | Passcode: 760303

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<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"><li>• February 2021</li></ul>	Kenny Blow	Action
5.) Election of Officers <ul style="list-style-type: none"><li>• Vacancy for Chair Role</li></ul>	Kenny Blow	Action
6.) Monthly Financial Report	Staff	Information
7.) Finance Subcommittee Report <ul style="list-style-type: none"><li>• RFP Updates</li><li>• Municipal Requests</li><li>• Budget Revisions</li></ul>	Staff	Information
8.) FY22 Budget Revisions <ul style="list-style-type: none"><li>• Review Proposal</li><li>• Move to Support</li></ul>	Staff	Action
9.) Executive Director Report	Chad Heid	Information
10.) Governance Subcommittee Report <ul style="list-style-type: none"><li>• Bylaw Review Update</li><li>• Executive Director Action Plan</li></ul>	Staff	Information
11.) New Business		Information
12.) Adjournment		Action



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**February 24, 2022**

**4:00 PM**

**Virtual Meeting – Zoom**

1. **Call to Order** – Chair Greg Tansley called the meeting to Order at 4:04 PM.
2. **Roll Call** – Members virtually present: Kenny Blow, Curt Koehler, Jen Hayes, Amanda Jens, Jessa Berna, Maya Atlas, Greg Tansley (joined at 4:21 PM.) Absent: Doris Ortiz, Phil Hatch  
Staff present: Chad Heid, Craig Pendleton, Caroline FreeSpirit, Rod Carpenter, Perian Carpenter

3. **Public Comment** – No comment from the public at this time.

4. **Approval of the Previous Meeting Minutes** –

**Motion by Curt Koehler to approve the meeting minutes of January 27, 2022. Jen Hayes seconded. Roll call vote: Amanda Jens, Curt Koehler, Kenny Blow, Jessa Berna, Maya Atlas, and Jen Hayes voted in favor. Motion passed unanimously. Minutes approved.**

5. **Chairperson Report** – Tabled until later in the meeting

6. **Executive Director's Report** - Chad Heid, Executive Director, presented PowerPoint slides to the Committee. Chad asked the group for their feedback on most useful way to review ridership going forward. Curt Koehler suggested showing graph with breakdown by service with summaries of three years, month by month. Maya Atlas agreed a breakdown by service would be helpful, as well as over a period of years, such as 2019 to present. Amanda Jens requested to see the ridership trends, plus breakdown by morning, afternoon and evenings. Curt also noted there was 20 + years of ZOOM Turnpike ridership data that was sent every month to Maine Turnpike in the past. That data would demonstrate how ridership sharply rose when gas prices were high in the past and then dropped once prices leveled out again. Chad will build additional ridership graph options to deliver to Committee next month.

Chad shared information about the electric ProTerra buses.

- Rod Carpenter, Deputy Director and Mike Lord, Shop Foreman will visit the South Carolina production plant end of February.
- The depot charging infrastructure is ongoing.
- The expected delivery of the electric buses is late March.
- There will be an unveiling event in late April or early May.
- The field chargers at the Saco Transportation Center are slated for September or October of this year.



Chad Heid reviewed the PACTS ARPA projects and scoring data. Detailed information can be found at: <https://www.gpcog.org/AgendaCenter/ViewFile/Agenda/03012022-401>.

Timeline is March RTAC, March/April policy. There are multiple scenarios for funding and no guarantee of award. Split letter is agreement from the operating agencies that the money will be split.

Transit Together – public meeting was February 17<sup>th</sup>. Most of the attendees were transit staff and planning staff-- not many from the public. On the Transit Together website ([www.transittogether.org](http://www.transittogether.org)) on the project documents portal there are route profiles in the region and a few recommendations to enhance connectivity, provide more access or generate more ridership.

Chad sent the draft municipal request letters to the Old Orchard Beach and Saco Transit Committee members for review. Biddeford's letter has already gone out-- deadline was end of January.

BSOOB Transit is now live on Google maps! Exciting for the agency as well as our customers. Press release forth coming.

We are ramping up our recruiting efforts for more operators for our bus routes as well as for the upcoming trolley season.

**Chairperson Report** – Chair Greg Tansley shared that Chad Heid, Executive Director has completed his probationary period and his evaluation needs to be completed. Under Chad's contract, the Committee was supposed to work with Chad on a strategic plan after his first two months. Chair Tansley and Vice Chair Kenny Blow discussed the matter with Chad and are proposing to the Committee that Chad will put together what he sees as his action plan of important priorities for the next six months. The Transit Committee can then review the plan and at the next Transit Committee meeting, agree to it or modify it accordingly. Important to establish a clear path moving forward so all are on the same page and expectations are clear moving forward.

**Financial Report** - Caroline FreeSpirit, Finance Manager, reviewed the financial position. Month end details: We have completed 58% of the fiscal year. The organization is tracking about 58% of the way through the total personnel expense budget. We have saved funds on actual fuel costs, but we are seeing an increase in expenses over expected budget in other categories.

As of the month close, fuel costs are 34% of budget, as opposed to 48% the previous year. Current fuel contract is \$1.39 per gallon, significantly below market rate. This is the reason we are below budget on fuel expense. The current budget anticipated future contracts around \$2.10 per gallon. Given the rapid increase

in fuel prices, the next budget revision may project that contract terms will be nearing \$3.00 per gallon. In the event we use the spot price estimated at \$3.00 per gallon, we should still end up the year at or below budgeted totals.

The Collective Bargaining Agreement recently ratified specified retroactive pay back to July 1, 2021 for difference in pay of increased wages. The gross amount for the retro pay was approximately \$123,000.



These are big changes for the payroll and will be included in the revised budget along with other areas such as electric costs.

Chad Heid discussed the rising fuel costs and the pros and cons of locking into a contract versus “playing the market” and buying retail. Leveraging a controlled cost from a budgetary standpoint is favorable.

In the municipal requests, this current year was \$200,000 due to keeping the cost the same because of COVID hardships. By FY 2022 we were originally going to receive \$240,000 per the previously agreed upon step increase for the municipalities’ contributions.

The recommendation to the Transit Committee is to approve an additional \$80,000-gallon diesel procurement.

Chair Tansley summarized we are looking for 1. authorization to move forward with the procurement now of the additional 80,000 gallons of fuel and 2. looking for Committee vote to authorize the request to each of the municipalities of \$250,000.

Curt Koehler mentioned that historically the Committee has not been involved in authorizing to do procurements, but instead left it to Management to handle procurements as needed. Curt Koehler stated he would be in favor of a Committee vote of affirmation of the concept, but not set a precedent that the Committee will always have to approve procurements before they go out. That is for Management to decide and carry out. Committee members agreed.

Curt willing to agree to a motion that the Committee understand and back the approach in these unique circumstances.

Chair Tansley noted that the Finance Sub-Committee was created for looking at these types of matters in depth and those members were unanimous in their support for moving forward the procurement at this time.

Kenny Blow confirmed the Finance Sub-Committee members were unanimous in their support. However, he stated he still felt that a Transit Committee approval was appropriate given this is above and beyond normal procedures and necessary to get the price locked in quickly.

Committee agrees that this is NOT a precedent for future procurements, but reflects a unique and unusual circumstance only.

**Motion by Curt Koehler to support this special request for proceeding with procurement as recommended by the Finance Sub-Committee of an additional 80,000 gallons of fuel at this time. Seconded by Jessa Berna. No further discussion. Roll call vote taken. Amanda Jens, Curt Koehler, Kenny Blow, Jen Hayes, Jessa Berna, and Maya Atlas all were in favor. Motion approved. Passed unanimously.**



**Acceptance of the financial report –**

**Motion by Curt Koehler to accept the financial reports as presented. Seconded by Jessa Berna. No further discussion. Roll call vote taken. Amanda Jens, Curt Koehler, Kenny Blow, Jen Hayes, Jessa Berna, and Maya Atlas all were in favor. Motion approved. Passed unanimously.**

**Municipal contributions** - Chad Heid has outlined the increase of \$250,000 in his municipal contribution letters. It details the delayed step increase, the cost of the fuel, rising cost of utilities, and the investment in our workforce. It is the collection of all these factors together that is causing for an increase in the request.

**Motion by Curt Koehler to approve the \$250,000 level for the municipal contributions and go along with Executive Director Chad Heid's approach for the reasoning behind it and support that to the three councils. Seconded by Jessa Berna.**

**Discussion – Maya Atlas noted that since Biddeford's letter has already gone out and will need to be revised with the updated amount of the municipal contribution, this should be noted in the motion so that there is no perception of inequality among the three municipalities. This way it will be clear that all three are being requested to pay an equal amount.**

**Chad Heid responded that his intent after this meeting is to go back to Biddeford immediately and work through with their staff and that the request will be amended to ensure equity.**

**No further discussion. Roll call vote taken. Amanda Jens, Curt Koehler, Kenny Blow, Jen Hayes, Jessa Berna, and Maya Atlas all were in favor. Motion approved. Passed unanimously.**

**7. Governance Subcommittee Report – Bylaw Review Update**

Chad Heid reviewed that the approach was for staff to provide different examples of what could be added, included, or amended in the by-laws. Subcommittee members went through these suggestions and provided feedback. It was agreed to formalize some terms and different roles were discussed-- Mostly semantics to this point. Municipalities themselves are the owners and we want to develop a strategy on how to engage the administrative staff of each of the municipalities as well as the elected officials moving forward. In advance of the next Governance meeting, Chad will provide a new edited version of the documents with the updates

**8. Finance Subcommittee Report – (covered previously in the meeting.)**

**9. New Business** – Jessa Berna shared she is expecting in mid-April and will be absent for a few future meetings. Committee members and staff expressed their congratulations.

**10. Adjournment** – Chair Greg Tansley adjourned the meeting at 5:18 PM.



## **Memorandum**

*March 21, 2022*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of February 28, 2022

### **Month End Details:**

The fiscal year is 67% complete. The organization has expended 75% the total budgeted personnel expense. While the agency usually varies closely to budget on payroll related expenses, this month's variance is due the retroactive pay provided to the workforce based on the terms of the CBA.

As of the month close, fuel costs are 39% of budget, as opposed to 53% the previous year. We are currently receiving fuel at a contracted price of \$1.39 per gallon, significantly below market rate. The FY22 budget anticipated that future contracts would be higher, in the range of \$2.10 per gallon. We signed a diesel fuel contract for 80,000 gallons at \$3.14 per gallon. We are about to consume the final gallons under the current contract terms. There will be a significant increase in fuel expenses for the coming months. That said, the fiscal year should still be within the budgeted costs.

### **Future Considerations:**

A revised budget will be presented to the Committee this month. The biggest increase, by a wide margin, are the personnel expenses from the CBA. The revised budget will be discussed in more detail as its own agenda item at the Committee meeting. The retroactive pay for all represented employees will be fully funded by the CARES Phase IV grant. The FTA is aware of this use of CARES funding and has stated the use is in accordance with the original intent of CARES Act funding.

As we transition to the operation and charging of the electric buses, which have already arrived, there will be a new GL account specifically tied to the expenses of the CMP meters that will be used exclusively for the operation and charging of electric vehicles. In this manner, we will see if there will be any energy savings compared to the diesel fleet.

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME-2018-012-00</b>			<b>5307 Funds</b>	<b>FTA: ME-2018-012-00</b>	<b>Start Date 6/29/2018 - End Date 6/30/2021</b>				
	442	A2	Planning Consultant	19,200.00	0.00	-			
<b>FTA: ME-2019-011-00</b>			<b>5307 Funds</b>	<b>FTA: ME-2019-011-00</b>	<b>Start Date 7/25/2019 - End Date 6/30/22</b>				
	441	A3	Planning Consultant	1,222.00	14,778.00	3,694.50	20%		
<b>FTA: ME-2020-031-01-00</b>			<b>5307 Funds FY21</b>	<b>FTA: ME-2020-031-01-00</b>	<b>Start Date 8/21/20 - End Date 6/30/23</b>				
	117	A2	Preventive Maintenance	113,748.00	49,812.00	12,453.00	20%	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	18,645.00	77,355.00	19,338.75	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	#DIV/0!	51,660.00	64,575.00
	441	A3	Planning Consultant	0.00	17,600.00	4,400.00	20%	17,600.00	22,000.00
<b>FTA: ME-2021019</b>			<b>5307 Funds FY22</b>	<b>FTA: ME-2021019</b>	<b>Start Date 8/23/21 - End Date 6/30/24</b>				
	300	A1	Service Operations	360,832.00	367,978.00	367,978.00	50%	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	0.00	166,831.00	41,707.75	20%	166,831.00	208,538.75
	114	A3	Cap-Surv/Security	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	114	A3	2 Support Vehicles	38,608.00	121,392.00	30,348.00	20%	160,000.00	190,348.00
	111	A5	Replacement VANS	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	117	A4	Mobility Management	371.00	50,817.00	12,704.25	20%	51,188.00	63,892.25
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
<b>FTA: ME-2020-022-00</b>			<b>Zoom Coaches</b>	<b>FTA: ME-2020-022-00</b>					
	111	A1	Zoom Coaches	854,154.00	191,306.00	47,826.50	20%		
<b>FTA: ME-2021-004-01-00</b>			<b>CARE Phase III</b>	<b>FTA: ME-2021-004-01-00</b>					
	300	A1	Covid Related Expense	152,477.00	0.00	0	#DIV/0!	152,477.00	
	300	A1	Pandemic Assistance	275,080.00	0.00	0	#DIV/0!	275,080.00	
<b>FTA: ME-2021-020-00</b>			<b>CARE Phase IV</b>	<b>FTA: ME-2021-020-00</b>					
	300	A1	All Covid	157,051.00	168,489.00	0	0%	325,540.00	
<b>Place Holder</b>			<b>CARE 5307 Funds PHASE V Place Holder</b>						
			Covid Related Expense	0.00	336,015.00			336,015.00	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Place Holder			CARE 5307 Funds PHASE VI Place Holder						
			Covid Related Expense	0.00	286,689.00			286,689.00	
Second LONO Grant Place Holder				0.00	0.00			0.00	
FTA: ME-2019-020-00			FTA: ME-2019-020-00	102,746.00	1,167,254.00	52,961.44		1,270,000.00	1,329,225.00
			MEDOT CSN 42857	0.00	1,500,000.00			1,500,000.00	1,500,000.00
MDOT: ME-2018-024-00, CSN 41564			Intercity 2020-2	119,121.08	384,331.92	384,331.92	50%	50% covered by Greyhound	
Intercity CARES			Intercity CARES	#####	(0.00)	0	0%		
Intercity CARISSA			Intercity CARISSA	1/1/21 through 6/30/2023	67,407.10	632,592.90			
MDOT: ME-2019-019-00, CSN 40774			Zoom 2020						
			Operating	117,339.21	54,660.79	54,660.79	50%	50% covered by MTA in the past, but that is uncertain	
MDOT: ME-2021-005-00, CSN 43013			ZOOM Carissa	253,553.33	171,446.67	0	0%		
Assignment Letter 20 CSN 43129			Urban State 2022	31,145.00	0.00	0		Supplements 5307 funds	



