



## **Biddeford Saco Old Orchard Beach Transit Committee**

### **AGENDA**

#### **Remote Only – Zoom**

<https://us06web.zoom.us/j/85916011257?pwd=ZDAzaVdDQzZxSTltNHV5TVROQTFrQT09>

Meeting ID: 859 1601 1257 | Passcode: 759140

+1 564 217 2000 US

**February 23, 2023**

**4:00 PM – 5:30 PM**

<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>January 2023 Transit Committee</li></ul>	Kenny Blow	Action
5.) Financial Subcommittee Report <ul style="list-style-type: none"><li>January Month End Financial Report</li></ul>	Staff	Information
6.) Proterra Design and Installation Contract	Staff	Action
7.) Executive Director Report <ul style="list-style-type: none"><li>Ridership Report</li><li>CAD/AVL Award</li><li>Fleet Update</li><li>FY24 Project Plan</li></ul>	Chad Heid	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"><li>Upcoming Meetings: Finance Committee, March 20<sup>th</sup>, 12p Committee Meeting, March 23<sup>rd</sup>, 4p</li></ul>	Staff	Information
9.) New Business		Information
10.) Adjournment		Action



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**January 26, 2023**

**4:00 PM**

**Saco Transportation Center**

- 1. Call to Order** – Chairman Kenny Blow called the meeting to order at 4:02pm.
- 2. Roll Call** –Members present: Curt Koehler, Phil Hatch, Tim Fleury, Doris Ortiz, Bryan Kaenrath, Maya Atlas, Eric Freeman, Kenny Blow. Absent: Jean Saunders. Staff present: Chad Heid, Rod Carpenter, Craig Pendleton, Anne Austin
- 3. Public Comment** – None.
- 4. Approval of the Previous Meeting Minutes** –

**Motion by Phil Hatch to approve the Transit Committee meeting minutes of December 12, 2022. Doris Ortiz seconded. Curt Koehler, Kenny Blow, Maya Atlas, Tim Fleury, Eric Freeman, and Bryan Kaenrath all voted in favor. Motion passed unanimously. Minutes approved.**

- 5. Election of Officers**– Officers for the Transit Committee are elected annually each January.

**Motion by Curt Koehler that the Transit Committee retains the officers of Kenny Blow as Chair and Doris Ortiz as Vice Chair for 2023. Phil Hatch seconded. Committee members discussed pros and cons of rotating through the officer positions in the future. Roll call vote Kenny Blow, Doris Ortiz, Maya Atlas, Tim Fleury, Eric Freeman, and Bryan Kaenrath all voted in favor. Motion passed unanimously.**

There will be a separate officer election for the Finance Subcommittee at a future date.

- 6. Financial Subcommittee Report**

Chad Heid talked about the draft policy consideration related to an operating reserve policy. This policy would designate funds for operating reserves in the need to draw them down based on some action related to our financial arrangement or grant activities at the state or federal level. The draft policy is in the meeting packet if members wish to provide feedback.

- 7. Executive Director Report**

Chad reviewed the ridership report. We continue to move towards and align with nationwide trends of approximately 70% ridership recovery compared to pre-pandemic levels.

We are in final steps of messaging to the proposing vendors for CAD/AVL of the award. The review process has been completed. The month of February will be to finalize the terms of the agreement with the chosen vendor. The project schedule will be finalized in March and April with a tentative rollout in July or



August.

The half-fare promotion is planned for March 1, 2023 through September 30, 2023. All general fare transactions will be reduced by 50%. There should be a significant bump up in ridership with this promotion.

We will be coordinating with York County Community Action on a service redesign of Routes 1 and 111. This will help to increase frequency to get passengers from the Sanford area to the Saco Transportation Center.

Chad shared that the 5307 Transit System Enhancements final submission's due January 30<sup>th</sup>. BSOOB Transit will be proposing a microtransit capital software and marketing design project. If awarded, then microtransit operations can begin within a year to eighteen months. This is similar to an Uber or Lyft app-like transit experience provided by a publically funded transit provider. Usually smaller vehicles are used such as passenger vans.

FY24 5307 Five Year Capital and Operating Plan (FYCOP)- GPCOG staff has indicated they no longer wish to use the current arrangement where all the agencies identify the regional apportionment and slice it up based on operating needs and capital projects. There has been discussion about a criteria-based distribution but no conversation about what the criteria may be. There is not enough time for a change because the final split needs to be determined no later than May of 2024.

