



**Biddeford Saco Old Orchard Beach Transit Committee**

**AGENDA**

**Saco Transportation Center or Virtual**

**April 28, 2022**

**4:00 PM – 5:30 PM**

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

Meeting ID: 875 9550 5856 | Passcode: 760303

1 929 205 6099 US (New York)

<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>• March 2021</li></ul>	Kenny Blow	Action
5.) FY21 Audit Presentation	Casey Leonard, RKO	Information
6.) Monthly Financial Report	Staff	Information
7.) Finance Subcommittee Report <ul style="list-style-type: none"><li>• FY23 Budget Timeline</li><li>• Electric Bus / Low-No Application</li><li>• GPCOG / FYCOP Process</li></ul>	Staff	Information
8.) Trolley Service Plan & Green Line Adjustments	Staff	Information
9.) Executive Director Report <ul style="list-style-type: none"><li>• Ridership Report</li><li>• Electric Bus Event – 5/16</li><li>• Staffing Issues</li><li>• Governance Outreach</li></ul>	Chad Heid	Information
10.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings: May 9<sup>th</sup>, 12p, Finance May 23<sup>rd</sup>, 12p, Finance May 26, 4p, Committee</li></ul>		Information
11.) New Business		Information
12.) Adjournment		Action



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**March 24, 2022**

**4:00 PM**

**Virtual Meeting – Zoom**

**Motion by Curt Koehler to appoint a temporary Chairperson in the absence of one. Seconded by Doris Ortiz. Doris Ortiz will step in as temporary Chairperson. Amanda Jens, Curt Koehler, Doris Ortiz, Jen Hayes, Phil Hatch, Bryan Kaenrath and Maya Atlas all were in favor. Motion approved. Passed unanimously.**

- 1. Call to Order** – Temporary Chair Doris Ortiz called the meeting to Order at 4:02 PM.

Executive Director Chad Heid welcomed new BSOOB Transit Committee member Bryan Kaenrath, Saco City Administrator, to the Transit Committee. He is replacing Jessa Berna.

- 2. Roll Call** – Members virtually present: Curt Koehler, Jen Hayes, Amanda Jens, Doris Ortiz, Phil Hatch, Maya Atlas, Bryan Kaenrath  
Absent: Kenny Blow  
Staff present: Chad Heid, Craig Pendleton, Caroline FreeSpirit, Rod Carpenter, Anne Austin

- 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 February 24, 2022 as presented. Jen Hayes seconded. Roll call vote: Curt Koehler, Jen Hayes, Amanda Jens, Phil Hatch, Maya Atlas, and Bryan Kaenrath voted in favor. Motion passed unanimously. Minutes approved.**

- 5. Election of Officers – Vacancy for Chair Role**

Greg Tansley, long time Chair, has retired. Executive Director informed the Committee that Vice Chair, Kenny Blow has volunteered to accept the Chairperson role, pending a nomination and favorable vote of the members.

New election of Chair -

**Motion by Curt Koehler to nominate Kenny Blow for Chair of the Transit Committee. Seconded by Phil Hatch. Roll call vote: Curt Koehler, Doris Ortiz, Jen Hayes, Amanda Jens, Phil Hatch, Maya Atlas, and Bryan Kaenrath voted in favor. No further discussion. Motion passed unanimously.**

With Kenny Blow voted in as Chair, Vice Chair vacancy needs to be filled.

New election for Vice Chair -



**Motion by Curt Koehler to nominate Doris Ortiz for Vice Chair of the Transit Committee. Seconded by Phil Hatch. Roll call vote: Bryan Kaenrath, Maya Atlas, Phil Hatch, Amanda Jens, Jen Hayes, Doris Ortiz and Curt Koehler voted in favor. No further discussion. Motion passed unanimously.**

Executive Director, Chad Heid noted that former Chair Greg Tansley will be greatly missed and we are grateful for his contributions, professional acumen and experience.

**6. Monthly Financial Report** – Caroline FreeSpirit, Finance Manager reviewed the 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 to the retroactive pay provided to the workforce based on the terms of the Collective Bargaining Agreement (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.

## **7. Finance Subcommittee Report –**

RFP Updates –

1. Diesel Procurement- \$3.14/ gallon, comes out to \$252,000.
2. Award of HVAC Air Sanitation system. Provider is USSC. UV ionization that circulates the air of vehicle through HVAC unit and eliminates approximately 99.5% of airborne viruses and bacteria. Big marketing point once all are retrofitted to the units.

Municipal requests - for \$250,000 contributions – Chad presented to the City of Biddeford and will be presenting to the City of Saco and to the Town of Old Orchard Beach within the next couple weeks. Phil Hatch suggested a clear historical perspective of the last few years, what the pandemic has done, up to the current day- may be helpful to present to the council.

Maya Atlas asked if there were any specific topics that the Transit Committee members could help to support. Chad Heid will be able to have a better idea once he speaks with each of the three municipalities.



Doris Ortiz noted that the Biddeford Council has been very supportive for BSOOB Transit and is optimistic they will vote in favor of the municipal request of \$250,000.

Budget Revisions – Looking to revise the FY22 budget with an update; net total increase of \$265,150 to go into effect in April 2022. This is balanced through a number of expense and revenue line adjustments. CARES money to be used to pay for the retroactive wages.

Recommended revisions are based on the following themes:

- Employee Compensation Adjustments
- Increases to Expenses- Strategic and Organizational Investments
- Corrective adjustments – increases to expense lines.
- Decreases to Expenses

These adjustments are necessary to ensure appropriate line items for an accurate FY'23 budget.

#### **8. FY22 Budget Revisions – Review of details-**

##### **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.

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

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

##### **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.

##### **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%.

Transit Committee members commented this was a thoughtful, well put together budget and were in support of the changes.

**Motion by Curt Koehler to adopt the proposed revised FY22 budget as our official budget for this fiscal year. Phil Hatch seconded. Roll call vote: Curt Koehler, Jen Hayes, Amanda Jens, Phil Hatch, Maya Atlas, Bryan Kaenrath voted in favor. None opposed. Motion passed unanimously.**

#### **9. Executive Director Report – Chad Heid, Executive Director presented his Director's report.**

- *Ridership* - Fixed route ridership has increased from January 2022 to February 2022.



- *Ride Checker Data/ Black Line*– graph indicates where passengers get on and off the most, as well as load factor data, which shows where the most people are on the bus at one time.
- *Proterra Electric Buses*- 2 have arrived! Training for maintenance staff and operators will occur March 28<sup>th</sup> through April 8<sup>th</sup>. Firefighters will also be trained. High voltage electric buses require this in depth training to ensure safe operation and maintenance. Unveiling event planned late April or early May.
- *Transit Together* – Project Advisory Group Meeting on April 6<sup>th</sup> at 1pm. If any member is interested, contact Chad. Recruitment video created by this group, highlighting operator's role in transit.
- *PACTS ARPA Follow Up* – RTAC voted to approve Scenario #3a:
  - No CARES deficit funding
  - \$600k for frequency enhancements on Rte. 1 & 111
  - \$90k Regional half fare arrangement
  - \$60k - \$90k for enhancement customer info tech
  - \$110k Transit Stop Access Project
  - Transit operator dissent
  - Split Letter
- *Other Items* – FY23 Budget Process – present in June
  - Saco Transportation Center – continue discussions and work collaboratively with the City of Saco to enhance the rider experience, discuss possibility of expanding footprint
  - Green Line fare reduction – possibility
  - Summer service adjustments – finalizing trolley plans for upcoming season
  - Website based trip planner – New bullet on website- Trip Planner
  - Recruitment efforts – in the process of hiring 3 new operators, a mechanic and a grant program specialist. We will be attending Dual Chamber Job Fair end of April.
  - Operator uniforms- moving forward with uniforms to professionalize the operators
  - Touchpass to Umo transition – mobile fare app

## **10. Governance Subcommittee Report –**

**Bylaw review update:** Chad Heid summarized that the Governance Subcommittee has landed on a well ordered list of amendments to the by-laws. It was agreed that the next step is municipal partner outreach to gain their feedback.

**Executive Director Action Plan-** strategic planning among members to define specific goals for the Director still an action item.

## **11. New Business – Dual Chamber Job Fair – April 27th**

Put on by OOB Chamber of Commerce and Biddeford + Saco Chamber of Commerce.

- BSOOB Transit will be participating.