**Statement of Revenues, Expenses and Changes in Fund Equity**  
**As of February 28, 2022**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 31,155.76	15,574.99
Urban fares - 3 loops	51,084.55	19,799.65
Trolley fares	103,757.72	50,781.67
Zoom fares	16,967.57	3,183.51
Noreaster UNE fares	7,200.00	6,112.15
Total fares	210,165.60	95,451.97
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	1,478,223.42	1,563,232.66
MDOT-Urban	66,909.80	31,145.00
MDOT-Intercity	346,155.06	312,829.64
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	301,449.87	211,749.35
MTA-ZOOM	4,459.57	42,533.64
FTA-Capital-Mobility	38,021.21	25,330.82
MDOT-Interline	0.00	0.00
Other grant revenue	440,000.00	7,613.14
MDOT-Capital grant	0.00	0.00
Total grant revenues	2,675,218.93	2,194,434.25
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	7,642.72	2,960.20
Contract repair parts & labor revenue	85,883.12	98,642.36
Municipal contributions	625,000.00	520,000.00
Greyhound ticket sales	299.77	22.39
Contract stops - all	68,958.55	85,206.84
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - urban	36,117.50	13,200.00
Advertising revenue - intercity	525.00	0.00
Advertising revenue - zoom	4,011.54	0.00
Advertising Commissions Paid	(16,219.29)	(3,650.34)
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>3,759,199.86</b>	<b>3,031,137.67</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	3,605,019.79	2,925,519.00
Add current month unbilled grants	154,176.83	105,618.67
Less nonoperating income	(3.24)	
Adjusted Revenue Control to tie to above	3,759,199.86	3,031,137.67
Difference	0.00	0.00

**Expenses**

Indirect Expenses		
Administrative Salaries	274,007.28	268,634.64
Administrative Benefits	158,808.31	151,325.97
Employee's Expense	9,965.58	9,663.78
Travel	8,738.85	2,385.13
Training	2,605.84	1,734.19
Utilities	13,951.92	11,794.12
Telephone	3,200.00	2,907.64
Postage	662.89	829.14
Office Supplies	12,624.71	12,158.24
Miscellaneous Office	66,222.05	65,945.19
Advertising	10,685.05	11,348.16
Professional Services	83,316.84	119,560.00
Insurance	124,679.18	114,575.00
Facility Repairs & Maint.	4,125.24	4,790.16
Vehicle Fuel	2,322.93	2,300.81
Depreciation	340,992.32	247,827.70
<b>Total indirect expenses</b>	<b>1,116,908.99</b>	<b>1,027,779.87</b>
Direct expenses:		
Operating wages-Drivers	731,982.83	590,365.85
Operating wages-Repair	205,027.11	161,846.79
Operating benefits-Drivers	136,929.25	116,185.75
Operating benefits-Repair	69,918.62	65,966.31
Miscellaneous supplies & costs	39,674.25	19,370.92
Vehicle Fuel	81,888.22	94,311.96
Vehicle Maintenance	156,889.22	165,838.10
Preventive Maintenance, all sources	114,003.72	100,266.97
<b>Total operations expenses</b>	<b>1,536,313.22</b>	<b>1,314,152.65</b>
<b>Total operating expenses</b>	<b>2,653,222.21</b>	<b>2,341,932.52</b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	2,756,068.55	3,395,097.13
Encumbrance Control		
Less nonoperating expense	(102,862.09)	(1,053,164.61)
Adjusted Approp. Control to tie to above	2,653,206.46	2,341,932.52
Difference	15.75	0.00
<b>Operating income (loss)</b>	<b>1,105,977.65</b>	<b>689,205.15</b>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(105,115.19)	(1,054,255.19)
Interest revenue (expense)	2,253.10	1,090.58
<b>Total nonoperating revenue (expense)</b>	<b>(102,862.09)</b>	<b>(1,053,164.61)</b>
<b>Net income (loss)</b>	<b>1,003,115.56</b>	<b>(363,959.46)</b>
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	1,815,707.49
change in value of fixed assets	1,210,599.49	1,109,852.03
loss on disposal of capital assets		
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 5,531,653.49</b>	<b>2,561,600.06</b>
To tie to balance sheet fund equity	5,531,653.49	2,561,600.06
Difference	0.00	0.00

**Balance Sheet**
**As of February 28, 2022**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>ASSETS</b>		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	200.00
Accounts Receivable		
Billed	276,432.41	271,365.91
Unbilled, this month	154,176.83	105,618.67
Inventory	319,589.62	269,475.93
Total current assets	750,598.86	646,860.51
Fixed assets:		
Property, plant and equipment	7,550,421.53	5,806,921.73
Less accumulated depreciation	(3,601,325.42)	(3,560,082.54)
Total fixed assets	3,949,096.11	2,246,839.19
Other assets:		
Prepaid expenses	(17,025.00)	(17,025.00)
Total prepaids	(17,025.00)	(17,025.00)
<b>Total assets</b>	<b>4,682,669.97</b>	<b>2,876,674.70</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(376,231.83)	97,930.25
Payroll liabilities outstanding	21,786.17	15,192.49
Accrued payroll	58,911.67	51,758.46
Accrued compensated absences	99,075.35	99,075.35
Unearned receipts	11,115.72	11,115.72
Total current liabilities	(185,342.92)	275,072.27
Non-current liabilities:		
Owed to (from) City of Biddeford	(663,640.60)	40,002.37
Total non-current liabilities	(663,640.60)	40,002.37
<b>Total liabilities</b>	<b>(848,983.52)</b>	<b>315,074.64</b>
Equity		
Retained earnings, end of prior year	4,528,525.42	2,925,559.52
Net income, current year	1,003,128.07	(363,959.46)
Total equity	5,531,653.49	2,561,600.06
<b>Total liabilities and fund equity</b>	<b>\$ 4,682,669.97</b>	<b>2,876,674.70</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

<b>YTD Cost Center Analysis - Local Service As of February 28, 2022</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	51,084.55	19,799.65
Trolley fares	103,757.72	50,781.67
Zoom fares	0.00	0.00
Noreaster UNE fares	7,200.00	6,112.15
<b>Total fares</b>	<b>162,042.27</b>	<b>76,693.47</b>
Grant revenues:		
FTA-Urban, including this month unbilled	1,009,335.42	783,874.66
MDOT-Urban	66,909.80	31,145.00
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
<b>Total grant revenues</b>	<b>1,076,245.22</b>	<b>815,019.66</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	7,642.72	2,950.20
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	68,958.55	85,206.84
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	525.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(9,314.98)	(2,260.66)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>1,330,098.78</b>	<b>1,001,609.51</b>

<b>Local Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	159,738.45	171,892.34
Administrative Benefits	101,859.36	102,658.27
Employee's Expense	6,521.48	6,640.95
Travel	5,718.70	1,639.06
Training	1,705.26	1,191.74
Utilities	7,939.42	7,353.25
Telephone	1,832.32	1,878.68
Postage	433.80	569.79
Office Supplies	6,787.18	7,482.00
Miscellaneous Office	34,484.12	32,318.83
Advertising	6,267.70	6,408.62
Professional Services	37,622.76	23,552.06
Insurance	80,235.10	74,959.74
Facility Repairs & Maint.	2,699.56	3,218.73
Vehicle Fuel	1,473.09	1,542.52
Depreciation	8,646.75	20,914.08
Total administrative expenses	463,965.05	464,220.66
Operations expenses:		
Operating wages-Divers	492,211.05	365,384.85
Operating wages-Repair	105,004.88	92,204.12
Operating benefits-Divers	87,516.43	78,332.43
Operating benefits-Repair	35,808.90	37,581.01
Miscellaneous supplies & costs	14,835.77	7,108.73
Vehicle Fuel	41,939.15	53,729.52
Vehicle Maint.- regular	41,018.99	41,395.17
Preventive Maintenance	74,737.56	78,796.32
Total operations expenses	893,072.73	754,532.15
<b>Total operating expenses</b>	<b>1,357,037.78</b>	<b>1,218,752.81</b>
<b>Municipal Contribution needed</b>	<b>26,939.00</b>	<b>217,143.30</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of February 28, 2022	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 31,155.76	15,574.99
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	31,155.76	15,574.99
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	346,155.06	312,829.64
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	346,155.06	312,829.64
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	25,000.00	25,000.00
Greyhound ticket sales	299.77	22.39
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	4,011.54	0.00
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,495.96)	(720.94)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>403,126.17</b>	<b>352,706.08</b>

<b>Intercity Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	49,185.97	52,978.46
Administrative Benefits	31,364.09	31,640.02
Employee's Expense	2,008.06	2,046.79
Travel	1,760.88	505.17
Training	525.08	367.30
Utilities	2,444.67	2,266.32
Telephone	564.20	579.02
Postage	133.57	175.61
Office Supplies	2,089.88	2,306.01
Miscellaneous Office	10,722.49	9,984.73
Advertising	2,236.70	2,043.76
Professional Services	11,584.64	7,258.92
Insurance	21,004.28	19,445.20
Facility Repairs & Maint.	831.24	992.04
Vehicle Fuel	483.12	491.06
Depreciation	3,245.16	6,669.68
Total administrative expenses	140,184.03	139,750.09
Operations expenses:		
Operating wages-Drivers	130,456.04	91,544.05
Operating wages-Repair	50,646.76	36,124.20
Operating benefits-Drivers	28,807.03	25,630.58
Operating benefits-Repair	17,271.63	14,723.68
Miscellaneous supplies & costs	7,136.41	2,785.09
Vehicle Fuel	20,228.41	21,050.43
Vehicle Maint.	33,666.19	31,010.26
Preventive Maintenance	16,057.60	7,585.87
Total operations expenses	304,270.07	230,454.16
<b>Total operating expenses</b>	<b>444,454.10</b>	<b>370,204.25</b>
<b>Municipal Contribution needed</b>	<b>41,327.93</b>	<b>17,498.17</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of February 28, 2022	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	16,967.57	3,183.51
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>16,967.57</b>	<b>3,183.51</b>
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	301,449.87	211,749.35
MTA-ZOOM	4,459.57	42,533.64
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>305,909.44</b>	<b>254,282.99</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	36,117.50	13,200.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(3,408.35)	(668.74)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>355,586.16</b>	<b>269,997.76</b>



<b>ZOOM Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	35,174.68	25,263.57
1 Administrative Benefits	22,429.61	15,088.02
1 Employee's Expense	1,436.04	976.04
2 Travel	1,259.27	240.90
9 Training	375.50	175.15
3 Utilities	1,748.27	1,080.73
3 Telephone	403.48	276.12
9 Postage	95.52	83.74
9 Office Supplies	1,494.55	1,099.65
9 Miscellaneous Office	7,818.95	5,081.53
11 Advertising	2,180.66	2,895.78
5 Professional Services	8,284.60	3,461.52
4 Insurance	23,439.80	20,170.07
6 Facility Repairs & Maint.	594.45	473.07
7 Vehicle Fuel	366.71	267.23
10 Depreciation	3,163.85	6,186.76
Total administrative expenses	110,265.94	82,819.88
Operations expenses:		
1 Operating wages-Divers	93,315.75	43,655.64
1 Operating wages-Repair	49,375.46	33,518.47
1 Operating benefits-Divers	20,605.79	12,222.74
1 Operating benefits-Repair	16,838.09	13,661.62
9 Miscellaneous supplies & costs	16,629.08	8,778.70
7 Vehicle Fuel	19,720.66	19,532.01
8 Vehicle Maint.	6,583.36	4,258.98
12 Preventive Maintenance	23,208.56	13,884.78
Total operations expenses	246,276.75	149,512.94
<b>Total operating expenses</b>	<b>356,542.69</b>	<b>232,332.82</b>
<b>Municipal Contribution needed</b>	<b>956.53</b>	<b>(37,664.94)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of February 28, 2022	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	38,021.21	25,330.82
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	38,021.21	25,330.82
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>38,021.21</b>	<b>25,330.82</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	29,908.18	18,500.27
Administrative Benefits	3,155.25	1,939.67
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	1,819.56	1,093.82
Telephone	400.00	173.82
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	5,416.44	2,486.38
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	40,699.43	24,193.96
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	1,073.00	698.40
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	1,073.00	698.40
<b>Total operating expenses</b>	<b>41,772.43</b>	<b>24,892.36</b>
<b>Municipal Contribution needed</b>	<b>3,751.22</b>	<b>(438.46)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of February 28, 2022	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	85,883.12	98,642.36
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	85,883.12	98,642.36