FY24 Budget Timeline – City of Biddeford request is February 2<sup>nd</sup>, City of Saco is February 28<sup>th</sup> and the Town of Old Orchard Beach is assumed to also be February 28<sup>th</sup>. BSOOB Transit is planning on no increase from FY23 for FY24, but will plan on increases for FY25 and FY26.

Fleet Update - Chad shared we have purchased 2 Gillig vehicles from Pennsylvania, one is a diesel hybrid. These are currently being upgraded. We have executed final contract for 2 battery electric buses from Proterra.

Saco Transportation Center lease renewal discussion- BSOOB Transit is looking for more control and domain of the offices. Also considering security and staffing of the whole facility. Working with the City of Saco to understand the costs associated with these considerations.

Recruitment update – our new student of the CDL training program has completed the course and passed. We are currently going through the FTA Triennial submission. This is a comprehensive process to be in compliance.

The floor was opened for questions. Phil Hatch inquired if we have some robust marketing process for the half-fare promotion. Chad shared there is a joint promotional campaign including newspapers and radio spots and GP Metro had reserved a 3<sup>rd</sup> party contract marketing specialist to help with this effort.

Phil asked about microtransit and if we will be potentially trying to migrate to electric vehicles for that effort also. Chad responded that it is a consideration but wants to make sure we have the appropriate funding level.



**8. Upcoming Meetings** – The Finance Subcommittee will meet virtually on Monday, February 20<sup>th</sup> at 12:00pm. The Transit Committee meeting will meet Thursday, February 23<sup>rd</sup> at 4:00pm at the Saco Transportation Center.

Curt Koehler noted that, at least for municipalities, legal meetings are not allowed to be held on federal holidays. Chad will look into it.

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

**10. Adjournment** - Meeting was adjourned at 4:46pm.

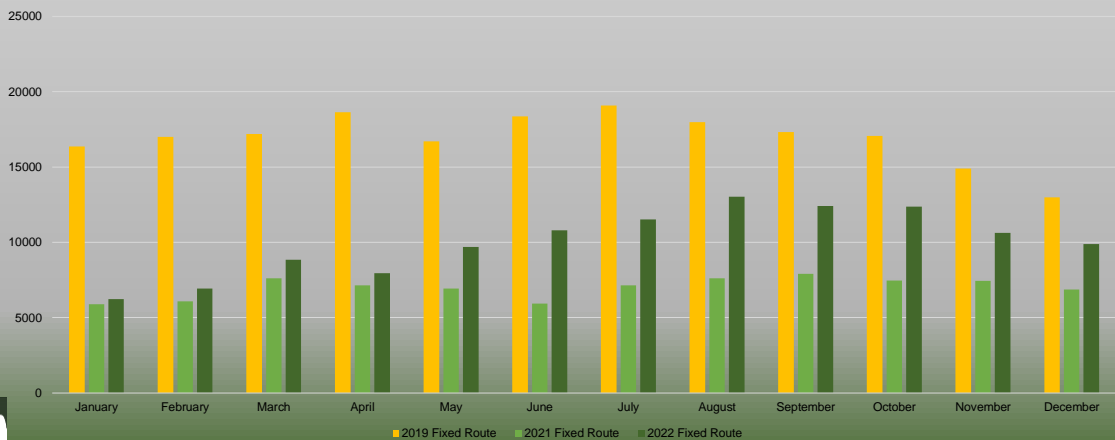
# BSOOB Transit Committee Meeting

January 26, 2023



## Monthly Ridership Comparison

Fixed Route Ridership Comparison  
2019, 2021 and 2022



# Ridership Trends



2022 Fixed Route Ridership  
(As % of 2019)



## CAD / AVL Next Steps



- Contract Award – End of January
- Finalize Contract Terms – Next 30-45 days
- Develop Project Schedule – Spring 2023
- Implementation and Public Rollout – Tentatively Late Summer 2023



# PACTS Funding Updates



- ARPA Funded Projects
  - Half-fare promotion – Planned for 3/1 through 9/30
  - Routes 1 & 111 service redesign – To coordinate with YCCAC
  - TSAP
  - Regional Passenger Information Project (SPBS project lead)
- 5307 Transit System Enhancements
  - Final submissions due 1/30
  - BSOOB Transit regional microtransit
- FY24 5307 FYCOP
  - GPCOG discussion regarding process change – *not good for timing*