## **12. Adjournment** – Meeting was adjourned at 5:40 PM.

# BIDDEFORD-SACO-OLD ORCHARD BEACH TRANSIT COMMITTEE

## FINANCIAL OVERVIEW

Presented by: Casey Leonard  
*RUNYON KERSTEEN OUELLETTE*

### INSIDE

2. Summary of Audit Results
3. Net Position
4. Revenues
5. Expenditures
6. Revenue Distribution
7. Expenditure Distribution - 2021
8. Expenditure Distribution - 2020

### About this presentation

This presentation is intended as a tool to assist the Transit Board and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784  
20 Long Creek Drive, South Portland, ME 04106



# B-S-OOB TRANSIT COMMITTEE

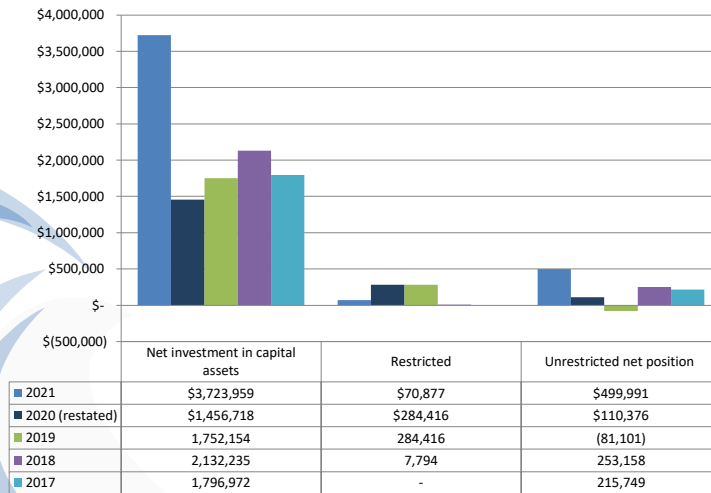
## SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion – Unmodified
- Report Required by *Government Auditing Standards* (GAS)
  - No Material Weaknesses
  - Significant Deficiencies
    - Material audit adjustments
- Report Required by the Uniform Guidance
  - Program Tested
    - Federal Transit Cluster – 20.507 and 20.526
  - Finding
    - No Findings
- Report Required by the MAAP
  - Program Tested
    - Transportation Systems Planning
  - Finding
    - No findings



## B-S-OOB TRANSIT COMMITTEE

### Net Position



**RKO**

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## B-S-OOB TRANSIT COMMITTEE

### REVENUES

	2021	2020 (Restated)	Increase (Decrease)
Fare Revenues	\$164,409	\$367,029	\$(202,620)
Contract Revenues	85,457	172,919	(87,462)
Federal and State Operating Grants	2,832,017	2,141,634	690,383
Other Operating Grants	41,079	143,216	(102,137)
Contract Repair and Fuel Revenues	142,611	149,018	(6,407)
Municipal Contributions	520,000	520,000	-
Advertising Revenues	44,618	63,226	(18,608)
Miscellaneous Operating Revenues	9,146	713	8,433
<b>Total Operating Revenues</b>	<b>3,839,337</b>	<b>3,557,755</b>	<b>281,582</b>
Federal and State Capital Grants	2,196,654	76,500	2,120,154
Capital Contributions	-	53,674	(53,674)
Other Revenues	7,720	49,177	(41,457)
<b>Total Operating and Non Operating Revenues</b>	<b>6,043,711</b>	<b>3,737,106</b>	<b>2,306,605</b>

#### Observations:

- **Fare and contract revenues** decreased due to the effects of the on-going pandemic, including periods of no fares.
- **Federal/State operating grants and other operating grants**, in total, increased primarily due to greater CARES Act funding through the FTA as well as MDOT funding; provided at 100% in fiscal year 2021.
- **Federal and State capital grants** increased due to the funding of new coaches and trolleys in 2021.

**RKO**

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## B-S-OOB TRANSIT COMMITTEE EXPENDITURES

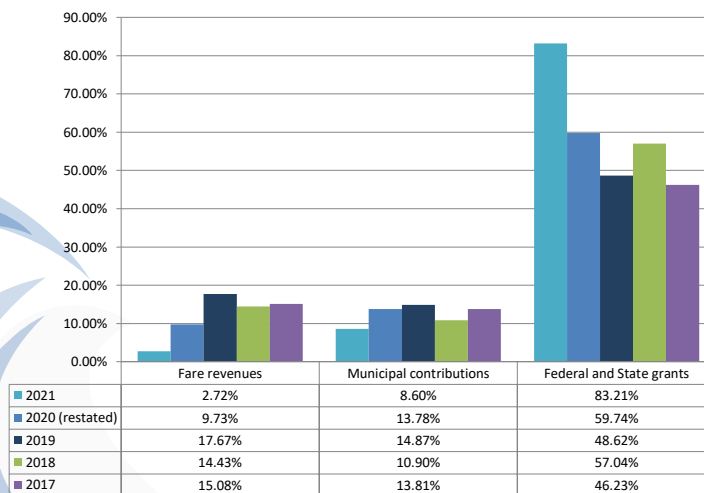
	2021	2020 (Restated)	Increase (Decrease)
Salaries and Wages	\$1,523,553	\$1,621,189	\$(97,636)
Payroll Taxes and Benefits	515,502	583,998	(68,496)
Fuel	142,761	186,596	(43,835)
Travel and Tolls	13,878	20,229	(6,351)
Repairs and Parts	497,862	567,898	(70,036)
Insurance	170,831	132,419	38,412
Advertising	14,640	9,093	5,547
Office Expenses and Equipment Rental	49,452	68,317	(18,865)
Professional Services	87,751	159,106	(71,355)
Utilities and Telephone	22,934	34,396	(11,462)
Building Maintenance and Supplies	14,679	8,669	6,010
Training and Miscellaneous	77,818	75,466	2,352
<b>Total Operating Expenses</b>	<b>3,131,661</b>	<b>3,467,376</b>	<b>(335,715)</b>
Depreciation	386,545	355,436	31,109
Loss on Disposal of Capital Assets	80,946	-	80,946
Other Non-Operating Expenses	1,242	18,253	(17,011)
<b>Total Operating and Non-Operating Expenses</b>	<b>3,600,394</b>	<b>3,841,065</b>	<b>(240,671)</b>

### Observations:

- **Salaries, wages, taxes and benefits** decreased due to reduced runs and a shortened trolley season in 2021.
- **Fuel and repair** expenditures decreased due to a reduction in service due to the on-going pandemic.
- **Professional services** expenditures decreased as the Committee paid consulting fees for management of the DOT electric bus grant in 2020. Such costs were not incurred in 2021.
- **Depreciation and insurance** expenditures increased due to the purchase of FTA-funded vehicles.
- **Loss on disposal of capital assets** increased due to the sale of capital assets at a lower than carrying cost in 2021.



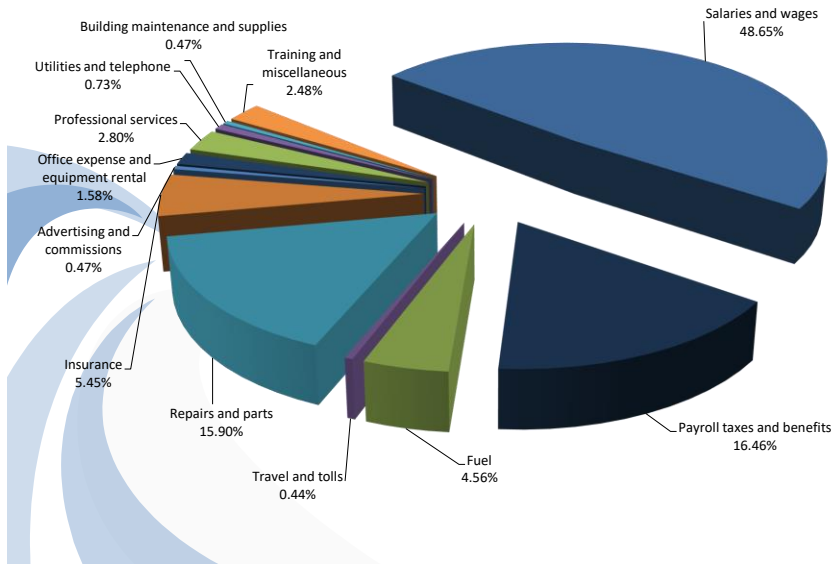
## B-S-OOB TRANSIT COMMITTEE REVENUE DISTRIBUTION





## B-S-OOB TRANSIT COMMITTEE

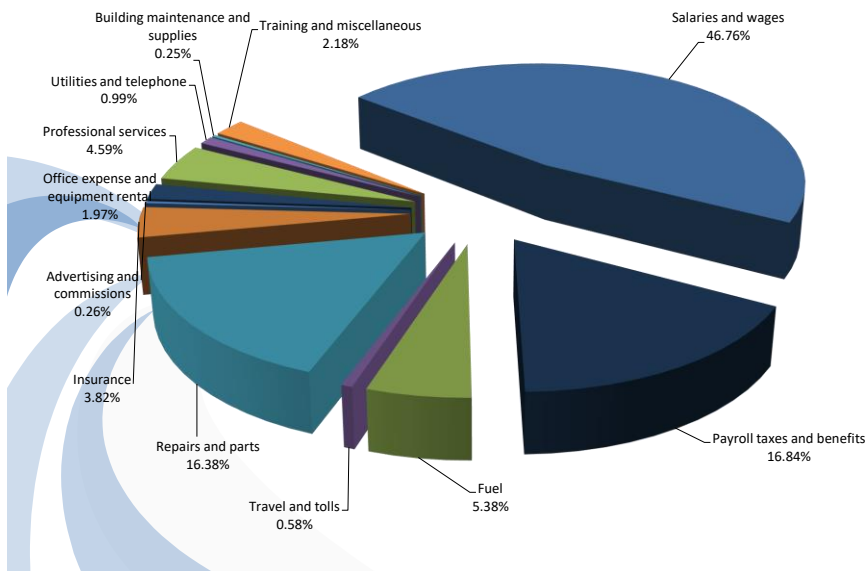
### EXPENSE DISTRIBUTION - 2021



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## B-S-OOB TRANSIT COMMITTEE