<b>Outside Agency Repairs &amp; Fuel Sales</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Divers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Divers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	75,620.69	89,173.69
Total operations expenses	75,620.69	89,173.69
<b>Total operating expenses</b>	75,620.69	89,173.69
<b>Municipal Contribution needed</b>	(10,262.43)	(9,468.67)
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Items not Allocated As of February 28, 2022</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	468,888.00	779,358.00
MDOT non-operating grant revenue	440,000.00	0.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	7,613.14
MDOT capital grant revenue	0.00	0.00
Total grant revenues	908,888.00	786,971.14
Municipal contributions	600,000.00	495,000.00
Fuel & miscellaneous operating revenue	0.00	10.00
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>1,546,484.42</b>	<b>1,282,851.14</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	1,987.25	(5,315.88)
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	25,824.84	85,287.50
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	106.33
Vehicle Fuel	0.00	0.00
Depreciation	325,936.56	214,057.18
Total administrative expenses	353,748.65	294,135.13
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Total operations expenses	0.00	0.00
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	
Equipment Purchase Capital	6,301.37	4,888.67
Vehicles Purchase Capital	98,813.82	1,049,366.32
Total capital expenses	105,115.19	1,054,254.99
<b>Total expenses</b>	<b>458,863.84</b>	<b>1,348,390.12</b>
Non-allocated items income (loss)	1,087,620.58	(65,538.98)
Income (loss) before depreciation	1,413,557.14	148,518.20
Municipal Contributions needed to fund operations	62,712.25	187,069.40
Excess (shortfall) in Municipal Contributions	1,350,844.89	(38,551.20)

<b>YTD Cost Center Analysis - COVID RELATED As of February 28, 2022</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
<b>Agency</b>		
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	5,792.80	21,389.59
Advertising / Printing	0.00	180.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>5,792.80</b>	<b>21,569.59</b>
Operations expenses:		
Operating wages-Drivers	16,000.00	89,781.31
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>16,000.00</b>	<b>89,781.31</b>
<b>Total operating expenses</b>	<b>21,792.80</b>	<b>111,350.90</b>
Operating income (loss)	(21,792.80)	(111,350.90)
<b>YTD Cost Center Analysis -</b>		
<b>As of February 28, 2022</b>		
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	0.00
Total operating expenses	0.00	0.00
Operating income (loss)	0.00	0.00
<b>Biddeford-Saco-OOB Transit Committee</b>		
<b>YTD Cost Center Analysis - Total of all Areas</b>	<b>FY22</b>	<b>Last Year</b>
<b>As of February 28, 2022</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		



Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 31,155.76	15,574.99
Shuttle fares	51,084.55	19,799.65
Trolley fares	103,757.72	50,781.67
Zoom fares	16,967.57	3,183.51
Noreaster UNE fares	7,200.00	6,112.15
<b>Total fares</b>	<b>210,165.60</b>	<b>95,451.97</b>
<b>Grant revenues:</b>		
FTA-Urban	1,478,223.42	1,563,232.66
MDOT-Urban	66,909.80	31,145.00
MDOT-Intercity	346,155.06	312,829.64
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	301,449.87	211,749.35
MTA-ZOOM	4,459.57	42,533.64
Planning/Mobility/Outreach	38,021.21	25,330.82
Interline grant revenue	0.00	0.00
MDOT-Other grants	440,000.00	7,613.14
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>2,675,218.93</b>	<b>2,194,434.25</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	7,642.72	2,960.20
Contract repair parts & labor revenue	85,883.12	98,642.36
Municipal contributions	625,000.00	520,000.00
Greyhound ticket sales	299.77	22.39
Contract stops - Local	68,958.55	85,206.84
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - local	36,117.50	13,200.00
Advertising revenue - intercity	525.00	0.00
Advertising revenue - zoom	4,011.54	0.00
Advertising Commissions Paid	(16,219.29)	(3,650.34)
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>3,759,199.86</b>	<b>3,031,137.67</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	274,007.28	268,634.64
Administrative Benefits	158,808.31	151,325.97
Employee's Expense	9,965.58	9,663.78
Travel	8,738.85	2,385.13
Training	2,605.84	1,734.19
Utilities	13,951.92	11,794.12
Telephone	3,200.00	2,907.64
Postage	662.89	829.14
Office Supplies	10,371.61	11,067.66
Miscellaneous Office	66,222.05	65,945.19
Advertising	10,685.05	11,348.16
Professional Services	83,316.84	119,560.00
Insurance	124,679.18	114,575.00
Facility Repairs & Maint.	4,125.24	4,790.16
Vehicle Fuel	2,322.93	2,300.81
<b>Total administrative expenses</b>	<b>773,663.57</b>	<b>778,861.59</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	731,982.83	590,365.85
Operating wages-Repair	205,027.11	161,846.79
Operating benefits-Drivers	136,929.25	116,185.75
Operating benefits-Repair	69,918.62	65,966.31
Miscellaneous supplies & costs	39,674.25	19,370.92
Vehicle Fuel	81,888.22	94,311.96
Vehicle Maint.	156,889.22	165,838.10
Preventive Maintenance	114,003.72	100,266.97
Depreciation	340,992.32	247,827.70
<b>Total operations expenses</b>	<b>1,877,305.54</b>	<b>1,561,980.35</b>
<b>Total operating expenses</b>	<b>2,650,969.11</b>	<b>2,340,841.94</b>
<b>Operating income (loss)</b>	<b>1,108,230.75</b>	<b>690,295.73</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	105,115.19	1,054,255.19
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>105,115.19</b>	<b>1,054,255.19</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>2,756,084.30</u>	<u>3,395,097.13</u>
Net income (loss)	<u>1,003,115.56</u>	<u>(363,959.46)</u>

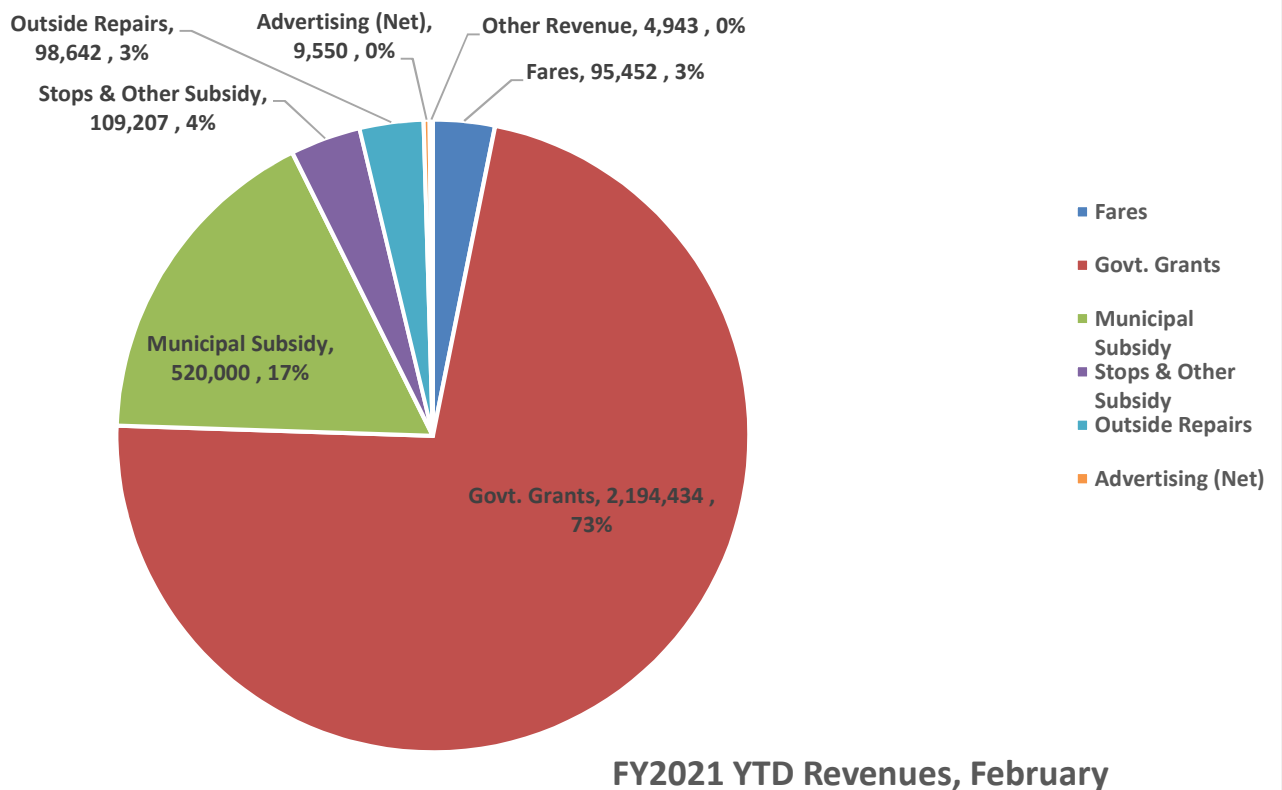
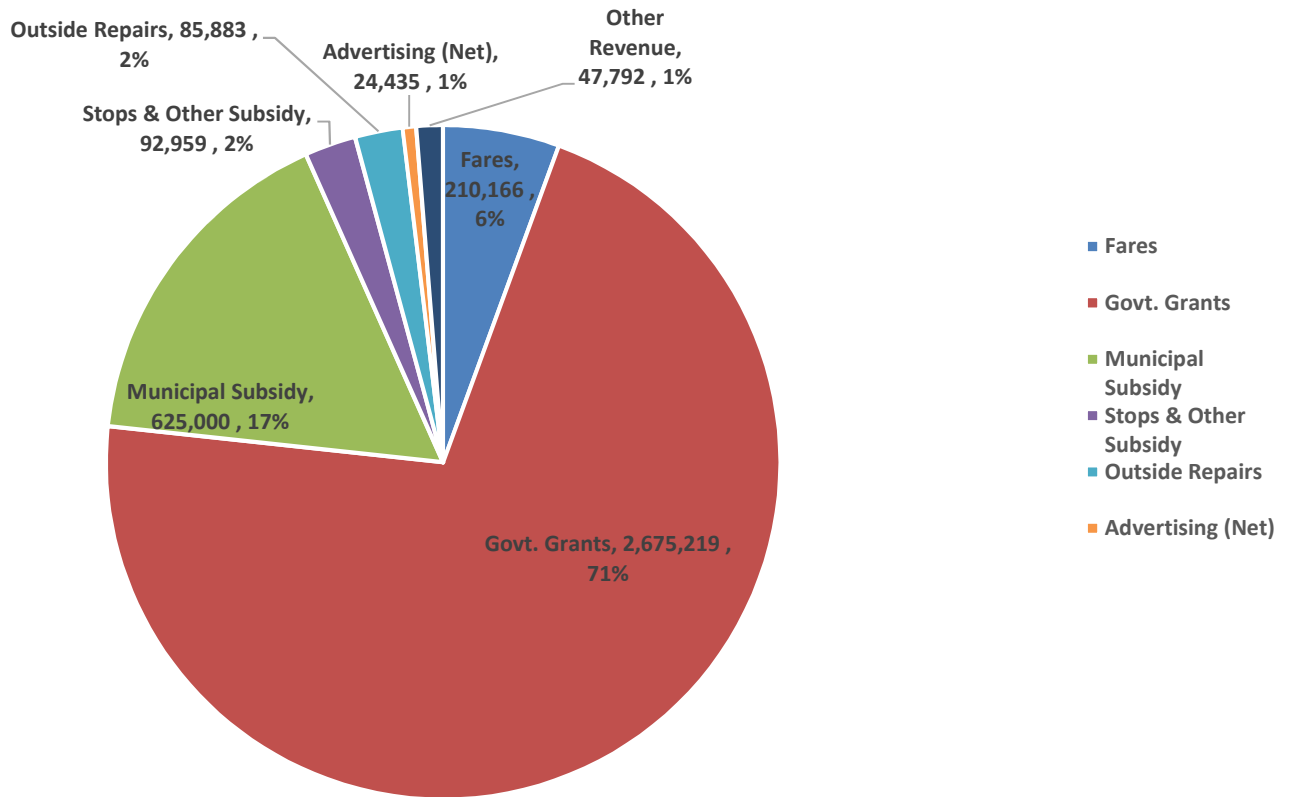
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending February 2022**