# FY24 Budget Timeline



- City of Biddeford Request – 2/2/23
- City of Saco – 2/28/23
- Town of Old Orchard Beach – assuming 2/28/23
- Working towards a flat-funding request for FY24, with a 2-year schedule of increases for FY25-FY26



## Other Items



- Fleet Update
- STC Lease Renewal Discussion
- Recruitment Update
- FTA Triennial Submission
- Transit Stop Access Project
- Audit Timeline







**BSOOB Transit Finance Subcommittee  
Meeting Agenda  
Monday, February 20<sup>th</sup>, 2023  
12:00pm – 1:30pm**

**Virtual – Zoom**

<https://us06web.zoom.us/j/83078728627?pwd=V1hvcDh1c2ZtVXd5Q0hXRzRQUWliUT09>

**Meeting ID: 830 7872 8627 | Passcode: 740566**

<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.) January Month End Financial Report	Staff	Information
5.) Proterra On-Route Charger Contract	Staff	Information
6.) PACTS FY24 FYCOP Request	Staff	Information
7.) RKO Audit Update	Staff	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings:</li><li>• Thursday, February 23, 4p Committee</li><li>• Monday, March, 20, 12p Finance</li></ul>	Staff	Information
9.) New Business		Information
10.) Adjournment	Kenny Blow	Action



## **Memorandum**

*2/17/23*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of January 31, 2023

### **Month End Details:**

January is the seventh month for the fiscal year and as such, represents 58% of the year. The organization is tracking approximately 58.9% of the way through operating expenses. Total personnel expense is at 51.9% of budget and 77.9% through Other Expenses. Fuel is at 49%.

Looking at progress of the Capital projects, the agency expects to execute contracts for both the On-Route Charger project and the CAD-AVL project. The Proterra contract for design/build and installation services will total \$641,626.00. Including the infrastructure expense, the total project costs should be within the Low-No award of approximately \$1.3 million. The CAD-AVL contract is being awarded to California based firm, Swiftly. Staff are still working with Swiftly to finalize the project contract and costs. Additionally, the security fence project is advancing, with a contracted engineering firm, B2HM and other entities determining the final fence footprint.

### **Future Considerations:**

The annual budgeting process has begun. In the coming weeks we will be evaluating each projected revenue and expense and will develop a plan that is reasonable for the coming year. While the FY24 request is unchanged from the previous year, we will utilize municipal funds that have built up as we made use of CARES and ARPA funds over the past few years. The municipal proposals include increases in FY25 and FY26 FY24, 12% and 12.5% thru FY25 and FY 26.

One significant financial element on the horizon is the end of the ARPA and CARES Act funding. These funding packages reduced many operating local match programs to 0%. Moving into the future budget cycles, there will be operating programs that require increased local match, generally 50%. Staff will be communicating with State officials to strategize on ways to sustain funding, and to develop some contingencies for Committee members, staff, and the community to consider.

**Statement of Revenues, Expenses and Changes in Fund Equity**  
**As of JANUARY 2023 FY23**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 22,110.11	12,936.75
Urban fares	48,873.70	15,533.20
Trolley fares	119,858.77	50,781.67
Zoom fares	9,331.42	2,282.30
Noreaster UNE fares	0.00	6,092.00
<b>Total fares</b>	<b>200,174.00</b>	<b>87,625.92</b>
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	991,931.25	1,378,928.42
MDOT-Urban	60,949.01	31,145.00
MDOT-Intercity	421,888.31	358,922.48
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	191,270.71	193,961.42
MTA-ZOOM	12,864.80	41,765.52
FTA-Capital-Mobility	11,980.13	19,572.58
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	7,613.14
MDOT-Capital grant	0.00	0.00
<b>Total grant revenues</b>	<b>1,690,884.21</b>	<b>2,031,908.56</b>
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	56,626.30	2,950.20
Contract repair parts & labor revenue	69,261.45	85,635.88
Municipal contributions	775,000.00	520,000.00
Greyhound ticket sales	92.01	22.39
Contract stops - all	125,600.00	82,023.21
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - urban	79,413.25	13,200.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(9,020.13)	(3,491.16)
Other income	0.00	870.00
<b>Total revenues</b>	<b>3,011,461.80</b>	<b>2,844,745.00</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	2,892,944.79	2,752,869.20
Add current month unbilled grants	118,516.11	91,875.80
Less nonoperating income	(0.90)	
Adjusted Revenue Control to tie to above	<u>3,011,461.80</u>	<u>2,844,745.00</u>
Difference	0.00	0.00