### EXPENSE DISTRIBUTION – 2020 (as restated)



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**BSOOB Transit Finance Subcommittee  
Meeting Agenda**

**Virtual - Zoom**

**April 25, 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 – March 21, 2022	Kenny Blow	Action
5.) Budget Discussion <ul style="list-style-type: none"><li>• Current Budget Status Report</li><li>• Grant Status Summary</li><li>• Preventative Maintenance Programming</li><li>• FY23 Timeline</li></ul>	Staff	Information
6.) Electric Bus / Low-No Application <ul style="list-style-type: none"><li>• Maine DOT Local Match Request</li></ul>	Staff	Information
7.) GPCOG / PACTS FYCOP Process <ul style="list-style-type: none"><li>• Operating Cap Details</li><li>• Programming Requests</li></ul>	Staff	Information
8.) Ready Seafood – #60 Green Line Adjustments <ul style="list-style-type: none"><li>• Fare Structure Change</li></ul>	Staff	Both
9.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings: April 28<sup>th</sup>, 4p, Committee May 9<sup>th</sup>, 12p, Finance May 23<sup>rd</sup>, 12p, Finance</li></ul>		Information
10.) New Business		Information
11.) Adjournment		Action



**BSOOB Transit Finance Subcommittee**

**Meeting Minutes**

**March 21, 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

- 1. Call to Order** – Phil Hatch called the meeting to order at 12:04 PM.
- 2. Roll Call/ Ascertain Quorum** – Members present: Phil Hatch, Curt Koehler, Doris Ortiz  
Absent (excused): Kenny Blow, Staff present: Chad Heid, Caroline FreeSpirit, Anne Austin.
- 3. Public Comment** – None.
- 4. Approval of the Previous Minutes** – Phil Hatch notes for the record that meeting notes are different from meeting minutes, based on the lack of a quorum or low representation from the municipal partners.

**Motion by Curt Koehler to approve the meeting notes as presented for historical purposes. Doris Ortiz seconded. Motion passed unanimously. Minutes approved.**

- 5. RFP / Procurement Updates** – Chad Heid reviewed the current status of multiple Requests for Proposals (RFP).
  - A Bus Air Sanitation contract has been awarded to USSC. The technology procured is already at the facility, but will not be installed until Spring/Summer 2022. Chad Heid noted that this UV ionization technology will kill/sanitize up to 99% of airborne pathogens, and regardless if/when the pandemic ends, the customers and employees on the bus will benefit from this investment. The funds to support this procurement will come from CARES grants.
  - A Diesel Contract has been awarded to a broker, Petroleum Traders, based in Indiana. Chad noted that the local providers who would usually provide this supply submitted a non-bid response. There were two bids, \$3.46/gallon, and the winning bid of \$3.14/gallon for 80,000 gallons. Phil Hatch asked for clarification on the terms of the contract related to the supplier being unable to meet the contract terms. Curt Koehler asked who will provide the local delivery. Chad said that staff will follow up with the specifics of the contracts for the committee. Conversations continued regarding the volatility of the fuel market and how that impacts ridership and operational costs.
- 6. Proposed Budget Revisions** – Chad introduced this topic detailing the memo provided to the committee members, which outlined a series of recommended adjustments at the budget line level, which are grouped based on category of adjustment, which are detailed below. The summary for the budget revisions is an increase of \$265,150. Some of the primary takeaways included:



- *Employee Compensation Adjustments (+\$249,777):* These adjustments are directly related to the outcomes of the CBA (finalized Jan22) and the challenges for staffing the existing service levels with a fluctuating operator workforce. Chad detailed the methodology used to project the impacts of the CBA terms, as well as the definition between scheduled and unscheduled overtime. Unscheduled overtime is a burden of the agency if staffing conditions cannot be addressed or the service be reduced. Phil Hatch recognized that this issue is not unique to this agency, but it is a problem across transit and other sectors. Chad explained some elements of the transit operator recruitment efforts in the region and the state. Phil recommended that the agency explore partnering with other agencies and charging a fee for training that can be provided by BSOOB Training staff. Doris Ortiz asked about current staffing levels. Chad provided information on current staffing, discussing short-term and long-term disability issues. Curt Koehler recommended that the agency and committee pay attention to the total cost labor budget line, which references the straight-time and overtime actual vs. budgeted.
- *Increases to Expenses (+\$170,700):* This collection of adjustments have been framed within two buckets, strategic and organizational investments, and corrective adjustments based on agency requirements. Chad presents the strategic and organization investments as critical modifications to enhance productivity, community impacts, and better alignment for the agency and the industry landscape. Phil stated that these recommended adjustments and investments are logical. He also suggested that there might be alignment with other local agencies to leverage the new grant position to generate outsourcing revenue. Doris asked for clarification on what is the appropriate funding for bus shelter improvements. Chad detailed that the bus stop and signage improvements listed are for stop signs and customer signage. Doris made the point that bus shelters are needed in the BSOOB Transit network and that municipalities will need to budget for improvements along with the agency. Phil suggested that the municipal owners consider allowing BSOOB Transit to have control for shelter implementation, which could be a revenue generating opportunity. Chad continued with an explanation for each of the corrective adjustments.
- *Decreases to Expenses (-\$155,327):* Similar to the corrective adjustment increases detailed in the previous bullet, Caroline FreeSpirit presented that the recommended decreases are adjustments intended to better account for the conditions of the existing fiscal year. The initial values that were budgeted were projections for 12 months. Each of the recommended actions in this section will give the agency a clearer picture for expenses.
- *Revenue Increases (+\$265,150):* These adjustments will provide for a balanced budget, with the increasing revenue support coming from CARES Phase IV and actual increased revenue from the Zoom service. CARES Phase IV was programmed for use during the period of July 2021- December 2021. The entirety of the retroactivity CBA pay aligns with this CARES programming. Curt asked if there have been comments related to Zoom customer satisfaction with the new coaches. Chad said they have not heard much on that topic.

Curt acknowledged that the presentation and analysis for this budget revision looks to accurately address the committee requirements to align resources to needs, and is happy with the plan as presented. There was discussion on the topic of the 5307 operating cap. Curt requested that staff provide some updated information on the FY22-FY23 FYCOP in future meetings. Chad requested that the Finance Committee have a discussion and make a



recommendation to the larger committee for action. Phil stated that the document, presentation, and supportive information are all useful and well ordered. Doris agreed with Phil's statement and acknowledges the good work of staff. Curt recommended that staff summarize the adjusted budget using the department summary level that the committee is accustomed to seeing after the revision is approved.

**Motion by Curt Koehler that the Finance Subcommittee recommends these budget adjustments as presented for the consideration and approval by the Transit Committee. Doris Ortiz seconded. Motion passed unanimously.**

**7. Municipal Request Update** – Chad detailed the outcome of the Biddeford budget presentation, along with the process for revising the request letter. Chad thanked Doris for the support at the City Council level. Chad then stated that there is not yet a scheduled presentation date/time for Saco or Old Orchard Beach. Phil stated that he would advocate for that agenda to be finalized in short order. BSOOB Transit has submitted request letters to each municipality.

**8. Finance Committee Scheduling** – The subcommittee members and staff had a discussion on programming multiple subcommittee meetings/budget workshops between April and May. It is the goal of the agency to have a draft budget for FY23 at the conclusion of May. It was determined that meetings will be scheduled as follows, with the caveat that 1-2 of the 3 subcommittee meetings may be cancelled if there is not much progress at the municipal level.

- Monday, April 25, Noon
- Monday, May 9, Noon
- Monday, May 23, Noon

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

**9. Adjournment** – The meeting was adjourned at 1:33 PM.

## **Memorandum**

*April 22, 2022*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of March 31, 2022

### **Month End Details:**

We have completed 75% of the fiscal year. The organization is tracking approximately 72% of the way through the total personnel expense budget.

As of the month close, fuel costs are 43% of the budgeted fuel expense, as opposed to 58% the previous year. We had been receiving diesel fuel at a contracted price of \$1.39 per gallon, but have started receiving fuel under the new contract of \$3.14 per gallon. As an example of this increase, in the past we would fill our underground tanks at a cost of approximately \$12,000 per fill. Our first refill under the new contract cost \$25,000. We should still end up the year at or below budgeted totals.