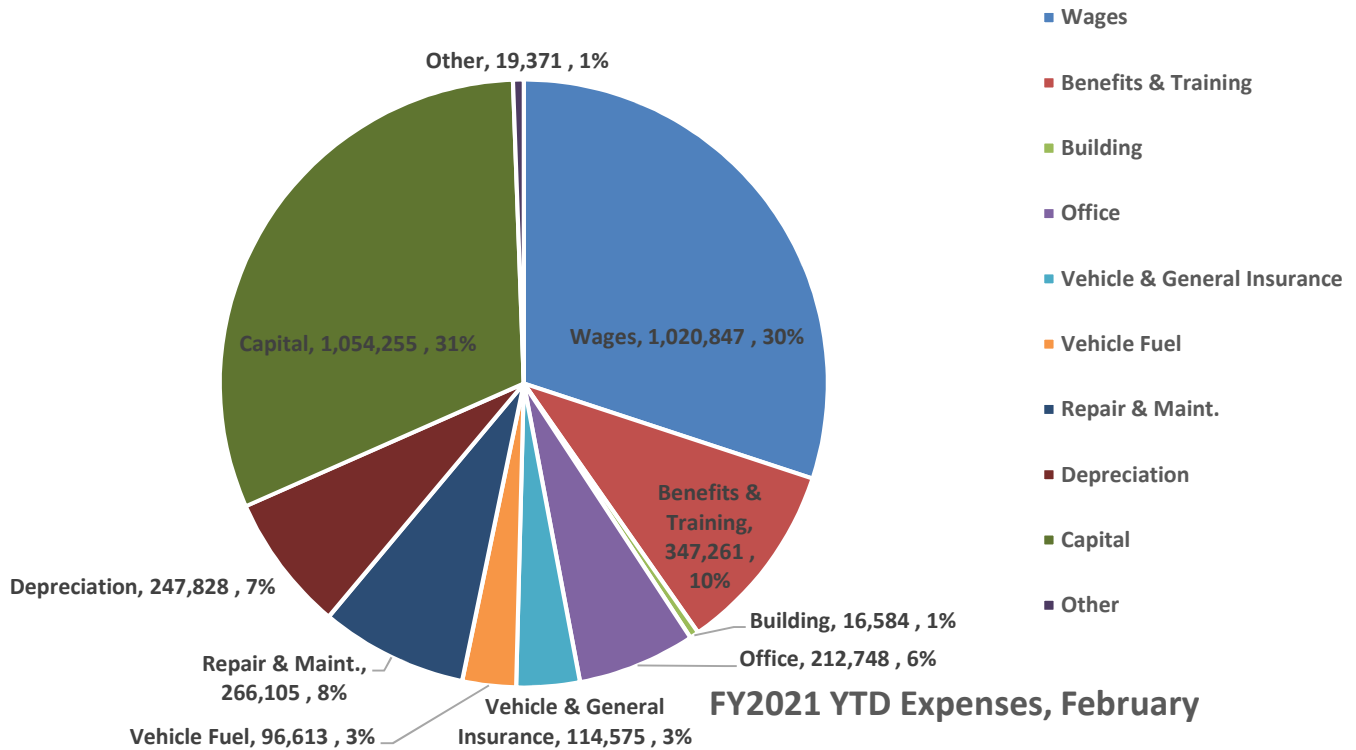
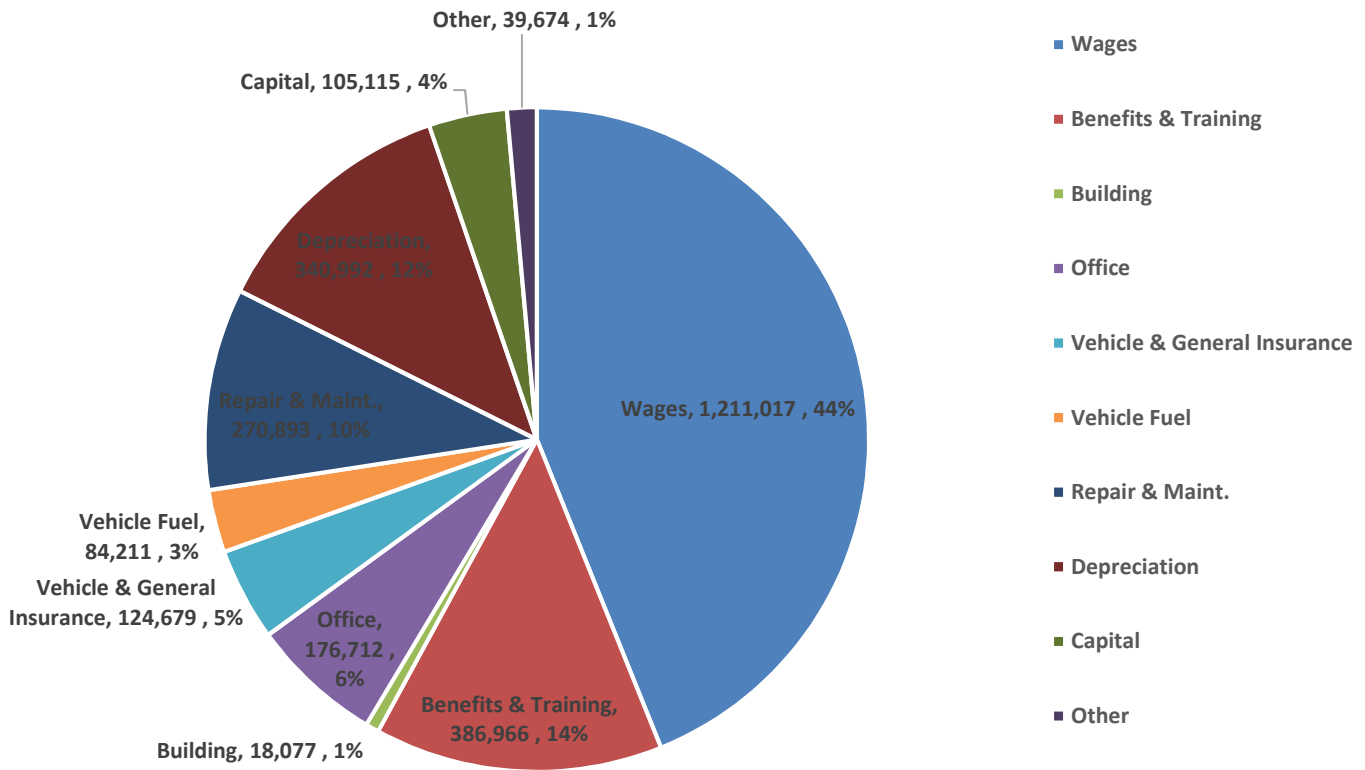
**Target %: .67**

	<b>FY2022</b>				<b>FY2021</b>		
	Estimate	Month Ended February	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended February	Percentage Realized
General Revenues:							
Sale of surplus property	0	37,596	(37,596)	0.0%	0	870	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(12,200)	(16,223)	4,023	133.0%	(20,000)	(3,650)	18.3%
Miscellaneous revenue	500	7,643	(7,143)	1528.6%	2,000	2,950	147.5%
YCCTC Repairs Revenues:							
Repair parts	52,000	31,591	20,409	60.8%	100,000	38,217	38.2%
Repair labor	63,000	27,150	35,850	43.1%	75,000	40,013	53.4%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	15,498	4,502	77.5%	20,000	11,480	57.4%
Repair labor	15,000	11,644	3,356	77.6%	15,000	8,933	59.6%
Local Service Revenues:							
FTA Urban grant	1,054,350	1,009,335	45,015	95.7%	614,135	783,875	127.6%
Local fares	150,500	162,042	(11,542)	107.7%	283,000	76,693	27.1%
Advertising sales	40,000	36,118	3,882	90.3%	84,000	13,200	15.7%
Contract stops	82,000	68,959	13,041	84.1%	128,000	85,207	66.6%
MDOT grants	31,450	66,910	(35,460)	212.8%	31,145	31,145	100.0%
UNE contribution	72,000	24,000	48,000	33.3%	72,000	24,000	33.3%
Other local service revenues	0	0			0	0	
Zoom Service Revenues:							
Zoom fares	6,500	16,968	(10,468)	261.0%	110,000	3,184	2.9%
Advertising sales	0	4,012	(4,012)	0.0%	30,000	0	0.0%
MDOT Zoom grant	526,935	301,450	225,485	57.2%	140,000	211,749	151.2%
MTA Zoom grant	0	4,460	(4,460)	0.0%	130,000	42,534	32.7%
Intercity Service Revenues:							
Intercity fares/ticket sales	50,100	31,456	18,644	62.8%	127,000	15,597	12.3%
Advertising sales	0	525	(525)	0.0%	20,000	0	0.0%
MDOT Intercity grant	687,104	346,155	340,949	50.4%	586,850	312,830	53.3%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,953	38,021	14,932	71.8%	36,895	25,331	68.7%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	3,927,739	468,888	3,458,851	11.9%	288,000	779,358	270.6%
MDOT non-operating grants	0	440,000	(440,000)	0.0%	0	0	0.0%
MDOT RTAP grant	0	0	0	0.0%	15,000	0	0.0%
Other grants	104,860	0	104,860	0.0%	0	7,613	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	600,000	600,000	0	100.0%	375,000	495,000	132.0%
Other non-operating revenues	0	0	0	0.0%	473	10	2.1%
<b>TOTAL REVENUES</b>	<b>7,549,791</b>	<b>3,759,198</b>	<b>3,790,593</b>	<b>49.8%</b>	<b>3,288,498</b>	<b>3,031,139</b>	<b>92.2%</b>
Total, less Municipal contributions	6,949,791	3,159,198	3,790,593	45.5%	2,913,498	2,536,139	87.0%
Total fares	207,100	210,466	(3,366)	101.6%	520,000	95,474	18.4%
Total less fares & Municipal conts.	6,742,691	2,948,732	3,793,959	43.7%	2,393,498	2,440,665	102.0%
Total external repairs/fuel sales	150,000	85,883	64,117	57.3%	210,000	98,643	47.0%
Total operating revenues	2,917,192	2,250,310	666,882	77.1%	2,610,025	1,749,158	67.0%

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending February 2022**

Target %: 67	FY2022				FY2021		
	Revised Budget	Month Ended February	Remaining Budget	Percentage Expended	Revised Budget	Month Ended February	Percentage Expended
Admin/Overhead Expenditures:							
Salaries & wages	342,361	244,099	98,262	71.3%	319,374	250,134	78.3%
Employee benefits	204,064	155,653	48,411	76.3%	171,984	145,587	84.7%
Other employment costs	30,300	21,310	8,990	70.3%	22,520	17,582	78.1%
Purchased professional svcs.	67,000	63,854	3,146	95.3%	60,100	38,112	63.4%
General operating costs	169,850	438,612	(268,762)	258.2%	322,400	337,347	104.6%
Insurances	196,363	124,689	71,674	63.5%	96,000	114,575	119.3%
Borrowing costs	0	(2,253)	2,253	0.0%	0	(1,091)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
Garage Operating Expenditures:							
Salaries & wages, regular	354,061	237,638	116,423	67.1%	258,918	213,607	82.5%
Overtime wages	39,252	36,706	2,546	93.5%	24,082	26,739	111.0%
Employee benefits	118,488	69,926	48,562	59.0%	72,699	65,966	90.7%
Other employment costs	2,000	2,068	(68)	103.4%	3,745	1,858	49.6%
Reclassification to external repairs	(115,000)	(69,297)	(45,703)	60.3%	(160,000)	(78,500)	49.1%
General operating costs	159,430	86,661	72,769	54.4%	145,235	90,637	62.4%
YCCTC Repairs Expenditures:							
All costs	110,000	50,743	59,257	46.1%	155,000	71,474	46.1%
Other Agency Repairs Expenditures:							0.0%
All costs	20,000	24,878	(4,878)	124.4%	32,000	17,700	55.3%
Bus Services Expenditures:							
Salaries & wages, regular	959,126	710,401	248,725	74.1%	704,577	495,137	70.3%
Overtime wages	34,627	45,748	(11,121)	132.1%	39,677	26,546	66.9%
Employee benefits	248,755	148,827	99,928	59.8%	174,460	122,333	70.1%
Other employment costs	0	40	(40)	0.0%	9,744	0	0.0%
Advertising costs	7,500	308	7,192	4.1%	1,500	1,000	66.7%
Fuel costs	210,410	81,896	128,514	38.9%	176,896	94,312	53.3%
General operating costs	123,500	87,069	36,431	70.5%	233,800	73,464	31.4%
Mobility/Outreach Coordinator							
Salaries & wages, regular	47,326	29,164	18,162	61.6%	39,601	18,464	46.6%
Overtime wages	0	744	(744)	0.0%	990	37	3.7%
Employee benefits	5,125	3,155	1,970	61.6%	4,395	1,940	44.1%
Other employment costs	0	0	0	0.0%	333	0	0.0%
General operating costs	13,020	8,709	4,311	66.9%	800	4,452	556.5%
Fuel Sales Expenditures:							
Fuel costs	0	0	0	0.0%	0	0	0.0%
Non-operating Expenditures							
Training/Travel/Lodging	0	0	0	0.0%	200	0	0.0%
Consultants	19,200	25,825	(6,625)	134.5%	30,000	85,288	284.3%
RTAP grant expenses	0	0	0	0.0%	15,000	0	0.0%
Repairs & maintenance, non-cap	0	0	0	0.0%	0	106	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	4,013,368	105,115	3,908,253	2.6%	330,000	1,054,255	319.5%
Other non-oper. Expense	169,665	1,987	167,678	1.2%	2,468	(5,316)	-215.4%
Total Expenditures	7,549,791	2,734,275	4,815,516	36.2%	3,288,498	3,283,745	99.9%
Total Personnel Costs	2,400,485	1,711,803	688,682	71.3%	1,874,099	1,396,604	74.5%
Total Fuel Costs	210,410	81,896	128,514	38.9%	176,896	94,312	53.3%
Total Capital Equipment Costs, net	4,013,368	105,115	3,908,253	2.6%	330,000	1,054,255	319.5%
Total Other Costs	1,062,048	931,239	130,809	87.7%	1,142,103	816,490	71.5%