**Expenses**

<b>Indirect Expenses</b>		
Administrative Salaries	275,668.83	236,575.55
Administrative Benefits	84,863.54	117,526.57
Employee's Expense	21,311.46	9,535.28
Travel	2,823.19	1,912.67
Training	11,364.27	1,734.19
Utilities	10,971.97	10,013.81
Telephone	10,788.00	2,557.64
Postage	635.12	804.41
Office Supplies	8,597.17	10,648.12
Miscellaneous Office	53,963.84	54,890.37
Advertising	13,160.16	9,662.58
Professional Services	36,046.31	101,841.25
Insurance	146,874.75	114,575.00
Facility Repairs & Maint.	2,341.39	1,797.60
Vehicle Fuel	2,240.12	2,012.59
Depreciation	388,206.63	215,024.72
<b>Total indirect expenses</b>	<b>1,069,856.75</b>	<b>891,112.35</b>
<b>Direct expenses:</b>		
Operating wages-Drivers	641,674.20	533,939.06
Operating wages-Repair	152,639.59	143,580.69
Operating benefits-Drivers	124,878.62	102,331.40
Operating benefits-Repair	59,776.80	58,358.68
Miscellaneous supplies & costs	21,919.87	15,387.17
Vehicle Fuel	131,511.28	85,571.82
Vehicle Maintenance	109,503.52	143,966.39
Preventive Maintenance, all sources	234,856.05	86,127.95
<b>Total operations expenses</b>	<b>1,476,759.93</b>	<b>1,169,263.16</b>
<b>Total operating expenses</b>	<b>2,546,616.68</b>	<b>2,060,375.51</b>
<b>Reconciliation (for Finance Dept. use only)</b>		
Appropriation Control	2,646,459.93	3,109,056.07
Encumbrance Control		
Less nonoperating expense	(99,817.28)	(1,048,680.56)
Adjusted Approp. Control to tie to above	2,546,642.65	2,060,375.51
Difference	(25.97)	0.00
<b>Operating income (loss)</b>	<b>464,845.12</b>	<b>784,369.49</b>
<b>Nonoperating revenues (expenses):</b>		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(99,817.28)	(1,049,771.14)
Interest revenue (expense)	0.00	1,090.58
<b>Total nonoperating revenue (expense)</b>	<b>(99,817.28)</b>	<b>(1,048,680.56)</b>
<b>Net income (loss)</b>	<b>365,027.84</b>	<b>(264,311.07)</b>
<b>Fund equity, beginning of year</b>		
adjust reserve for inventory	3,317,938.44	1,815,707.49
change in value of fixed assets	4,478,264.69	1,109,852.03
loss on disposal of capital assets		
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 8,161,230.97</b>	<b>2,661,248.45</b>
To tie to balance sheet fund equity	8,161,206.74	2,661,248.45
Difference	(24.23)	0.00