### **Future Considerations:**

We have implemented the budget revisions presented and approved last month. The largest adjustment is the increase in personnel expense. With the revised budget now entered, we will pivot to the FY23 budget preparation. There will be some difficulty this year finalizing our budget because of the timing of GPCOG's FYCOP process. Based on GPCOG scheduling for transit operators, a final agreement for the 5307 Formula Fund split will not be ready much before 6/28/22. Since this is the process that obligates and programs the majority of federal funding for BSOOB Transit, there is a lot of uncertainty as our fiscal year starts on 7/1/22. If this delayed process puts us into the TrAMs down time (early July?), there is a possibility that we will require the use of the line of credit until it is resolved.

As we transition to the operation and charging of the electric buses, there is a new GL account specifically for the CMP meters that will be used exclusively for the charging of electric vehicles. We just received our first power bill from CMP for the energy used as we tested and trained on the Proterra buses and it was for \$2,300. This charge was based on a primary utility classification account, not the time of use classification that will be applied at some point in early May. The difference between classifications will lead to lower off-peak use charges with the time of use account, along with similar on-peak rates. The agency will be actively monitoring these rates as we ramp up the operation of these vehicles.

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

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 35,925.80	18,253.19
Urban fares - 3 loops	57,122.91	24,406.26
Trolley fares	103,757.72	50,781.67
Zoom fares	19,704.94	4,054.47
Noreaster UNE fares	7,368.46	6,288.42
<b>Total fares</b>	<b>223,879.83</b>	<b>103,784.01</b>
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	1,708,811.73	1,712,246.87
MDOT-Urban	75,851.00	31,145.00
MDOT-Intercity	421,536.46	358,516.14
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	342,837.78	241,073.98
MTA-ZOOM	0.00	44,261.46
FTA-Capital-Mobility	40,786.08	28,776.90
MDOT-Interline	0.00	0.00
Other grant revenue	440,000.00	7,613.14
MDOT-Capital grant	0.00	0.00
<b>Total grant revenues</b>	<b>3,029,823.05</b>	<b>2,423,633.49</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	8,342.72	7,681.60
Contract repair parts & labor revenue	91,192.24	109,653.66
Municipal contributions	625,000.00	520,000.00
Greyhound ticket sales	306.00	24.33
Contract stops - all	68,958.55	89,206.84
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - urban	36,117.50	14,200.00
Advertising revenue - intercity	525.00	0.00
Advertising revenue - zoom	6,181.54	0.00
Advertising Commissions Paid	(17,394.05)	(3,650.34)
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>4,134,528.80</b>	<b>3,289,403.59</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	4,023,373.13	3,174,605.69
Add current month unbilled grants	111,152.19	114,797.90
Less nonoperating income	(3.48)	
Adjusted Revenue Control to tie to above	<b>4,134,528.80</b>	<b>3,289,403.59</b>
Difference	0.00	0.00

**Expenses**

Indirect Expenses		
Administrative Salaries	312,264.82	315,610.78
Administrative Benefits	171,860.26	163,865.37
Employee's Expense	10,613.58	10,349.13
Travel	11,464.41	2,687.63
Training	5,154.84	1,901.84
Utilities	16,980.95	15,035.99
Telephone	3,650.00	3,157.64
Postage	662.89	1,054.14
Office Supplies	13,609.86	13,585.97
Miscellaneous Office	72,192.69	84,345.05
Advertising	12,184.75	11,372.05
Professional Services	85,946.84	122,060.00
Insurance	171,602.53	164,310.00
Facility Repairs & Maint.	4,750.24	7,216.63
Vehicle Fuel	2,623.65	2,463.88
Depreciation	384,166.25	247,827.70
<b>Total indirect expenses</b>	<b>1,279,728.56</b>	<b>1,166,843.80</b>
Direct expenses:		
Operating wages-Drivers	823,007.00	646,040.16
Operating wages-Repair	239,936.60	181,110.12
Operating benefits-Drivers	154,167.06	130,451.86
Operating benefits-Repair	79,748.09	73,475.63
Miscellaneous supplies & costs	42,487.36	20,929.17
Vehicle Fuel	91,962.90	103,529.99
Vehicle Maintenance	171,479.27	193,441.31
Preventive Maintenance, all sources	128,314.89	110,207.65
<b>Total operations expenses</b>	<b>1,731,103.17</b>	<b>1,459,185.89</b>
<b>Total operating expenses</b>	<b>3,010,831.73</b>	<b>2,626,029.69</b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	3,174,979.80	3,693,662.04
Encumbrance Control		
Less nonoperating expense	(164,163.72)	(1,067,632.35)
Adjusted Approp. Control to tie to above	3,010,816.08	2,626,029.69
Difference	15.65	0.00
<b>Operating income (loss)</b>	<b>1,123,697.07</b>	<b>663,373.90</b>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(167,124.67)	(1,068,740.19)
Interest revenue (expense)	2,960.95	1,107.84
<b>Total nonoperating revenue (expense)</b>	<b>(164,163.72)</b>	<b>(1,067,632.35)</b>
<b>Net income (loss)</b>	<b>959,533.35</b>	<b>(404,258.45)</b>
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	1,815,707.49
change in value of fixed assets	1,258,860.15	1,109,852.03
loss on disposal of capital assets		
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 5,536,331.94</b>	<b>2,521,301.07</b>
To tie to balance sheet fund equity	5,536,331.94	2,521,301.07
Difference	0.00	0.00



**Balance Sheet**
**As of March 2022**

	<b>Fund 801 Transit Agency</b>	<b>Fund 801 Transit Agency</b>
<b>ASSETS</b>		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	200.00
Accounts Receivable		
Billed	414,581.98	160,695.78
Unbilled, this month	111,152.19	114,797.90
Inventory	335,711.64	270,020.87
Total current assets	861,845.81	545,914.55
Fixed assets:		
Property, plant and equipment	7,598,682.53	5,806,921.73
Less accumulated depreciation	(3,644,499.49)	(3,560,082.54)
Total fixed assets	3,954,183.04	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>4,799,003.85</b>	<b>2,775,728.74</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(375,486.83)	98,369.25
Payroll liabilities outstanding	19,238.92	12,628.30
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	(187,145.17)	272,947.08
Non-current liabilities:		
Owed to (from) City of Biddeford	(550,182.92)	(18,519.41)
Total non-current liabilities	(550,182.92)	(18,519.41)
<b>Total liabilities</b>	<b>(737,328.09)</b>	<b>254,427.67</b>
Equity		
Retained earnings, end of prior year	4,576,786.42	2,925,559.52
Net income, current year	959,545.52	(404,258.45)
Total equity	5,536,331.94	2,521,301.07
<b>Total liabilities and fund equity</b>	<b>\$ 4,799,003.85</b>	<b>2,775,728.74</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of March 2022	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	57,122.91	24,406.26
Trolley fares	103,757.72	50,781.67
Zoom fares	0.00	0.00
Noreaster UNE fares	7,368.46	6,288.42
<b>Total fares</b>	<b>168,249.09</b>	<b>81,476.35</b>
Grant revenues:		
FTA-Urban, including this month unbilled	1,198,973.73	912,387.87
MDOT-Urban	75,851.00	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>1,274,824.73</b>	<b>943,532.87</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	8,342.72	3,445.20
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	68,958.55	89,206.84
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	(9,989.66)	(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>1,534,910.43</b>	<b>1,139,400.60</b>

<b>Local Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	183,348.14	201,702.66
Administrative Benefits	110,216.62	111,013.30
Employee's Expense	6,945.53	7,111.92
Travel	7,502.31	1,846.94
Training	3,373.33	1,306.94
Utilities	9,714.10	9,353.90
Telephone	2,094.08	2,050.48
Postage	433.80	724.41
Office Supplies	6,629.01	8,451.27
Miscellaneous Office	38,024.32	36,815.81
Advertising	7,129.00	6,423.41
Professional Services	38,853.04	25,270.06
Insurance	110,520.12	107,642.26
Facility Repairs & Maint.	3,108.56	4,886.20
Vehicle Fuel	1,659.02	1,654.58
Depreciation	9,038.50	20,914.08
Total administrative expenses	538,589.48	547,168.22
Operations expenses:		
Operating wages-Divers	551,840.81	402,634.23
Operating wages-Repair	122,883.82	103,178.44
Operating benefits-Divers	98,533.73	87,950.64
Operating benefits-Repair	40,843.08	41,859.07
Miscellaneous supplies & costs	15,766.77	7,394.68
Vehicle Fuel	47,098.91	58,981.04
Vehicle Maint.- regular	43,401.73	48,380.43
Preventive Maintenance	82,993.91	85,747.80
Total operations expenses	1,003,362.76	836,126.33
<b>Total operating expenses</b>	<b>1,541,952.24</b>	<b>1,383,294.55</b>
<b>Municipal Contribution needed</b>	<b>7,041.81</b>	<b>243,893.95</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of March 2022	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 35,925.80	18,253.19
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	35,925.80	18,253.19
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	421,536.46	358,516.14
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	421,536.46	358,516.14
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	306.00	24.33
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)	6,181.54	0.00
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,749.17)	(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>485,200.63</b>	<b>401,072.72</b>