**BSOOB Transit Finance Subcommittee  
Meeting Agenda**

**Virtual - Zoom  
March 21, 2022  
12:00 PM – 1:30 PM**

Join Zoom Meeting

<https://us06web.zoom.us/j/81090841898?pwd=ZWWhUYVZtSU5zZ0wzbHoybGU4YVVBdz09>

Meeting ID: 810 9084 1898 | Passcode: 767566

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) Approval of Previous Minutes – November 2021, January 2022, February 2022	Kenny Blow	Action
5.) RFP / Procurement Updates <ul style="list-style-type: none"><li>• Bus Air Sanitation</li><li>• Diesel Contract</li></ul>	Staff	Information
6.) Proposed Budget Revisions <ul style="list-style-type: none"><li>• Review of Memo</li><li>• Budget Line Details</li></ul>	Staff	Information
7.) Municipal Request Update	Staff	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings: March 24<sup>th</sup>, 4p, Committee April 28<sup>th</sup>, 4p, Committee</li></ul>		Information
9.) New Business		Information
10.) Adjournment		Action



**BSOOB Transit Finance Subcommittee**

**Meeting Notes\***

**November 29, 2021**

**10:00 AM – 11:30AM**

**Saco Transportation Center Conference Room**

**\*No quorum/ these are notes only**

**1. Call to Order** – Vice Chair Kenny Blow called the meeting to order at 10:07 AM.

**2. Roll Call/ Ascertain Quorum** – Members present: Kenny Blow, Phil Hatch, Curt Koehler, Doris Ortiz, Absent: Chair Greg Tansley. Staff present: Chad Heid, Rod Carpenter, Caroline FreeSpirit, Anne Austin. Quorum has not been reached.

(Shifted Agenda)

**3. Administrative Discussion Items**

**Assessing Goals:** Chad Heid, Executive Director, would like to accomplish:

- Review of the current labor negotiations (in Executive Session.)
- Deciding who will chair the finance subcommittee or path to making that nomination.
- Guidance for all parties as to what this subcommittee plans to accomplish.

**4. Budget Discussion**

A financial packet was provided reporting through October 2021. Chad wishes to review:

- expectations of the budget
- potential avenues for additional revenues
- projects coming down the pike.

**Projects:**

- Two electric vehicles are coming in. We do still need diesel buses. We are targeting two potential buses in next fiscal year. (Could be 2023 or 2024—longer supply chain)

Rod spoke about clean diesel buses which are approximately 425k to 450k. (About half the cost of electric buses.) The funding is 80% 5339 monies and 20% is the local match money (some of it can come out of PACTS.) We have been lucky in the past to use state bonds or VW funds. We do not know how long those funds will last.

**Infrastructure Projects:**

- Electric bus charging station in Saco and depot charger at Pomerleau Street location.
- Fuel pumps- Pumps at Pomerleau Street location are operating but are not the most efficient. These pumps were installed in 1982 and redone in 1995. In our capital plan there is 350k for pumps, tanks, everything needed.

Customer Service

138 Main St.

Saco, ME 04072

207-282-5408

Administration/Fleet Services

13 Pomerleau St.

Biddeford, ME 04005

BSOOBTransit.org





- ARPA money is available. (\$8.1 million). Designated for transit operations.
- Grant applications are due December 20, 2021.
- RTAC and executive committee vote on which projects get funded.
- Chad wants to ensure we are ready when the money becomes available.

Existing projects we need to fund:

- Uniforms- we will be putting an RFP out on the street this week for operator uniforms. Likely will cost about \$10k or less.
- Cameras for the buses: RFP is already out. Bids will be reviewed November 30, 2021.
- Passenger vans: 1 will be updated as a 9-passenger and 1 van as a paratransit vehicle to comply with federal and state requirements.
- Security fencing and a gate is in this year's budget. This security is required by FTA.

Chad Heid expressed that revisions will be needed after the union contract is finalized. It will directly affect the budget.

### **Grant opportunities:**

CARES funding- funded transit operations and all elements supporting hygienic transit elements  
Last MPO, 15.3 million for FY '22 and first quarter FY '23 for all seven of the transit agencies.

Use to support direct transit operations  
Exceeded by about 3.4 million.

Transit Task Force- says we should be directly responsible and pay using the 8.1 Million from ARPA.  
Will be an extremely competitive round of projects.  
GP Metro has indicated they have many projects.

Joint projects (with BSOOB Transit, GP Metro and South Portland Bus) “sneak preview” include:

1. Dirigo User – Fare reduction promotion project to enhance ridership
2. Map/Transit Tracker – revise technology and enhance hardware. Have departure boards available.
3. Plan for FY '23 – need our labor negotiations to be completed first.

The subcommittee expressed that the municipalities will want our request for the next fiscal year in January 2022. Chad Heid will follow up with town managers and the councils as to the transit funding needs.



**5. Executive Session –**

**Motion to enter into Executive Session by Curt Koehler to discuss labor negotiation particulars. Seconded by Phil Hatch. Curt Koehler, Phil Hatch, Doris Ortiz, and Kenny Blow all were in favor. Passed unanimously.**

\*\*\* Entered Executive Session at 11 AM \*\*\*

**Motion to come out of Executive Session by Curt Koehler. Seconded by Phil Hatch. Curt Koehler, Doris Ortiz, Phil Hatch and Kenny Blow all were in favor. Passed unanimously.**

\*\*\* Exited Executive Session at 11:30 AM\*\*\*

Scheduling – Next meeting will be held January 24, 2022 at 12 noon.

**6. Adjournment** – Meeting adjourned at 11:37 AM.



**BSOOB Transit Finance Subcommittee**

**Meeting Notes\***

**January 24, 2022**

**12:00 PM – 1:30 PM**

**Virtual Zoom Meeting**

Join Zoom Meeting <https://us06web.zoom.us/j/85932047843?pwd=RXdNVUFINXJXaCtLZ1V2QTF0bXJxUT09>

Meeting ID: 859 3204 7843 Passcode: 999452

**\*No quorum/ notes only**

**1. Call to Order** – Doris Ortiz called the meeting to order at 12:06 PM.

**2. Roll Call/ Ascertain Quorum** – Members present: Doris Ortiz, Phil Hatch, Curt Koehler. Absent (excused): Greg Tansley, Kenny Blow. Staff present: Chad Heid, Rod Carpenter, Caroline FreeSpirit, Anne Austin.

\*Quorum has not been reached.

**3. Public Comment** – None.

**4. Approval of the Previous Minutes – November 2021** - Notes of the November 29, 2021 meeting were taken and distributed. No one had any comments. (No approval as they were notes only.)

NOTE: Chad will include both the Nov. 29<sup>th</sup>, 2021 and Jan. 24<sup>th</sup> 2022 meeting notes in the Feb. packet.

**5. Budget Discussion** – Financials Caroline FreeSpirit, Finance Manager, reviewed the financial position of BSOOB Transit as of December 31, 2021.

- Rural routes, ZOOM and Intercity Green are being covered 100% by MaineDOT grants that are CARES Act, and now CRRSAA funding.
- We just received a new commitment from Maine DOT for \$700,000 in funding Intercity through CRRSAA which covers 100% of operating expenses again.
- Health insurance renewed with Anthem. Two employees opted for PPO Plan.
- Fuel costs are 30% of budget, as opposed to 43% the previous year.
- Currently receiving fuel at contracted price of \$1.39/gallon, significantly below market rate, reason we are below budget on fuel usage.
- Current budget anticipated future contracts would be higher in the range of \$2.10/gallon.
- Given the rapid increase in fuel prices, the next budget revision may project near \$3.00/gallon.
- We have sufficient fuel to last until March under the current contract.

Customer Service

138 Main St.

Saco, ME 04072

207-282-5408

Administration/Fleet Services

13 Pomerleau St.

Biddeford, ME 04005

BSOOBTransit.org



- RFP planned for next contract for diesel.
- As we transition to electric buses we will see a decrease in diesel usage, but it is entirely likely that depending on peak usage for charging electric buses, we may not actually be saving any money as the electric charge will increase.
- RKO is finishing the audit. Delay due to shortage in their staffing.
- There are a number of grant opportunities nearing the application deadline period. Regionally there will be a competitive round of ARPA (American Recovery Plan Act) funded projects evaluated by GPCOG; as well as a few paths towards discretionary Federal grants, Bus and Bus Facilities competitive program (5339b) and the Lo-No Emissions program (5339c.)
- FTA noticed that GPCOG had shorted BSOOB Transit \$151k in the Phase II apportionments. As a result, the Phase V CARES Act split letter has been increased \$151k to correct and get us back to even.

**Grant Status Summary** - Chad Heid, Executive Director, shared a list of grants which were in the meeting packet for today. Some helpful elements in the grant summary include the grant names, what kind of funds, amount spent, balance remaining, amount of match money still required, match percent, original grant amount and original total budget. Subcommittee members found this summary useful in understanding the way the grants work, as well as using it as a tool to explain to the municipalities why additional funds may be needed for BSOOB Transit and that all grants possible are being leveraged. Curt Koehler suggested adding a column, Match Source, to show whether there is State or other match money that is available or is it solely BSOOB Transit providing match.

**FY23 Planning and Outreach** – Chad Heid will be reaching out to the three municipalities.

**6. Labor Negotiations Update** – Chad Heid reviewed the Collective Bargaining Agreement (CBA.) The impacts of the contract were presented to the represented workforce. That group is voting to approve the contract today, January 24, 2022. If approved, it will be presented to the BSOOB Transit Committee at the Thursday, January 27<sup>th</sup> meeting to ratify.

**Costs and Impacts** – Chad reviewed the details of the represented workforce, including the agreed upon increase in rates. Operators would receive a 22% increase, fair and equitable compared with the rates of peer agencies. It is important to have this increase to maintain our workforce and provide fair and equitable wages. This had already been in the works and had already been accounted for in the previous budget. There is also a 4% increase in wages for next year.

In addition, employees will receive a 1% mandatory employer contribution to the 457 deferred compensation plan, once enrolled. Per the contract, the second year the contribution will increase to 2% and to 3% the final 3<sup>rd</sup> year of contract.

A few holidays in the contract have been adjusted. A couple holidays were added, a couple were dropped.



Part time employees will now have an opportunity to accrue personal time, similar to the Maine Earned Leave Law. Part timers can earn one hour of paid-time-off (PTO) for every 40 hours worked, up to 40 hours. This is a new compensation pool for them.

#### **7. RFP Updates** – Rod Carpenter, Deputy Director reviewed the status of the Request for Proposals (RFPs).

- Electric Buses- Buses are online and being built.
- Infrastructure Biddeford – Permit has been approved. Issued 3 week start – will move equipment in for electrical infrastructure on February 21<sup>st</sup> and will work through the first of March.
- Infrastructure Saco – Money has been approved. Proterra contract will be signed this week.
- Uniforms- Only one bidder. Evaluating.
- Security Cameras – awarded to Safefleet. First of February install.
- HVAC Sanitation for Buses – Due in Feb. 3<sup>rd</sup>.
- The following RFPs are not out yet:
  - Van Replacement 7 Passenger
  - Van Replacement 8 + 2 Wheelchair Accessible
  - Service Truck Replacement
  - Perimeter Fencing with Electronic Gate

#### **8. CARES and ARPA Updates**

York County – Proposal developed between York County Community Action and SMPDC for \$885,000 to invest in public transit. BSOOB Transit was not included. Vast majority of \$40 million is unallocated and not awarded. Chad Heid submitted a letter to the commissioners. Given this new information, the commissioners will allow BSOOB Transit to craft a new proposal with the existing partners, YCCAC and SMPDC, to be presented no later than the March Commissioners meeting.

Disconnect among the county's consideration and the whole concept of transit. Chad Heid is encouraging that BSOOB Transit is recognized and it is the responsibility of all to remedy any disconnect.

CARES Phase 2 Reconciliation – covered previously by Finance Manager, Caroline FreeSpirit. There are some wrinkles in the process of how ARPA projects are being evaluated. There are questions of how the scorers for ARPA funds were chosen.



## 9. Administrative Discussion Items

Committee Chair Nomination- Members agreed Chair important to guide conversations, facilitate discussion and direct the subcommittee. This may be tabled until by-laws are complete.

Subcommittee Schedule - Members discussed having the Finance Subcommittee meetings on the Monday before the Committee meeting at 12:00 PM.