**Balance Sheet****As of JANUARY 2023 FY23**

	<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	1,501,075.07	321,326.19
Unbilled, this month	118,516.11	91,875.80
Inventory	367,306.48	275,160.54
Total current assets	1,987,297.66	688,762.53
Fixed assets:		
Property, plant and equipment	10,023,355.54	5,806,921.73
Less accumulated depreciation	(3,878,001.81)	(3,527,279.56)
Total fixed assets	6,145,353.73	2,279,642.17
Other assets:		
Prepaid expenses	(4,828.33)	(17,025.00)
Total prepaids	(4,828.33)	(17,025.00)
<b>Total assets</b>	<b>8,127,823.06</b>	<b>2,951,379.70</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(3,206.50)	74,741.28
Payroll liabilities outstanding	3,767.53	41,751.14
Accrued payroll	51,641.20	51,758.46
Accrued compensated absences	110,753.02	99,075.35
Unearned receipts	(70,884.28)	11,115.72
Total current liabilities	92,070.97	278,441.95
Non-current liabilities:		
Owed to (from) City of Biddeford	(125,454.65)	11,689.30
Total non-current liabilities	(125,454.65)	11,689.30
<b>Total liabilities</b>	<b>(33,383.68)</b>	<b>290,131.25</b>
Equity		
Retained earnings, end of prior year	7,796,205.77	2,925,559.52
Net income, current year	365,000.97	(264,311.07)
Total equity	8,161,206.74	2,661,248.45
<b>Total liabilities and fund equity</b>	<b>\$ 8,127,823.06</b>	<b>2,951,379.70</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of JANUARY 2023 FY23	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	48,873.70	15,533.20
Trolley fares	119,858.77	50,781.67
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	6,092.00
<b>Total fares</b>	<b>168,732.47</b>	<b>72,406.87</b>
Grant revenues:		
FTA-Urban, including this month unbilled	956,625.25	548,570.42
MDOT-Urban	60,949.01	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>1,017,574.26</b>	<b>579,715.42</b>
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	55,746.30	2,950.20
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	125,600.00	82,023.21
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(5,315.19)	(2,162.08)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>1,362,337.84</b>	<b>758,933.62</b>

<b>Local Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	184,729.57	152,220.00
Administrative Benefits	58,530.38	79,683.49
Employee's Expense	14,698.51	6,552.64
Travel	1,947.15	1,314.39
Training	7,837.94	1,191.74
Utilities	6,769.38	6,259.02
Telephone	7,440.48	1,638.16
Postage	438.04	552.79
Office Supplies	5,929.47	6,444.25
Miscellaneous Office	31,393.12	25,201.12
Advertising	8,951.23	5,364.74
Professional Services	13,408.11	15,498.94
Insurance	95,815.94	74,959.74
Facility Repairs & Maint.	1,614.86	1,162.24
Vehicle Fuel	1,545.01	1,350.64
Depreciation	3,028.22	18,843.86
Total administrative expenses	444,077.41	398,237.76
Operations expenses:		
Operating wages-Divers	458,614.71	329,036.26
Operating wages-Repair	82,196.42	81,797.92
Operating benefits-Divers	84,780.10	68,991.83
Operating benefits-Repair	32,189.81	33,246.94
Miscellaneous supplies & costs	10,734.47	5,419.94
Vehicle Fuel	74,690.37	48,750.27
Vehicle Maint.- regular	10,623.41	34,687.01
Preventive Maintenance	110,077.84	69,015.47
Total operations expenses	863,907.13	670,945.64
<b>Total operating expenses</b>	1,307,984.54	1,069,183.40
<b>Municipal Contribution needed</b>	(54,353.30)	310,249.78
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of JANUARY 2023 FY23	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 22,110.11	12,936.75
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	22,110.11	12,936.75
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	421,888.31	358,922.48
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	421,888.31	358,922.48
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	92.01	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)	0.00	0.00
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(2,459.13)	(689.50)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>466,631.30</b>	<b>396,192.12</b>



<b>Intercity Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	59,781.99	46,915.30
Administrative Benefits	18,941.54	24,559.03
Employee's Expense	4,756.72	2,019.57
Travel	630.14	405.10
Training	2,536.51	367.30
Utilities	2,190.70	1,929.08
Telephone	2,407.88	504.89
Postage	141.76	170.37
Office Supplies	1,918.89	1,986.16
Miscellaneous Office	10,519.82	7,789.45
Advertising	2,793.65	1,710.86
Professional Services	4,339.12	4,776.88
Insurance	25,981.46	19,445.20
Facility Repairs & Maint.	522.60	358.21
Vehicle Fuel	499.99	429.41
Depreciation	1,401.04	6,009.46
Total administrative expenses	139,363.81	119,376.27
Operations expenses:		
Operating wages-Drivers	131,693.37	80,794.24
Operating wages-Repair	46,753.51	32,047.21
Operating benefits-Drivers	28,846.96	22,574.31
Operating benefits-Repair	18,309.63	13,025.66
Miscellaneous supplies & costs	5,012.94	2,123.45
Vehicle Fuel	37,712.34	19,099.63
Vehicle Maint.	9,705.16	28,292.41
Preventive Maintenance	99,695.27	6,204.21
Total operations expenses	377,729.18	204,161.12
<b>Total operating expenses</b>	<b>517,092.99</b>	<b>323,537.39</b>
<b>Municipal Contribution needed</b>	<b>50,461.69</b>	<b>(72,654.73)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of JANUARY 2023 FY23	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	9,331.42	2,282.30
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	9,331.42	2,282.30
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	191,270.71	193,961.42
MTA-ZOOM	12,864.80	41,765.52
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	204,135.51	235,726.94
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)	79,413.25	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	(1,245.80)	(639.58)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	291,634.38	250,569.66