<b>Intercity Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	56,455.76	62,166.22
Administrative Benefits	33,937.42	34,215.10
Employee's Expense	2,138.64	2,191.95
Travel	2,310.08	569.24
Training	1,038.70	402.81
Utilities	2,991.12	2,882.94
Telephone	644.80	631.97
Postage	133.57	223.27
Office Supplies	2,041.18	2,604.74
Miscellaneous Office	11,812.58	11,372.65
Advertising	2,559.95	2,048.48
Professional Services	11,963.46	7,788.42
Insurance	29,177.76	28,069.65
Facility Repairs & Maint.	957.17	1,505.96
Vehicle Fuel	547.19	525.59
Depreciation	3,392.19	6,669.68
Total administrative expenses	162,101.57	163,868.67
Operations expenses:		
Operating wages-Drivers	147,592.59	102,665.41
Operating wages-Repair	59,270.27	40,423.78
Operating benefits-Drivers	32,433.51	28,777.68
Operating benefits-Repair	19,699.75	16,399.76
Miscellaneous supplies & costs	7,585.46	2,897.12
Vehicle Fuel	22,717.11	23,107.89
Vehicle Maint.	40,749.40	37,448.78
Preventive Maintenance	18,380.64	9,136.39
Total operations expenses	348,428.73	260,856.81
<b>Total operating expenses</b>	<b>510,530.30</b>	<b>424,725.48</b>
<b>Municipal Contribution needed</b>	<b>25,329.67</b>	<b>23,652.76</b>
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Zoom Service</b>	<b>Agency</b>	<b>Agency</b>
<b>As of March 2022</b>		
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	19,704.94	4,054.47
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>19,704.94</b>	<b>4,054.47</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	342,837.78	241,073.98
MTA-ZOOM	0.00	44,261.46
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>342,837.78</b>	<b>285,335.44</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	14,200.00
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	(3,655.22)	(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>395,005.00</b>	<b>302,921.17</b>

<b>ZOOM Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	40,373.57	29,644.89
1 Administrative Benefits	24,269.89	16,315.98
1 Employee's Expense	1,529.42	1,045.26
2 Travel	1,652.02	271.45
9 Training	742.81	192.09
3 Utilities	2,139.06	1,374.77
3 Telephone	461.12	301.37
9 Postage	95.52	106.47
9 Office Supplies	1,459.72	1,242.11
9 Miscellaneous Office	8,598.51	5,769.10
11 Advertising	2,495.81	2,900.16
5 Professional Services	8,555.51	3,714.02
4 Insurance	31,904.65	28,598.09
6 Facility Repairs & Maint.	684.51	718.14
7 Vehicle Fuel	417.43	283.70
10 Depreciation	3,307.19	6,186.76
Total administrative expenses	128,686.74	98,664.36
Operations expenses:		
1 Operating wages-Divers	105,573.60	48,959.21
1 Operating wages-Repair	57,782.51	37,507.91
1 Operating benefits-Divers	23,199.82	13,723.54
1 Operating benefits-Repair	19,205.26	15,216.80
9 Miscellaneous supplies & costs	18,062.13	9,938.97
7 Vehicle Fuel	22,146.88	21,441.06
8 Vehicle Maint.	6,894.02	6,772.86
12 Preventive Maintenance	26,940.34	15,323.45
Total operations expenses	279,804.56	168,883.80
<b>Total operating expenses</b>	<b>408,491.30</b>	<b>267,548.16</b>
<b>Municipal Contribution needed</b>	<b>13,486.30</b>	<b>(35,373.01)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of March 2022	Agency	Agency
<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	40,786.08	28,776.90
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	40,786.08	28,776.90
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>40,786.08</b>	<b>28,776.90</b>



<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	32,087.34	22,097.01
Administrative Benefits	3,436.33	2,320.99
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	2,136.67	1,424.38
Telephone	450.00	173.82
Postage	0.00	0.00
Office Supplies	519.00	0.00
Miscellaneous Office	5,526.44	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	44,155.78	28,502.58
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>	45,228.78	29,200.98
<b>Municipal Contribution needed</b>	4,442.70	424.08
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Outside Repair/Sales As of March 2022</b>	<b>Agency</b>	<b>Agency</b>
<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	91,192.24	109,653.66
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>91,192.24</b>	<b>109,653.66</b>

<b>Outside Agency Repairs &amp; Fuel Sales</b>	<b>Agency</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	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.	80,434.12	99,307.03
Total operations expenses	80,434.12	99,307.03
<b>Total operating expenses</b>	80,434.12	99,307.03
<b>Municipal Contribution needed</b>	(10,758.12)	(10,346.63)
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Items not Allocated As of March 2022</b>	<b>Agency</b>	<b>Agency</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	509,838.00	799,859.00
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
<b>Total grant revenues</b>	<b>949,838.00</b>	<b>807,472.14</b>
Municipal contributions	600,000.00	495,000.00
Fuel & miscellaneous operating revenue	0.00	4,236.40
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>1,587,434.42</b>	<b>1,307,578.54</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	1,947.25	3,964.12
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	26,574.84	85,287.50
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	106.33
Vehicle Fuel	0.00	0.00
Depreciation	368,428.37	214,057.18
<b>Total administrative expenses</b>	<b>396,950.46</b>	<b>303,415.13</b>
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	1,532.21
<b>Total operations expenses</b>	<b>0.00</b>	<b>1,532.21</b>
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	0.00
Equipment Purchase Capital	6,775.35	19,373.87
Vehicles Purchase Capital	160,349.32	1,049,366.32
<b>Total capital expenses</b>	<b>167,124.67</b>	<b>1,068,740.19</b>
<b>Total expenses</b>	<b>564,075.13</b>	<b>1,373,687.53</b>
Non-allocated items income (loss)	1,023,359.29	(66,108.99)
Income (loss) before depreciation	1,391,787.66	147,948.19
Municipal Contributions needed to fund operations	39,542.36	222,251.15
Excess (shortfall) in Municipal Contributions	1,352,245.30	(74,302.96)

<b>YTD Cost Center Analysis - COVID RELATED As of March 2022</b>	<b>Agency</b>	<b>Agency</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
<b>Total fares</b>	<b>0.00</b>	<b>0.00</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	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>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	6,283.60	23,937.00
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>6,283.60</b>	<b>24,117.00</b>
Operations expenses:		
Operating wages-Drivers	18,000.00	91,781.31
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>18,000.00</b>	<b>91,781.31</b>
<b>Total operating expenses</b>	<b>24,283.60</b>	<b>115,898.31</b>
Operating income (loss)	(24,283.60)	(115,898.31)
<b>YTD Cost Center Analysis -</b>	<b>Agency</b>	<b>Agency</b>
<b>As of March 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
<b>Total fares</b>	<b>0.00</b>	<b>0.00</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	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
<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 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>0.00</b>	<b>0.00</b>
	<b>Agency</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	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
<b>Total administrative expenses</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>0.00</b>
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 March 2022</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 35,925.80	18,253.19
Shuttle fares	57,122.91	24,406.26
Trolley fares	103,757.72	50,781.67
Zoom fares	19,704.94	4,054.47
Noreaster UNE fares	7,368.46	6,288.42
<b>Total fares</b>	<b>223,879.83</b>	<b>103,784.01</b>
Grant revenues:		
FTA-Urban	1,708,811.73	1,712,246.87
MDOT-Urban	75,851.00	31,145.00
MDOT-Intercity	421,536.46	358,516.14
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	342,837.78	241,073.98
MTA-ZOOM	0.00	44,261.46
Planning/Mobility/Outreach	40,786.08	28,776.90
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>3,029,823.05</b>	<b>2,423,633.49</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	8,342.72	7,681.60
Contract repair parts & labor revenue	91,192.24	109,653.66
Municipal contributions	625,000.00	520,000.00
Greyhound ticket sales	306.00	24.33
Contract stops - Local	68,958.55	89,206.84
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - local	36,117.50	14,200.00
Advertising revenue - intercity	525.00	0.00
Advertising revenue - zoom	6,181.54	0.00
Advertising Commissions Paid	(17,394.05)	(3,650.34)
Other income	37,596.42	870.00
<b>Total revenues</b>	<b>4,134,528.80</b>	<b>3,289,403.59</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	312,264.82	315,610.78
Administrative Benefits	171,860.26	163,865.37
Employee's Expense	10,613.58	10,349.13
Travel	11,464.41	2,687.63
Training	5,154.84	1,901.84
Utilities	16,980.95	15,035.99
Telephone	3,650.00	3,157.64
Postage	662.89	1,054.14
Office Supplies	10,648.91	12,478.13
Miscellaneous Office	72,192.69	84,345.05
Advertising	12,184.75	11,372.05
Professional Services	85,946.84	122,060.00
Insurance	171,602.53	164,310.00
Facility Repairs & Maint.	4,750.24	7,216.63
Vehicle Fuel	2,623.65	2,463.88
<b>Total administrative expenses</b>	<b>892,601.36</b>	<b>917,908.26</b>
Operations expenses:		
Operating wages-Drivers	823,007.00	646,040.16
Operating wages-Repair	239,936.60	181,110.12
Operating benefits-Drivers	154,167.06	130,451.86
Operating benefits-Repair	79,748.09	73,475.63
Miscellaneous supplies & costs	42,487.36	20,929.17
Vehicle Fuel	91,962.90	103,529.99
Vehicle Maint.	171,479.27	193,441.31
Preventive Maintenance	128,314.89	110,207.65
Depreciation	384,166.25	247,827.70
<b>Total operations expenses</b>	<b>2,115,269.42</b>	<b>1,707,013.59</b>
<b>Total operating expenses</b>	<b>3,007,870.78</b>	<b>2,624,921.85</b>
<b>Operating income (loss)</b>	<b>1,126,658.02</b>	<b>664,481.74</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	167,124.67	1,068,740.19
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>167,124.67</b>	<b>1,068,740.19</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>3,174,995.45</u>	<u>3,693,662.04</u>
Net income (loss)	<u>959,533.35</u>	<u>(404,258.45)</u>