Next Finance Subcommittee meeting will be **Tuesday, February 22, 2022 at 12:00 noon.**

(Not on Monday due to the President's Day Holiday on February 21<sup>st</sup>.) Expect virtual Zoom meeting.  
Tentative for March: Monday, March 21, 2022.

**10. New Business** – None at this time.

**11. Adjournment** – The meeting was adjourned at 1:27 PM.



**BSOOB Transit Finance Subcommittee**

**Meeting Notes\***

**February 22, 2022**

**12:00 PM – 1:30 PM**

**Virtual Zoom Meeting**

<https://us06web.zoom.us/j/85932047843?pwd=RXdNVUFINXJXaCtLZ1V2QTF0bXJxUT09>

Meeting ID: 859 3204 7843 Passcode: 999452

**\*No quorum/ notes only**

**1. Call to Order** – Chad Heid called the meeting to order at 12:03 PM.

**2. Roll Call/ Ascertain Quorum** – Members present: Phil Hatch, Curt Koehler, Kenny Blow  
Absent (excused): Doris Ortiz, Greg Tansley, Staff present: Chad Heid, Caroline FreeSpirit, Anne Austin.

\*Quorum has not been reached.

**3. Public Comment** – None.

**4. Approval of the Previous Minutes** – Was deferred

**NOTE:** November-February meeting minutes will be included in the March packet.

**5. Budget Discussion** – Chad Heid reviewed the financial position of BSOOB Transit as of January 31, 2021. Notable takeaways and discussion points included:

- Through the end of January, the agency maintains a healthy budget against the expected expenses to date, including wages, fuel, and other operational expenses.
- BSOOB Transit leadership will be presenting a revised budget for the last quarter of FY22. This budget will include the newly implemented terms from the collective bargaining agreement. This budget will also project the impacts of the expected price increases for fuel and utilities.
- The group had an in-depth discussion on the topic of diesel price projections, noting the volatility in the domestic and international markets. Kenny Blow introduced the consideration for the agency to put an RFP on the street for diesel, in spite of the fact that prices will be above the current budget. Phil Hatch supports the suggestion. All subcommittee members agree that developing a strategy to lock in a price for diesel will help for budget certainty. Kenny asked questions regarding the total budget amount for diesel, which is currently \$210,000.
- Kenny recommended that the agency project for the higher costs now, as part of the municipal budget request process. The alternative would be to project lower and then go back to the municipalities after the fact, which may face a similar path to approval. Phil responded that he agreed to the approach to being proactive for a cost controlled fuel line, despite the increased overall costs.



**6. FY23 Municipal Requests** – Chad introduced the discussion seguing from the recommended approach to develop an RFP with a cost controlled fuel line, albeit increase costs. Adding to this, the increased costs of the agency also include labor and any inflationary outcomes. Kenny responded that the municipal partners should recognize that if BSOOB Transit is to increase the municipal request from \$200,000 to \$250,000, it is to maintain existing service levels, which is critical for the community. Kenny suggested that the agency make the increased request now as part of the budget cycle. He provided significant history and context, which was appreciated by Chad and staff. Phil stated that Saco would likely be supportive.

**7. Public Utility Commission Report** – Chad provided details on the process that BSOOB Transit and Metro engaged to be included in the PUC report on electric vehicle utility rates. The costs for the electricity are based on peak demand rates, which can be avoided if the consumer of the electricity does not impact the peak demand requirement. It is the position of the agency to have a separate and distinct utility rate for transit fleets, and not have to be exposed to the peak demand rate. The transit operators have jointly contracted with Verrill Law Firm to work through the public comment and PUC report filing process. The report published by the PUC has not yet called out this priority. It was also noted that based on an analysis by CTE in the evaluation of costs, that operating the diesel fleet may be cheaper than the electric fleet without a preferred transit rate design. Chad expressed the importance for the electric bus acquisition to be framed as an environmental program, not a cost savings investment. Conversation among the members went into detail on this point, with Phil recommending that this information be presented to the city and town councils. Kenny mentioned that the initial presentation by BSOOB Transit staff in previous years was that the electric buses may have focused on cost savings. The group reflected back on the earlier conversations on diesel costs and the municipal requests and clarified that an increase to \$250,000 is the best approach moving into the budget cycle.

Conversation shifted away from the agenda items and the members began a brainstorming process around some new service options that may be interesting to the different municipalities, particular concepts that were discussed include:

- Connecting the OOB Trolley services to Saco and the Transportation Center
- Making increased service coverage for the #54 Silver Line
- Collaborating on marketing efforts with the multiple chambers

Curt Koehler brought conversation back to the topics on diesel costs, utility rates, and budget planning. He requests that a revised budget is presented in the coming months to allow the Committee to review and act on. He also described his experience in purchasing diesel through a consortium. He mentioned a utility consortium called the Maine Power Options that he has worked with in the past. He recommends that the agency seek out opportunities to lock in a fixed rate for electricity.

Chad detailed the recommendations from the report, which advised transit to avoid the peak demand rate by programming the charging to occur in off-peak times. Chad explained that this may not be a reasonable approach for the agency, depending on the mileage capability of the electric fleet.

**8. New Business** – None at this time.

**9. Adjournment** – The meeting was adjourned at 1:29 PM.



## Memorandum

March 17, 2022

To: BSOOB Transit Committee Members  
From: Chad Heid, Executive Director  
Subject: FY22 Budget Revisions

### Purpose:

This document details the proposed revisions in the FY22 budget. There are four areas of focus: compensation increases, expense line increases, expense line decreases, and revenue adjustments. The BSOOB Transit fiscal year runs from July 1 to June 30. Should the Transit Committee adopt these revisions, the 4<sup>th</sup> quarter of the fiscal year will reflect these adjustments, and will help to inform the FY23 budget process. The net total increase for FY22 is \$265,150.

### Employee Compensation Adjustments: +\$249,777

The BSOOB Transit represented workforce agreed a collective bargaining agreement with wage increases and retroactive pay. The vast majority of these increases are an outcome of that action. In each of the existing and revised budgets, there are three full time operator vacancies. Operator recruitment and retention has been an ongoing issue. Budgeted overtime costs will also increase in this revision.

- Direct Wage Increase: +\$222,342
  - Direct increases as byproduct of the terms of the CBA
  - Includes 3 vacant FT bus operator positions
  - Increases in budgeted OT across work units, from \$73,879 to \$117,149
    - Primary drivers include staffing challenges and COVID response
- Payroll Tax Increase: +\$21,267
- Fringe Benefit Increase: +\$6,168

### Increases to Expenses: +\$170,700

These two groups of revisions address organizational need based on requirements for enhanced capacity, increasing professionalism, and updating projections based on rates of inflation and usage.

#### *Strategic & Organizational Investments*

- 81001-60230 Uniforms: +\$7,500
  - Investment in the professionalism of the operators appearance
- 81001-60301 Legal Services: +\$9,500
  - Union negotiations and utility rate design advocacy
- 81011-60306 Professional Consultants: +\$40,800
  - Investments in org improvement
- 81011-60602 Equipment Purchases, Capital: +\$43,750
  - Bus stop and signage improvements
- 81001-60102 Administrative Wages: +\$52,200
  - New Grant Program Specialist

*Corrective Adjustments*

- 81001-60252 Food / Lodging: +\$3,000
  - Adjustments to properly account for trips to Proterra
- 81001-60256 Dues/Memberships: +\$700
- 81001-60315 User Licenses: +\$4,000
- 81001-60454 Ground Maintenance: +\$1,000
- 81001-60500 Office Supplies & Equipment: +\$5,000
- 81001-60512 Computer Hardware, Non-Capital: +\$3,250

**Decreases to Expenses: -\$155,327**

Each of these adjustments reduce the organizational expense totals. The first two adjustments based on the current and projected actions through the rest of the fiscal year. The Miscellaneous revision is a reallocation of expenses from the 60797 budget line to the Wage lines.

- 81001-60259 Unemployment Compensation: -\$3,000
- 81001-60700 Depreciation: -\$25,000
- 81011-60797 Miscellaneous: -\$127,327

**Revenues Increases: \$265,150**

These revisions are based on annualized drawdowns and projected increases on a monthly basis moving forward. There is also a revision on the Zoom fare revenue, which has already exceeded the initial projection by almost 300%.

- 81005-40431 FTA Urban Grant: +\$245,650
  - Utilizing CARES Phase IV to fund retroactivity checks
  - Projecting an increased drawdown for the remaining months
- 81006-48004 Zoom Fares: +\$19,500
  - Increased ridership seen through the 1<sup>st</sup> 8 months of the year. Likely to climb in the Spring.

	A	B	C	D	E	F	J	V	W	X	Y	AB
1					4	< Month of fiscal year						
2					As of date	February 28, 2022		< Copy same month last year to this column				
3						Enter data into this column >						
4												
5	Org	Obj	NTD USOA	FTA Account	Description	January		FY22 Budget		Revision 3/11/22		
6	18011	- 10118	1110		Petty Cash-Transit	200.00						
7	18011	- 10119	1110		Cash on Hand-Transit Drivers	-						
8	18011	- 10137	1110		Cash on Hand-TRANSIT CTR	200.00						
9	18011	- 10155	1140		Transit Prepaid Expenses							
10	18011	- 10162	1120		A/R-Miscellaneous	46,556.97						
11	18011	- 10179	1120		D/F Other Govts-Misc	230,847.79						
12	18011	- 10184	1140		Prepaid HRA	(17,025.00)						
13	18011	- 10185	1120		Loans Rec-EE Rx Cost							
14	18011	- 10381	1130		Inventory-Pub Works Parts	307,163.27						
15	18011	- 10382	1130		Inventory-Diesel Fuel	15,331.93						
16	18011	- 10800	1210		Land-City	45,000.00						
17	18011	- 10801	1210		Buildings/Improvements-City	1,158,731.43						
18	18011	- 10802	1210		Accum Depreciation-Bldgs-City	(741,069.04)						
19	18011	- 10803	1210		Vehicles/Equipment-City	6,227,624.39						
20	18011	- 10804	1210		Accum Deprec-Veh/Eqt-City	(2,753,067.58)						
21	18011	- 10806	1210		Infrastructure-City	119,065.71						
22	18011	- 10807	1210		Accum Deprec-Infrastruc-City	(64,819.05)						
23	18012	- 20100	2110		A/P-City	372,366.83						
24	18012	- 20110	2130		Accrued Wages-City	(58,911.67)						
25	18012	- 20114	2130		Accrued Compensated Absence	(99,075.35)						
26	18012	- 20115	2110		Automated Fare Liability	3,642.00						
27	18012	- 20142	3200		Unearned Advertising Payment	(6,000.00)						
28	18012	- 20146	3200		Unearned Insurance Payment	(5,115.72)						
29	18012	- 20300	2130		Federal Income Tax Withheld							
30	18012	- 20301	2130		State Income Tax Withheld	-						
31	18012	- 20302	2130		FICA/Medicare Withheld	(4,392.56)						
32	18012	- 20308	2130		Retirement Withheld-Transit	(300.87)						
33	18012	- 20310	2130		Harvard Pilgrim Health W/H-Transit	(11,890.85)						
34	18012	- 20331	2130		Dep Life Premiums W/H	2,682.59						
35	18012	- 20334	2130		Dental Premiums W/H	456.36						
36	18012	- 20335	2130		IPP Premiums W/H	(4,884.17)						
37	18012	- 20338	2130		AFLAC Vol. Premiums W/H	296.92						
38	18012	- 20345	2130		Wage Garn-DHS-Transit							
39	18012	- 20346	2130		Wage Garn-IRS-Transit							
40	18012	- 20347	2130		Wage Garn-State-Transit							
41	18012	- 20348	2130		Wage Garn-Court-Transit	414.51						
42	18013	- 30100	3000		Unrestricted Fund Balance	941,689.14						
43	18013	- 30101	3000		Restricted Fund Balance	(284,416.00)						
44	18013	- 30102	3000		Budgetary Fund Bal.-Unreserved							
45	18013	- 30105	3000		Fund Balance-Reserve for Encum							
46	18013	- 30110	3000		Reserve for Encumbrances-City							
47	18013	- 30112	3000		Reserve for Inventory	(217,613.69)						
48	18013	- 30150	3000		Revenue Control	(3,330,556.06)		(7,549,791)				
49	18013	- 30151	3000		Estimated Revenues							
50	18013	- 30160	3000		Expenditure Control	2,326,112.88		7,549,791				
51	18013	- 30161	3000		Appropriations Control							
52	18013	- 30165	3000		Encumbrance Control-City							
53	18013	- 30500	3000		Due from/to Other Funds	768,939.76						
54	18013	- 30600	3000		Invested in Fixed Assets-Trans	(4,968,184.87)						
55						-		0				
56												
57	81001	- 40500	4150		Interest Earned			0			0.00	
58	81001	- 40557	4150		Donations received			0			0.00	
59	81001	- 40565	4190	-506.02A	Insurance Claims Rev			0			0.00	
60	81001	- 48000	4150		Miscellaneous Operating Revenue	7,637.72		500		500.00		
61	81001	- 48051	4140		Advertising Comisns Paid	(16,222.53)		(12,200)		(12,200.00)		
62	81003	- 48030	4150		Repair Parts Sales	29,332.16		52,000		52,000.00		
63	81003	- 48031	4150		Repair Labor Sales	25,027.66		63,000		63,000.00		
64	81004	- 48030	4150		Repair Parts Sales	13,780.99		20,000		20,000.00		
65	81004	- 48031	4150		Repair Labor Sales	9,446.00		15,000		15,000.00		
66	81005	- 40431	4500		FTA Urban Grant Revenue	755,632.00		1,054,350		1,300,000.00		
67	81005	- 40557	4150		Donations Received Revenue			0		0.00		
68	81005	- 48001	4111		Local Fares Revenue	44,993.46		72,000		72,000.00		
69	81005	- 48005	4111		Seasonal Fares Revenue	103,757.72		60,000		60,000.00		
70	81005	- 48006	4111		UNE Shuttle Fares	7,200.00		18,500		18,500.00		
71	81005	- 48008	4111		Angel Fare Donations Revenue			0		0.00		
72	81005	- 48050	4140		Advertising Sales	28,367.50		40,000		40,000.00		
73	81005	- 48090	4130		Contract Stops Revenue	63,208.55		82,000		82,000.00		
74	81005	- 48100	4420		MDOT Grant Revenue	57,968.60		31,450		31,450.00		
75	81005	- 48114	4130		UNE Annual Contribution	24,000.00		72,000		72,000.00		
76	81006	- 48004	4111		ZOOM Fares Revenue	15,220.38		6,500		26,000.00		
77	81006	- 48050	4140		Advertising Sales	4,011.54		0		0.00		
78	81006	- 48100	4500		MDOT ZOOM Grant Revenue	238,166.69		526,935		526,935.00		
79	81006	- 48101	4420		MTA Grant Revenue			0		0.00		
80	81007	- 48002	4111		Greyhound Ticket Sales Rev	128.06		100		100.00		
81	81007	- 48003	4111		Portland Fares Revenue	27,890.37		50,000		50,000.00		
82	81007	- 48008	4111		Angel Fare Donations Revenue			0		0.00		
83	81007	- 48050	4140		Advertising Sales	525.00		0		0.00		
84	81007	- 48100	4500		MDOT Intercity Grant Revenue	289,842.77		687,104		687,104.00		
85	81007	- 48106	4500		MDOT Interline Grant Rev (Greyhound inkind match			0		0.00		
86	81007	- 48113	4300		Scarborough Annual Contribution	25,000.00		25,000		25,000.00		
87	81008	- 40431	4500		FTA Urban Grant Revenue -Mobility	29,769.00		52,953		52,953.00		
88	81008	- 40557	4150		Donations Received Revenue			0		0.00		
89	81011	- 40126	4630		Sale of Surplus Goods	37,596.42		0		0.00		
90	81011	- 40431	4500		FTA Non-operating Grant Revenue	468,276.00		3,927,739		3,927,739.00		
91	81011	- 40557	4150		Donations Received Revenue			0		0.00		
92	81011	- 48000	4150		Miscellaneous Operating Revenue			0		0.00		
93	81011	- 48100	4420		MDOT Non-operating Grant Rev.	440,000.00		0		0.00		
94	81011	- 48103	4500		MDOT RTAP Grant Revenue			0		0.00		
95	81011	- 48104	4420		Other Grant Revenue			104,860		104,860.00		
96	81011	- 48105	4420		MDOT Capital Grant Rev.							
97	81011	- 48110	4300		Biddeford Annual Contribution	200,000.00		200,000		200,000.00		
98	81011	- 48111	4300		Saco Annual Contribution	200,000.00		200,000		200,000.00		
99	81011	- 48112	4300		OOB Annual Contribution	200,000.00		200,000		200,000.00		
100						3,330,556.06		7,549,791		7,814,941.00		
101												