<b>ZOOM Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	23,328.90	22,372.26
1 Administrative Benefits	7,391.61	11,711.34
1 Employee's Expense	1,856.23	963.06
2 Travel	245.90	193.18
9 Training	989.83	175.15
3 Utilities	854.88	919.91
3 Telephone	939.63	240.77
9 Postage	55.32	81.25
9 Office Supplies	748.81	947.13
9 Miscellaneous Office	4,244.74	4,013.84
11 Advertising	1,415.27	2,586.98
5 Professional Services	1,693.27	2,277.93
4 Insurance	25,077.34	20,170.07
6 Facility Repairs & Maint.	203.94	170.82
7 Vehicle Fuel	195.11	232.54
10 Depreciation	709.77	5,574.35
<b>Total administrative expenses</b>	<b>69,950.55</b>	<b>72,630.58</b>
Operations expenses:		
1 Operating wages-Divers	51,366.12	38,529.26
1 Operating wages-Repair	23,689.66	29,735.56
1 Operating benefits-Divers	11,251.56	10,765.26
1 Operating benefits-Repair	9,277.36	12,086.08
9 Miscellaneous supplies & costs	6,172.46	7,145.38
7 Vehicle Fuel	19,108.57	17,721.92
8 Vehicle Maint.	1,038.01	3,389.79
12 Preventive Maintenance	25,082.94	10,908.27
<b>Total operations expenses</b>	<b>146,986.68</b>	<b>130,281.52</b>
<b>Total operating expenses</b>	<b>216,937.23</b>	<b>202,912.10</b>
<b>Municipal Contribution needed</b>	<b>(74,697.15)</b>	<b>(47,657.56)</b>
<b>Operating income (loss)</b>	<b>0.00</b>	<b>0.00</b>

YTD Cost Center Analysis - Mobility/Outreach As of JANUARY 2023 FY23	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
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	11,980.13	19,572.58
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
<b>Total grant revenues</b>	<b>11,980.13</b>	<b>19,572.58</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>11,980.13</b>	<b>19,572.58</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	7,828.37	15,067.98
Administrative Benefits	0.00	1,572.71
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	1,157.01	905.80
Telephone	0.00	173.82
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	2,831.28	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	11,816.66	20,206.69
Operations expenses:		
Operating wages-Driver's	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Driver's	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	698.40
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	698.40
<b>Total operating expenses</b>	11,816.66	20,905.09
<b>Municipal Contribution needed</b>	(163.47)	1,332.51
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of JANUARY 2023 FY23	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	69,261.45	85,635.88
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>	69,261.45	85,635.88

<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-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.	64,542.19	77,597.18
Total operations expenses	64,542.19	77,597.18
<b>Total operating expenses</b>	64,542.19	77,597.18
<b>Municipal Contribution needed</b>	(4,719.26)	(8,038.70)
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Items not Allocated As of JANUARY 2023 FY23</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	35,306.00	830,358.00
MDOT non-operating grant revenue	0.00	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>35,306.00</b>	<b>837,971.14</b>
Municipal contributions	750,000.00	495,000.00
Fuel & miscellaneous operating revenue	880.00	0.00
Other income	0.00	870.00
<b>Total revenues</b>	<b>786,186.00</b>	<b>1,333,841.14</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	4,974.88	(5,315.88)
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	16,605.81	79,287.50
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	106.33
Vehicle Fuel	0.00	0.00
Depreciation	383,067.59	184,597.05
<b>Total administrative expenses</b>	<b>404,648.28</b>	<b>258,675.00</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.	23,594.75	
<b>Total operations expenses</b>	<b>23,594.75</b>	<b>0.00</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	
Equipment Purchase Capital	15,978.60	404.82
Vehicles Purchase Capital	83,838.68	1,049,366.32
<b>Total capital expenses</b>	<b>99,817.28</b>	<b>1,049,771.14</b>
<b>Total expenses</b>	<b>528,060.31</b>	<b>1,308,446.14</b>
Non-allocated items income (loss)	258,125.69	25,395.00
Income (loss) before depreciation	641,193.28	209,992.05
Municipal Contributions needed to fund operations	(83,471.49)	183,231.30
Excess (shortfall) in Municipal Contributions	724,664.77	26,760.75