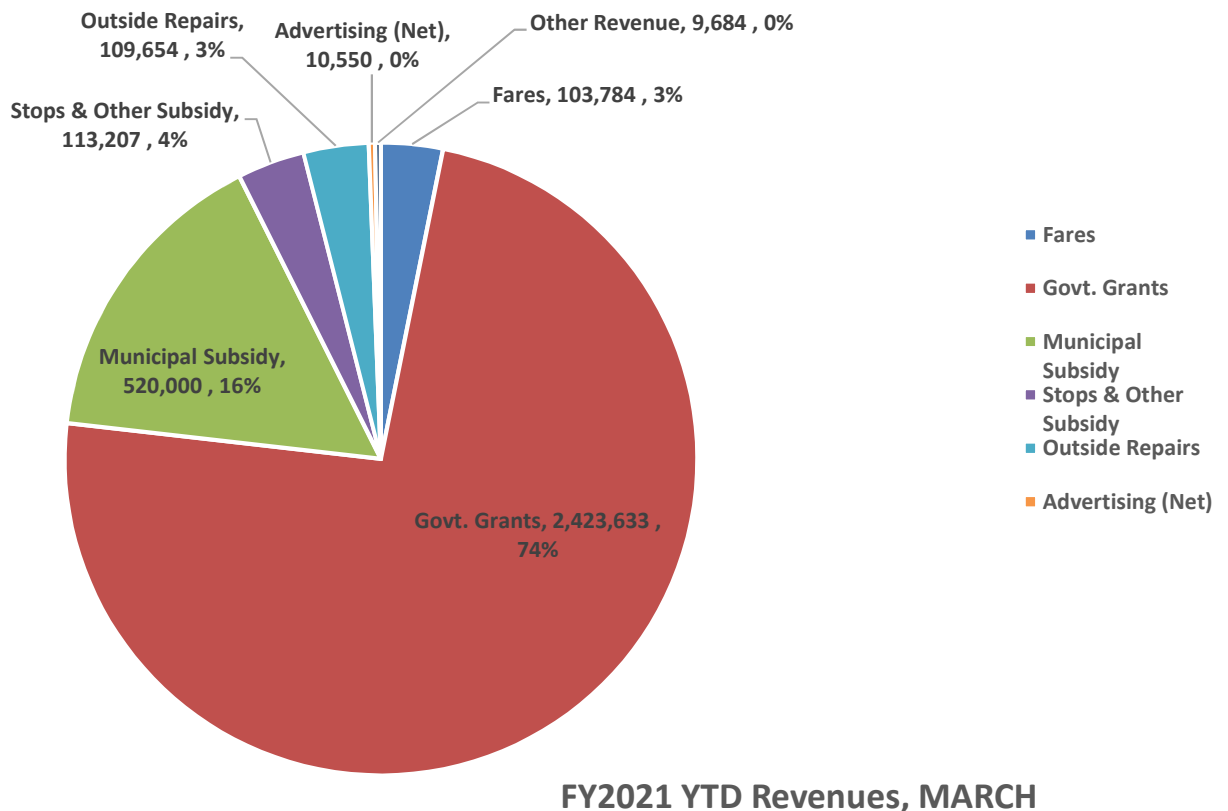
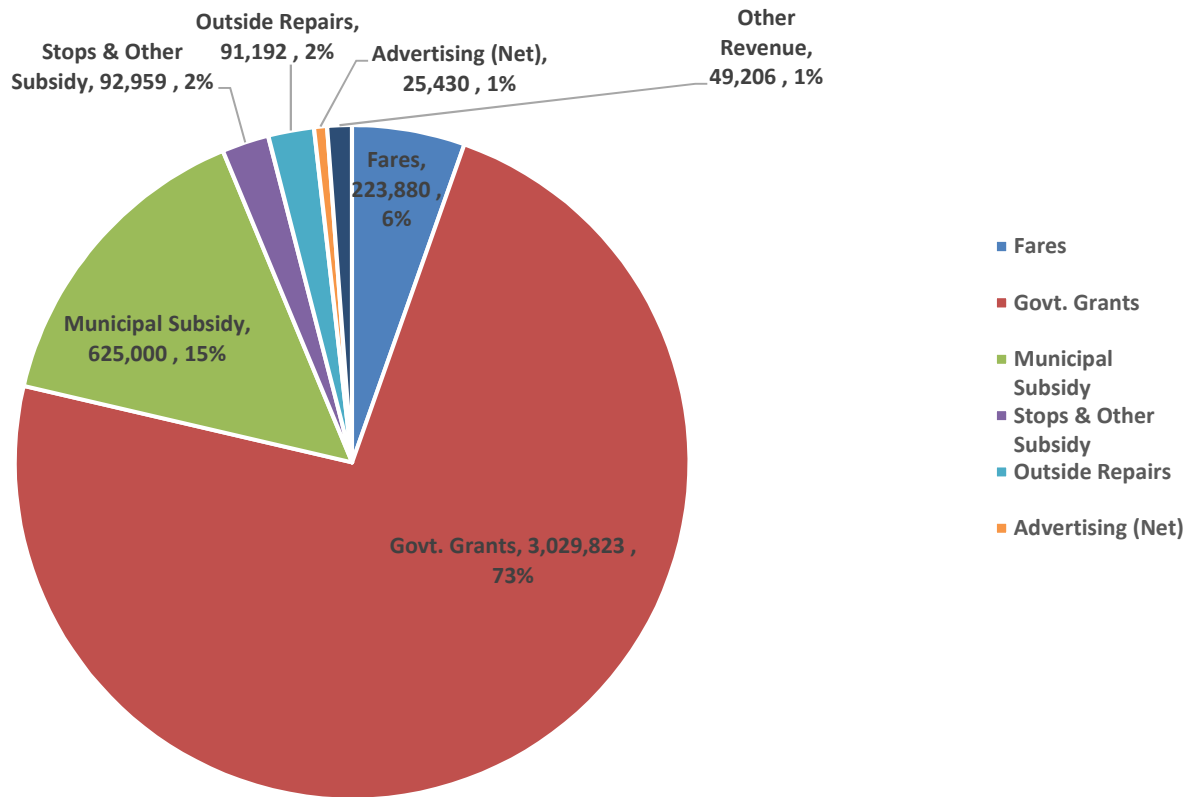
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending March 2022**