	A	B	C	D	E	F	J	V	W	X	Y	AB
102	81001	-	60101	5013	501.04A	Dept Manager Salary Exp		80,306.27		92,856		95,365.43
103	81001	-	60102	5013	501.04A	Reg Employee Salary Exp		88,591.51		196,240		251,395.20
104	81001	-	60105	5013	501.04A	F-T Employee Wage Exp		40,804.35		53,265		62,640.00
105	81001	-	60106	5013	501.04A	P-T Employee Wage Exp		272.73		0		0.00
106	81001	-	60107	5013	501.04A	Temp Employee Wage Exp				0		0.00
107	81001	-	60111	5013	501.04A	Overtime Wage Expense		32.72		0		0.00
108	81001	-	60201	5015	502.01A	FICA/Medicare-ER Share Exp		16,791.28		26,737		31,924.16
109	81001	-	60204	5015	502.02A	Transit Retirement-Employer Sh		4,033.28		7,138		7,908.62
110	81001	-	60210	5015	502.03A	HPHC Ins Employer Share Exp		111,040.11		164,643		172,258.35
111	81001	-	60212	5015	502.06A	S-T Disability ER Share Exp		2,317.91		4,701		4,880.56
112	81001	-	60215	5015	502.04A	Delta Dental Premium-Transit		727.91		846		940.79
113	81001	-	60230	5030	502.13A	Uniforms Expense		50.64		2,500		10,000.00
114	81001	-	60251	5090	509.02A	Conferences/Training Expense		1,440.84		8,000		8,000.00
115	81001	-	60252	5090	509.02A	Travel/Mileage Expense		6,026.72		2,000		2,000.00
116	81001	-	60253	5090	509.02A	Food/Lodging Expense		2,674.07		2,000		5,000.00
117	81001	-	60256	5090	509.01A	Dues/Memberships Expense		6,437.34		5,800		6,500.00
118	81001	-	60258	5020	503.99A	Hiring Fees/EE Testing		3,019.60		5,000		5,000.00
119	81001	-	60259	5015	502.07A	Unemployment Comp Exp				5,000		2,000.00
120	81001	-	60301	5020	503.03.02A	Legal Services Expense		23,430.00		20,500		30,000.00
121	81001	-	60302	5020	503.03.01A	Audit Services Expense		13,900.00		21,000		21,000.00
122	81001	-	60305	5020	503.05A	Computer Support/Service Exp		-		4,000		4,000.00
123	81001	-	60306	5020	503.03A	Other Prof/Consult Svcs Exp		7,500.00		15,000		15,000.00
124	81001	-	60310	5020	503.99A	Service Contract Exp		4,351.00		6,500		6,500.00
125	81001	-	60315	5020	503.03A	User License Exp		11,665.85		11,000		15,000.00
126	81001	-	60320	5020	509.08A	Advertising		8,779.13		13,000		13,000.00
127	81001	-	60325	5030	504.00A	Postage/Shipping Expense		654.94		1,200		1,200.00
128	81001	-	60330	5030	512.12A	Equipment Rent/Lease Exp		410.43		2,400		2,400.00
129	81001	-	60331	5120	512.12A	Land/Building Rent/Lease Exp		1,750.00		4,000		4,000.00
130	81001	-	60340	5020	503.99A	Waste Tipping Fee Expense		2,060.00		2,750		2,750.00
131	81001	-	60370	5020	502.08A	Workers Comp Insurance Exp		24,600.50		54,863		54,863.00
132	81001	-	60371	5020	506.01A	General Insurance Expense		6,865.00		9,500		9,500.00
133	81001	-	60372	5020	506.01O	Vehicle Insurance Expense		93,223.00		132,000		132,000.00
134	81001	-	60373	5020	506.01A	Building/Boiler Insurance Exp				0		0.00
135	81001	-	60400	5040	505.02.02A	Electricity Expense		4,984.45		8,100		8,100.00
136	81001	-	60401	5040	505.02.05A	Water Expense		379.65		450		450.00
137	81001	-	60402	5020	505.02.01A	Phone/Celular/Paging Exp		2,400.00		4,200		4,200.00
138	81001	-	60404	5040	505.02.03A	Sewer User Fee Expense		428.34		450		450.00
139	81001	-	60405	5040	505.02.04A	Heating Fuel Expense		3,341.98		8,550		8,550.00
140	81001	-	60406	5020	503.05O	Fiber/Internet Expense		19,618.77		32,000		32,000.00
141	81001	-	60411	5031	504.01A	Gasoline Expense		1,807.68		3,500		3,500.00
142	81001	-	60450	5030	504.99A	Building Repair/Maint Exp		1,748.77		5,000		5,000.00
143	81001	-	60451	5020	504.99A	Admin/Office Equip Repair Exp		1,565.57		0		0.00
144	81001	-	60452	5020	504.99A	Operating Equip Repair Exp				0		0.00
145	81001	-	60454	5020	504.99A	Grounds Maint/Improve Exp		1,562.50		1,000		2,000.00
146	81001	-	60460	5020	504.99A	Oth Fac Maint/Improve Non-Cap				0		0.00
147	81001	-	60500	5030	504.99A	Admin/Office Supp/Eqt Non-Cap		7,243.55		5,000		10,000.00
148	81001	-	60501	5030	504.99A	Operating Supp/Eqt Non-Cap		1,467.50		5,000		5,000.00
149	81001	-	60502	5020	509.08A	Printing & Copying Expense		2,565.27		3,000		3,000.00
150	81001	-	60509	5030	504.99A	Building Supplies Expense				0		0.00
151	81001	-	60512	5030	503.05A	Computer Hardware, Non-capital		2,730.95		1,250		4,500.00
152	81001	-	60700	5260	513.12A	Depreciation Expense		14,376.51		50,000		25,000.00
153	81001	-	60753	5090	511.02A	Note/BAN Interest Expense		(2,165.94)		0		0.00
154	81001	-	60797	5090	509.99A	Miscellaneous Expense		497.38		2,500		2,500.00
155	81001	-	60798	5090	509.99A	Contingency				0		0.00
156	81002	-	60102	5013	501.04O	Reg Employee Salary Exp		40,840.17		73,113		73,112.89
157	81002	-	60105	5013	501.04O	F-T Employee Wage Exp		153,393.91		280,948		295,619.04
158	81002	-	60106	5013	501.04O	P-T Employee Wage Exp				0		0.00
159	81002	-	60111	5013	501.04O	Overtime Wage Expense		32,316.98		39,252		53,574.11
160	81002	-	60201	5015	502.01O	FICA/Medicare-ER Share Exp		17,859.94		30,364		32,629.48
161	81002	-	60204	5015	502.02O	Transit Retirement Employer Sh		2,010.92		3,600		4,223.06
162	81002	-	60210	5015	502.03O	HPHC Ins Employer Share Exp		37,365.63		78,065		78,160.64
163	81002	-	60212	5015	502.06O	S-T Disability ER Share Exp		2,728.22		5,329		5,543.16
164	81002	-	60215	5015	502.04O	Delta Dental Premium-Transit		227.32		1,130		1,130.15
165	81002	-	60230	5030	502.13O	Uniforms Expense		1,772.01		2,000		2,000.00
166	81002	-	60259	5015	502.07O	Unemployment Comp Exp				0		0.00
167	81002	-	60315	5020	503.05O	User License Exp		4,025.94		5,500		5,500.00
168	81002	-	60399	5013	504.02O	Repair Labor Reclass		(61,796.00)		(115,000)		(115,000.00)
169	81002	-	60411	5031	504.01O	Gasoline Expense		296.98		4,730		4,730.00
170	81002	-	60452	5020	504.02O	Operating Equip Repair Exp		1,813.22		5,000		5,000.00
171	81002	-	60453	5039	504.02O	Vehicle Repair/Tires/Oil Exp--trucks a		1,012.87		2,700		2,700.00
172	81002	-	60455	5039	504.02O	Preventive Maintenance		7,229.81		8,000		8,000.00
173	81002	-	60501	5030	504.99O	Operating Supp/Eqt Non-Cap		19,128.52		8,000		8,000.00
174	81002	-	60797	5090	509.99O	Miscellaneous Expense				500		500.00
175	81003	-	60453	5039	504.02O	Vehicle Repair/Tires/Oil Exp York Cou		46,737.98		110,000		110,000.00
176	81004	-	60453	5039	504.02O	Vehicle Repair/Tires/Oil Exp all other		21,249.03		20,000		20,000.00
177	81005	-	60105	5011	501.01O	F-T Employee Wage Exp		197,097.10		421,620		476,516.47
178	81005	-	60106	5011	501.01O	P-T Employee Wage Exp		99,269.48		106,270		130,259.86
179	81005	-	60107	5011	501.01O	Temp Employee Wage Exp		82,859.60		110,587		134,915.02
180	81005	-	60111	5011	501.01O	Overtime Wage Expense		26,258.71		24,967		43,230.33
181	81005	-	60201	5015	502.01O	FICA/Medicare-ER Share Exp		30,342.46		51,039		60,435.46
182	81005	-	60204	5015	502.02O	Transit Retirement-Employer Sh		1,947.15		3,727		5,084.37
183	81005	-	60210	5015	502.03O	HPHC Ins Employer Share Exp		45,446.46		95,234		90,741.15
184	81005	-	60212	5015	502.06O	S-T Disability ER Share Exp		2,637.11		6,155		6,948.05
185	81005	-	60215	5015	502.04O	Delta Dental Premium-Transit		415.91		1,034		980.75
186	81005	-	60230	5030	502.13O	Clothing		40.00				
187	81005	-	60252	5090	509.02O	Travel/Mileage Expense		-		0		0.00
188	81005	-	60259	5015	502.07O	Unemployment Comp Exp				0		0.00
189	81005	-	60310	5020	503.99O	Service Contracts Exp				0		0.00
190	81005	-	60320	5020	503.02O	Advertising		308.00		7,500		7,500.00
191	81005	-	60410	5031	504.01O	Diesel Fuel Expense		40,675.35		119,250		119,250.00
192	81005	-	60411	5031	504.01O	Gasoline Expense		-		430		430.00