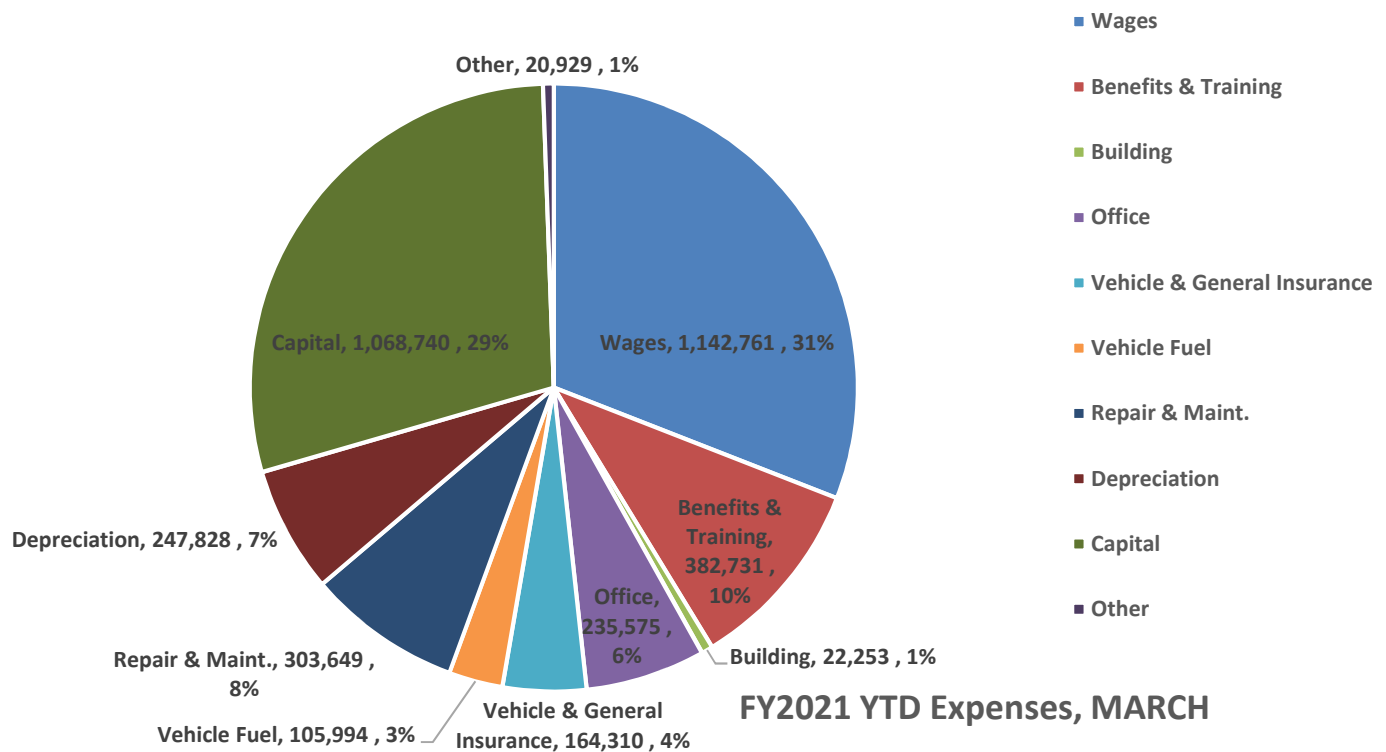
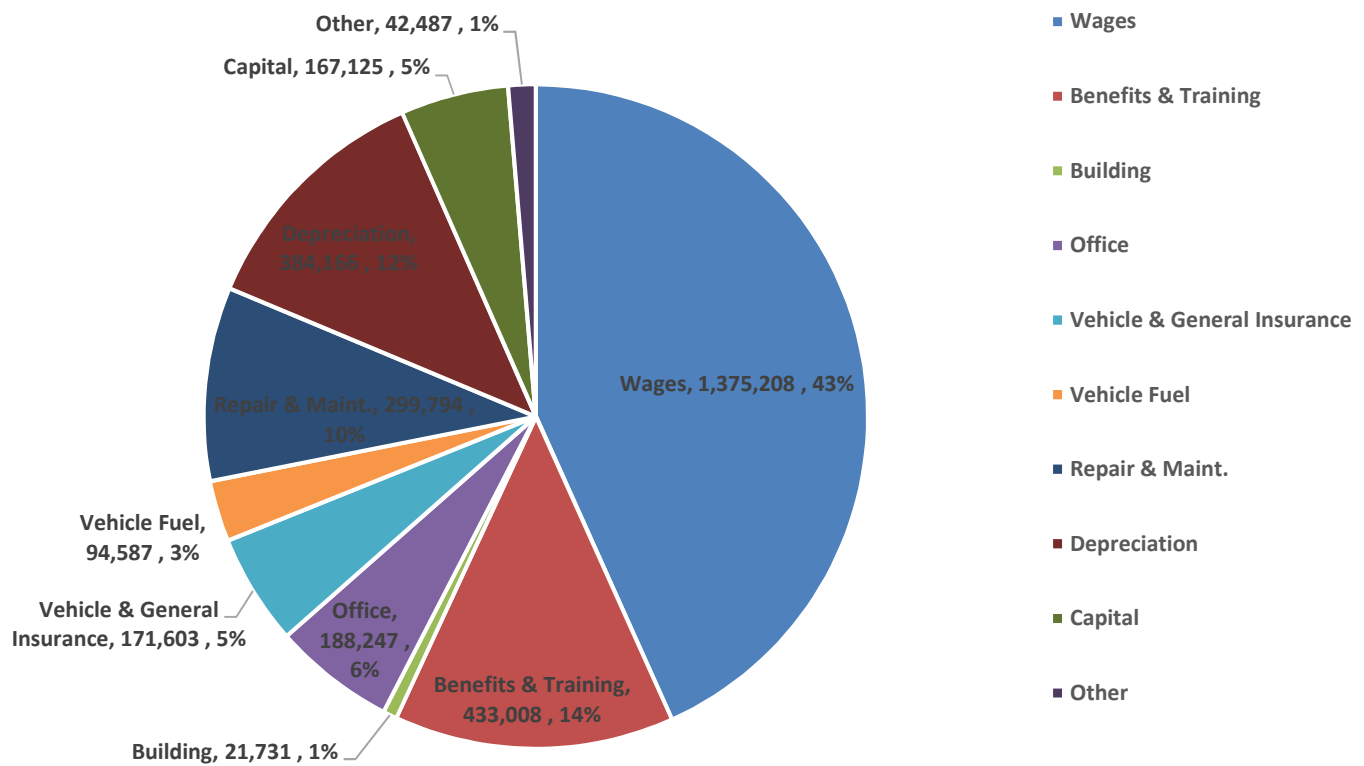
Target %: .75	FY2022				FY2021		
	Estimate	Month Ended March	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended March	Percentage Realized
General Revenues:							
Sale of surplus property	0	37,596	(37,596)	0.0%	0	870	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(12,200)	(17,398)	5,198	142.6%	(20,000)	(3,650)	18.3%
Miscellaneous revenue	500	8,343	(7,843)	1668.6%	2,000	3,445	172.3%
YCCTC Repairs Revenues:							
Repair parts	52,000	34,218	17,782	65.8%	100,000	42,880	42.9%
Repair labor	63,000	29,325	33,675	46.5%	75,000	43,380	57.8%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	15,845	4,155	79.2%	20,000	12,253	61.3%
Repair labor	15,000	11,804	3,196	78.7%	15,000	11,141	74.3%
Local Service Revenues:							
FTA Urban grant	1,300,000	1,198,974	101,026	92.2%	614,135	912,388	148.6%
Local fares	150,500	168,249	(17,749)	111.8%	283,000	81,476	28.8%
Advertising sales	40,000	36,118	3,882	90.3%	84,000	14,200	16.9%
Contract stops	82,000	68,959	13,041	84.1%	128,000	89,207	69.7%
MDOT grants	31,450	75,851	(44,401)	241.2%	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	26,000	19,705	6,295	75.8%	110,000	4,054	3.7%
Advertising sales	0	6,182	(6,182)	0.0%	30,000	0	0.0%
MDOT Zoom grant	526,935	342,838	184,097	65.1%	140,000	241,074	172.2%
MTA Zoom grant	0	0	0	0.0%	130,000	44,261	34.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	50,100	36,232	13,868	72.3%	127,000	18,278	14.4%
Advertising sales	0	525	(525)	0.0%	20,000	0	0.0%
MDOT Intercity grant	687,104	421,536	265,568	61.3%	586,850	358,516	61.1%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,953	40,786	12,167	77.0%	36,895	28,777	78.0%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	3,927,739	509,838	3,417,901	13.0%	288,000	799,859	277.7%
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	4,236	895.6%
<b>TOTAL REVENUES</b>	<b>7,814,941</b>	<b>4,134,526</b>	<b>3,680,415</b>	<b>52.9%</b>	<b>3,288,498</b>	<b>3,289,403</b>	<b>100.0%</b>
Total, less Municipal contributions	7,214,941	3,534,526	3,680,415	49.0%	2,913,498	2,794,403	95.9%
Total fares	226,600	224,186	2,414	98.9%	520,000	103,808	20.0%
Total less fares & Municipal conts.	6,988,341	3,310,340	3,678,001	47.4%	2,393,498	2,690,595	112.4%
Total external repairs/fuel sales	150,000	91,192	58,808	60.8%	210,000	109,654	52.2%
Total operating revenues	3,182,342	2,584,688	597,654	81.2%	2,610,025	1,982,695	76.0%

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

**Target %: 75**

	FY2022				FY2021		
	Revised Budget	Month Ended March	Remaining Budget	Percentage Expended	Revised Budget	Month Ended March	Percentage Expended
<b>Admin/Overhead Expenditures:</b>							
Salaries & wages	409,400	280,177	129,223	68.4%	319,374	293,514	91.9%
Employee benefits	217,913	168,424	49,489	77.3%	171,984	157,745	91.7%
Other employment costs	38,500	27,233	11,267	70.7%	22,520	18,738	83.2%
Purchased professional svcs.	76,500	66,390	10,110	86.8%	60,100	41,306	68.7%
General operating costs	158,100	493,262	(335,162)	312.0%	322,400	350,653	108.8%
Insurances	196,363	171,615	24,748	87.4%	96,000	164,310	171.2%
Borrowing costs	0	(2,961)	2,961	0.0%	0	(1,108)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	368,732	271,393	97,339	73.6%	258,918	236,979	91.5%
Overtime wages	53,574	43,049	10,525	80.4%	24,082	31,004	128.7%
Employee benefits	121,686	79,756	41,930	65.5%	72,699	73,476	101.1%
Other employment costs	2,000	2,618	(618)	130.9%	3,745	2,099	56.0%
Reclassification to external repairs	(115,000)	(74,482)	(40,518)	64.8%	(160,000)	(86,873)	54.3%
General operating costs	159,430	94,674	64,756	59.4%	145,235	95,050	65.4%
<b>YCCTC Repairs Expenditures:</b>							
All costs	110,000	55,107	54,893	50.1%	155,000	78,727	50.8%
<b>Other Agency Repairs Expenditures:</b>							
All costs	20,000	25,327	(5,327)	126.6%	32,000	20,580	64.3%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,106,944	798,186	308,758	72.1%	704,577	548,998	77.9%
Overtime wages	63,574	52,740	10,834	83.0%	39,677	31,121	78.4%
Employee benefits	258,953	167,898	91,055	64.8%	174,460	137,950	79.1%
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	91,972	118,438	43.7%	176,896	103,530	58.5%
General operating costs	123,500	97,094	26,406	78.6%	233,800	90,135	38.6%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	49,068	31,343	17,725	63.9%	39,601	22,044	55.7%
Overtime wages	0	744	(744)	0.0%	990	53	5.4%
Employee benefits	5,314	3,436	1,878	64.7%	4,395	2,321	52.8%
Other employment costs	0	0	0	0.0%	333	0	0.0%
General operating costs	13,020	9,705	3,315	74.5%	800	4,783	597.9%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	200	0	0.0%
Consultants	60,000	26,575	33,425	44.3%	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	1,639	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	4,057,118	167,125	3,889,993	4.1%	330,000	1,068,740	323.9%
Other non-oper. Expense	42,337	1,947	40,390	4.6%	2,468	3,964	160.6%
<b>Total Expenditures</b>	<b>7,814,936</b>	<b>3,150,695</b>	<b>4,664,241</b>	<b>40.3%</b>	<b>3,288,498</b>	<b>3,577,766</b>	<b>108.8%</b>
<b>Total Personnel Costs</b>	<b>2,710,658</b>	<b>1,932,989</b>	<b>777,669</b>	<b>71.3%</b>	<b>1,874,099</b>	<b>1,568,476</b>	<b>83.7%</b>
<b>Total Fuel Costs</b>	<b>210,410</b>	<b>91,972</b>	<b>118,438</b>	<b>43.7%</b>	<b>176,896</b>	<b>103,530</b>	<b>58.5%</b>
<b>Total Capital Equipment Costs, net</b>	<b>4,057,118</b>	<b>167,125</b>	<b>3,889,993</b>	<b>4.1%</b>	<b>330,000</b>	<b>1,068,740</b>	<b>323.9%</b>
<b>Total Other Costs</b>	<b>836,750</b>	<b>958,609</b>	<b>(121,859)</b>	<b>114.6%</b>	<b>907,503</b>	<b>837,020</b>	<b>92.2%</b>





Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
FTA: ME-2018-012-00			5307 Funds	FTA: ME-2018-012-00	Start Date 6/29/2018 - End Date 6/30/2021				
	442	A2	Planning Consultant	19,200.00	0.00	-			
FTA: ME-2019-011-00			5307 Funds	FTA: ME-2019-011-00	Start Date 7/25/2019 - End Date 6/30/22				
	441	A3	Planning Consultant	1,522.00	14,478.00	3,619.50	20%		
FTA: ME-2020-031-01-00			5307 Funds FY21	FTA: ME-2020-031-01-00	Start Date 8/21/20 - End Date 6/30/23				
	117	A2	Preventive Maintenance	127,577.00	35,983.00	8,995.75	20%	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	35,175.00	60,825.00	15,206.25	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	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
FTA: ME-2021019			5307 Funds FY22	FTA: ME-2021019	Start Date 8/23/21 - End Date 6/30/24				
	300	A1	Service Operations	511,830.00	216,980.00	216,980.00	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	8,789.00	42,399.00	10,599.75	20%	51,188.00	61,787.75
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
FTA: ME-2020-022-00			Zoom Coaches	FTA: ME-2020-022-00					
	111	A1	Zoom Coaches	854,154.00	191,306.00	47,826.50	20%		
FTA: ME-2021-004-01-00			CARE Phase III	FTA: ME-2021-004-01-00					
	300	A1	Covid Related Expense	152,477.00	0.00	0	0%	152,477.00	
	300	A1	Pandemic Assistance	275,080.00	0.00	0	0%	275,080.00	
FTA: ME-2021-020-00			CARE Phase IV	FTA: ME-2021-020-00					
	300	A1	All Covid	234,919.00	90,621.00	0	0%	325,540.00	
Place Holder			CARE 5307 Funds PHASE V Place Holder						
			Covid Related Expense	0.00	336,015.00			336,015.00	
Place Holder			CARE 5307 Funds PHASE VI Place Holder						

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
			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	255,015.00	1,014,985.00	14,892.80		1,270,000.00	1,329,225.00
			MEDOT CSN 42857	1,500,000.00	0.00			1,500,000.00	1,500,000.00
MDOT: ME-2018-024-00, CSN 41564			Intercity 2020-2						
			Intercity 2020-2	119,121.08	384,331.92	384,331.92	50%	50% covered by Greyhound	
Intercity CARES			Intercity CARES						
			Intercity CARES	1,021,452.00	(0.00)	0	0%		
Intercity CARISSA			Intercity CARISSA						
			Intercity CARISSA						
				129,591.55	570,408.45				
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						
			ZOOM Carissa	359,578.73	65,421.27	0	0%		
Assignment Letter 20 CSN 43129			Urban State 2022	31,145.00	0.00	0		Supplements 5307 funds	



**BSOOB Transit Governance Subcommittee**

***Meeting Notes***

**March 15, 2022**

**3:00 PM – 4:30 PM**

**Virtual Meeting Information**

Join Zoom Meeting

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

Meeting ID: 896 6151 4593

Passcode: 239317

- 1. Call to Order** – Chad Heid, Executive Director called the meeting to Order at 3:03 PM for meeting notes.
- 2. Roll Call/ Ascertain Quorum** – Members present: Kenny Blow, Jessa Berna, Jen Hayes (arrived approx. 3:12pm). Staff present: Chad Heid
- 3. Public Comment** – None.
- 4. Approval of Previous Meeting Minutes** – Tabled.
- 5. Bylaw Review** – Chad did not receive any additional feedback after recommended adjustments were incorporated and resent.

Kenny stated that 66% was discussed. Also, the wording limiting the power to the Committee.

Chad updated the numbering to put order to the document. Redlines still exist— mostly administrative process and fundamental arrangement, page 2 through 3.

Initial process of marking up the Bylaws, having BSOOB Transit staff make recommendations and having the Governance Subcommittee respond to that, has been completed.

Next step is for Committee members to take to the municipalities and get their feedback.

Most likely they will not go through it line by line, but feedback would be beneficial.

Jessa suggested having a plan with a couple options to offer to the council. (Plan A, Plan B)

The consensus was there was not much more for the Subcommittee to do with the Bylaws document until feedback was obtained from all three municipalities.

Chad will formalize the Bylaws Feedback document (from 2-15-22) and present to the municipalities. There is not a need for the Governance Subcommittee to meet again until that feedback/comments is received.



**6. Governance/Policy Discussion Items –**

- *Strategic planning session* – With Greg Tansley's departure, we will be down a Committee member. A strategic planning session is important to clarify the mission, vision and purpose of the organization. (Establish core objective.) Chad Heid will look to committee members to support and make recommendations.
- *Executive Director action plan* – Chad is asking members to clarify the objectives of the agency to provide clear guidance and substantiate his actions moving forward-- Provide the goals and action plan. As year proceeds, the Executive Director could provide updates to meet those goals.
- Jen Hayes suggested combining a brainstorm session at the strategic planning for members to discuss what the Executive Director's goals and objectives should be going forward as the mission is clarified. (Do it together— mission may change the directives.)

Chad Heid summarized actions:

- Staff will begin outreach to the municipalities related to the bylaws.
- Chad Heid will craft easily understood documents so municipalities can read through and provide feedback.
- Next- Have a conversation about strategic planning vision and align with Executive Director action plan.

**7. Adjournment** – Meeting adjourned at 3:28 PM.