	A	B	C	D	E	F	J	V	W	X	Y	AB
193	81005	-	60453	5039	504.020	Vehicle Repair/Tires/Oil Exp		38,003.67		55,000		55,000.00
194	81005	-	60455	5039	504.020	Preventive Maintenance		34,923.97		105,000		105,000.00
195	81005	-	60797	5090	509.990	Miscellaneous Expense		100.00		500		500.00
196	81006	-	60105	5011	501.010	F-T Employee Wage Exp		29,092.53		65,788		74,354.10
197	81006	-	60106	5011	501.010	P-T Employee Wage Exp		13,809.29		16,582		20,325.33
198	81006	-	60107	5011	501.010	Temp Employee Wage Exp				0		0.00
199	81006	-	60111	5011	501.010	Overtime Wage Expense		3,346.45		3,119		5,793.75
200	81006	-	60201	5015	502.010	FICA/Medicare-ER Share Exp		3,437.02		6,584		7,746.89
201	81006	-	60204	5015	502.020	Transit Retirement-Employer Sh		273.79		582		793.35
202	81006	-	60210	5015	502.030	HPHC Ins Employer Share Exp		6,678.14		14,860		14,158.96
203	81006	-	60212	5015	502.060	S-T Disability ER Share Exp		388.98		960		1,084.15
204	81006	-	60215	5015	502.040	Delta Dental Premium-Transit		62.53		161		153.03
205	81006	-	60252	5015	509.020	Travel/Mileage Expense		8,603.16		14,500		14,500.00
206	81006	-	60259	5015	502.070	Unemployment Comp Exp				0		0.00
207	81006	-	60320	5020	503.020	Advertising				0		0.00
208	81006	-	60402	5020	505.02.010	Phone/Celular/Paging Exp		-		0		0.00
209	81006	-	60410	5031	504.010	Diesel Fuel Expense		12,445.00		44,788		44,788.00
210	81006	-	60453	5039	504.020	Vehicle Repair/Tires/Oil Exp		5,511.28		8,000		8,000.00
211	81006	-	60455	5039	504.020	Preventive Maintenance		6,996.98		20,000		20,000.00
212	81006	-	60797	5090	509.990	Miscellaneous Expense		-		500		500.00
213	81007	-	60105	5011	501.010	F-T Employee Wage Exp		61,005.32		137,955		155,917.43
214	81007	-	60106	5011	501.010	P-T Employee Wage Exp		28,957.22		34,772		42,621.37
215	81007	-	60107	5011	501.010	Temp Employee Wage Exp				0		0.00
216	81007	-	60111	5011	501.010	Overtime Wage Expense		7,017.38		6,541		12,149.25
217	81007	-	60201	5015	502.010	FICA/Medicare-ER Share Exp		7,207.01		13,807		16,244.90
218	81007	-	60204	5015	502.020	Transit Retirement-Employer Sh		573.40		1,220		1,663.62
219	81007	-	60210	5015	502.030	HPHC Ins Employer Share Exp		14,006.79		31,161		29,690.74
220	81007	-	60212	5015	502.060	S-T Disability ER Share Exp		815.06		2,014		2,273.42
221	81007	-	60215	5015	502.040	Delta Dental Premium-Transit		130.88		338		320.90
222	81007	-	60259	5015	502.070	Unemployment Comp Exp				0		0.00
223	81007	-	60320	5020	503.020	Advertising				0		0.00
224	81007	-	60402	5020	505.02.01A	Phone/Celular/Paging Exp		-				
225	81007	-	60410	5031	504.010	Diesel Fuel Expense		19,241.42		45,942		45,942.00
226	81007	-	60453	5039	504.020	Vehicle Repair/Tires/Oil Exp		27,328.27		45,000		45,000.00
227	81007	-	60455	5039	504.020	Preventive Maintenance				0		0.00
228	81007	-	60797	5090	509.990	Miscellaneous Expense				0		0.00
229	81008	-	60105	5013	501.04A	F-T Employee Wage Exp		24,533.77		47,326		49,068.00
230	81008	-	60111	5013	501.04A	Overtime Wage Expense				744.24		0.00
231	81008	-	60201	5015	502.01A	FICA/Medicare-ER Share Exp		1,953.06		3,657		3,791.24
232	81008	-	60204	5015	502.02A	Transit Retirement-Employer Sh		252.82		473		490.68
233	81008	-	60210	5015	502.03A	HPHC Ins Employer Share Exp		151.76		305		317.40
234	81008	-	60212	5015	502.06A	S-T Disability ER Share Exp		320.83		690		715.46
235	81008	-	60215	5015	502.04A	Delta Dental Premium-Transit				0		0.00
236	81008	-	60251	5090	509.02T	Conferences/Training Expense				500		500.00
237	81008	-	60252	5090	509.02T	Travel/Mileage Expense				250		250.00
238	81008	-	60253	5090	509.02T	Food/Lodging Expense				500		500.00
239	81008	-	60259	5015	502.07A	Unemployment Comp Exp				0		0.00
240	81008	-	60320	5030	509.08A	Marketing		-		0		0.00
241	81008	-	60400	5040	505.02.02A	Electricity Expense		631.58		900		900.00
242	81008	-	60401	5040	505.02.05A	Water Expense		42.18		50		50.00
243	81008	-	60402	5020	505.02.01A	Phone/Celular/Paging Exp		350.00		600		600.00
244	81008	-	60404	5040	505.02.03A	Sewer User Fee Expense				50		50.00
245	81008	-	60405	5040	505.02.04A	Heating Fuel Expense		819.25		950		950.00
246	81008	-	60406	5020	503.050	Fiber/Internet Expense				720		720.00
247	81008	-	60500	5030	504.99A	Admin/Office Supp/Eqt Non-Cap				500		500.00
248	81008	-	60501	5030	504.99A	Operating Supp/Eqt Non-Cap		-				
249	81008	-	60502	5030	509.08A	Printing & Copying Expense		3,833.43		8,000		8,000.00
250	81008	-	60797	5090	509.990	Miscellaneous Expense		1,073.00		0		0.00
251	81009	-	60130	5013	501.04A	TRANSIT COVID RELATED		14,000.00				
252	81009	-	60201	5015	502.01A	FICA/Medicare-ER Share Exp						
253	81009	-	60204	5015	502.02A	Transit Retirement-Employer Sh						
254	81009	-	60210	5015	502.03A	HPHC Ins Employer Share Exp						
255	81009	-	60212	5015	502.06A	S-T Disability ER Share Exp						
256	81009	-	60215	5015	502.04A	Delta Dental Premium-Transit						
257	81009	-	60410	5031	504.010	Diesel Fuel Expense				0		0.00
258	81009	-	60502			Printing & Copying Expense						
259	81009	-	60514			Transit COVID Related		4,924.98				
260	81010	-	60105	5013	501.040	F-T Employee Wage Exp		29,839.90		46,533		48,024.00
261	81010	-	60106	5013	501.040	P-T Employee Wage Exp				19,019		24,012.00
262	81010	-	60107	5013	501.040	Temp Employee Wage Exp				0		0.00
263	81010	-	60111	5013	501.040	Overtime Wage Expense		4,811.03		0		2,401.20
264	81010	-	60201	5015	502.010	FICA/Medicare-ER Share Exp		2,533.83		5,050		5,733.02
265	81010	-	60204	5015	502.020	Transit Retirement-Employer Sh		119.35		465		504.25
266	81010	-	60210	5015	502.030	HPHC Ins Employer Share Exp		7,273.96		13,589		13,601.95
267	81010	-	60212	5015	502.060	S-T Disability ER Share Exp		390.05		680		700.23
268	81010	-	60215	5015	502.040	Delta Dental Premium-Transit		47.78		95		94.94
269	81010	-	60259	5015	502.070	Unemployment Comp Exp				0		0.00
270	81010	-	60310	5020	503.99A	Service Contract Exp				1,000		1,000.00
271	81010	-	60400	5040	505.02.02A	Electricity Expense						
272	81010	-	60401	5040	505.02.05A	Water Expense						
273	81010	-	60404	5040	505.02.03A	Sewer User Fee Expense						
274	81010	-	60450	5030	504.99T	Building Repair/Maint Exp		5,460.24				
275	81010	-	60454	5020	504.99A	Grounds Maint/Improve Exp				1,500		1,500.00
276	81010	-	60509	5030	504.99A	Cleaning Supplies		695.28		3,000		3,000.00
277	81010	-	60797	5090	509.990	Miscellaneous Expense				0		0.00
278	81011	-	60251	5090	509.02T	Conferences/Training Expense						
279	81011	-	60252	5090	509.02T	Travel/Mileage Expense						
280	81011	-	60253	5090	509.02T	Food/Lodging Expense						
281	81011	-	60306	5020	503.99T	Other Prof / Consult		25,014.07		19,200		60,000.00
282	81011	-	60450	5030	504.99T	Building Repair/Maint Exp				0		0.00
283	81011	-	60453	5039	504.02T	Vehicle Repair/Tires/Oil Exp				0		0.00
284	81011	-	60601	6300, 6400	504.99T	Building Construc/Repair Cap				75,000		75,000.00
285	81011	-	60602	6800, 6900	517.00T	Equipment Purchase Cap		2,982.22		75,000		118,750.00
286	81011	-	60603	6500, 6600	517.00T	Vehicles Purchase Capital		93,488.82		3,863,368		3,863,368.00
287	81011	-	60700	5260	513.12T	Depreciation Expense		284,249.07		0		0.00
288	81011	-	60708	5090	509.99A	Loss on Disposal of Assets				0		0.00
289	81011	-	60748	5090	509.99T	RTAP Grant Expense		-		0		0.00
290	81011	-	60797	5090	509.99T	Miscellaneous Expense		1,800.00		169,665		42,337.34
291								2,326,112.88		7,549,791		7,814,941.00



**BSOOB Transit Governance Subcommittee  
Meeting Agenda**

**March 15, 2022**

**3:00 PM – 4:30 PM**

**Virtual Meeting**

<https://us06web.zoom.us/j/89661514593?pwd=ZDhiVmJJZyt5NmIsb0lQdkhRSTlYUT09>

Meeting ID: 896 6151 4593 Passcode: 239317

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) Approval of Previous Minutes – February 2022	Kenny Blow	Action
5.) Bylaw Review <ul style="list-style-type: none"><li>• List of updates/amendments</li><li>• Administrative review</li><li>• Policy clarifications</li></ul>	Staff	Both
6.) Governance / Policy Discussion Items <ul style="list-style-type: none"><li>• Strategic planning session</li><li>• Executive Director action plan</li></ul>		Information
7.) New Business		
8.) Adjournment		Action



**BSOOB Transit Governance Subcommittee  
Meeting Minutes  
February 15, 2022  
3:00 PM – 4:30 PM**

**Virtual Meeting Information**

<https://us06web.zoom.us/j/86515437678?pwd=djQzYndZVzU4NjhtNTVVL2tNa2dOUT09>

Meeting ID: 865 1543 7678 Passcode: 606130

- 1. Call to Order** – Maya Atlas called the meeting to Order at 3:06 PM.
- 2. Roll Call/ Ascertain Quorum** – Members present: Maya Atlas, Jessa Berna, Amanda Jens, Jen Hayes (arrived 3:28p). Absent: Greg Tansley, Kenny Blow. Staff present: Chad Heid, Craig Pendleton, Anne Austin.
- 3. Public Comment** – None.
- 4. Approval of Previous Meeting Minutes** – Tabled until end of this meeting.
- 5. Municipal Outreach Options** – Whatever approved document comes out of the Governance sub-committee will then go to the Transit Committee and outreached to our municipal parties and beyond. Important to keep this focus in mind when going through the by-laws.
- 6. Governance/Policy Discussion Items** – Executive Director Chad Heid led the discussion by reviewing the suggested adjustments to the by-laws via screen share. Chad Heid and the Sub-committee discussed the mark-ups one by one, including comments made by members, additions and edits. Staff gave further suggestions for consideration. Staff will revise and modify once changes are agreed upon and will provide an updated document back to the Subcommittee.

Recommended updates for next revision will include:

- Changing the wording from trustees to Board of Directors
- Adjusting Board Meetings from annually to quarterly
- Remove references to secretary and treasurer
- Language to speak to Chair and Vice Chair
- Language to clarify the Executive Director is a paid professional position that reports to the Board of Directors and manages all BSOOB Transit staff
- Fiscal year reconfiguration
- Adjust gendered terms to neutral
- Put order and organization to the document
- Crafting a mission statement/ purpose





**7. Administrative Discussion Items –**

Subcommittee Schedule- **Next meeting** will be virtual on Tuesday, **March 15, 2022 at 3:00 PM.**

**8. New Business** –Minutes approval (previously tabled) from January 19, 2022 meeting.

**Motion by Maya Atlas to approve the Governance Subcommittee meeting minutes of January 19, 2022. Seconded by Jen Hayes. No further discussion. All in favor. Minutes approved unanimously.**

**9. Adjournment** - Meeting adjourned at 4:46 PM.