<b>YTD Cost Center Analysis - COVID RELATED As of JANUARY 2023 FY23</b>	<b>Agency</b>	<b>Last Year</b>
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<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>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	20,715.46
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>0.00</b>	<b>20,895.46</b>
Operations expenses:		
Operating wages-Drivers	0.00	85,579.31
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>0.00</b>	<b>85,579.31</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>106,474.77</b>
Operating income (loss)	0.00	(106,474.77)
<b>YTD Cost Center Analysis -</b>		
<b>As of JANUARY 2023 FY23</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>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
<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>FY23</b>	<b>Last Year</b>
<b>As of JANUARY 2023 FY23</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 22,110.11	12,936.75
Shuttle fares	48,873.70	15,533.20
Trolley fares	119,858.77	50,781.67
Zoom fares	9,331.42	2,282.30
Noreaster UNE fares	0.00	6,092.00
<b>Total fares</b>	<b>200,174.00</b>	<b>87,625.92</b>
Grant revenues:		
FTA-Urban	991,931.25	1,378,928.42
MDOT-Urban	60,949.01	31,145.00
MDOT-Intercity	421,888.31	358,922.48
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	191,270.71	193,961.42
MTA-ZOOM	12,864.80	41,765.52
Planning/Mobility/Outreach	11,980.13	19,572.58
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	7,613.14
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>1,690,884.21</b>	<b>2,031,908.56</b>
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	56,626.30	2,950.20
Contract repair parts & labor revenue	69,261.45	85,635.88
Municipal contributions	775,000.00	520,000.00
Greyhound ticket sales	92.01	22.39
Contract stops - Local	125,600.00	82,023.21
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local	79,413.25	13,200.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(9,020.13)	(3,491.16)
Other income	0.00	870.00
<b>Total revenues</b>	<b>3,011,461.80</b>	<b>2,844,745.00</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	275,668.83	236,575.55
Administrative Benefits	84,863.54	117,526.57
Employee's Expense	21,311.46	9,535.28
Travel	2,823.19	1,912.67
Training	11,364.27	1,734.19
Utilities	10,971.97	10,013.81
Telephone	10,788.00	2,557.64
Postage	635.12	804.41
Office Supplies	8,597.17	9,557.54
Miscellaneous Office	53,963.84	54,890.37
Advertising	13,160.16	9,662.58
Professional Services	36,046.31	101,841.25
Insurance	146,874.75	114,575.00
Facility Repairs & Maint.	2,341.39	1,797.60
Vehicle Fuel	2,240.12	2,012.59
<b>Total administrative expenses</b>	<b>681,650.12</b>	<b>674,997.05</b>
Operations expenses:		
Operating wages-Drivers	641,674.20	533,939.06
Operating wages-Repair	152,639.59	143,580.69
Operating benefits-Drivers	124,878.62	102,331.40
Operating benefits-Repair	59,776.80	58,358.68
Miscellaneous supplies & costs	21,919.87	15,387.17
Vehicle Fuel	131,511.28	85,571.82
Vehicle Maint.	109,503.52	143,966.39
Preventive Maintenance	234,856.05	86,127.95
Depreciation	388,206.63	215,024.72
<b>Total operations expenses</b>	<b>1,864,966.56</b>	<b>1,384,287.88</b>
<b>Total operating expenses</b>	<b>2,546,616.68</b>	<b>2,059,284.93</b>
<b>Operating income (loss)</b>	<b>464,845.12</b>	<b>785,460.07</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	99,817.28	1,049,771.14
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>99,817.28</b>	<b>1,049,771.14</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>2,646,433.96</u>	<u>3,109,056.07</u>
Net income (loss)	<u>365,027.84</u>	<u>(264,311.07)</u>

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending JANUARY 2023**

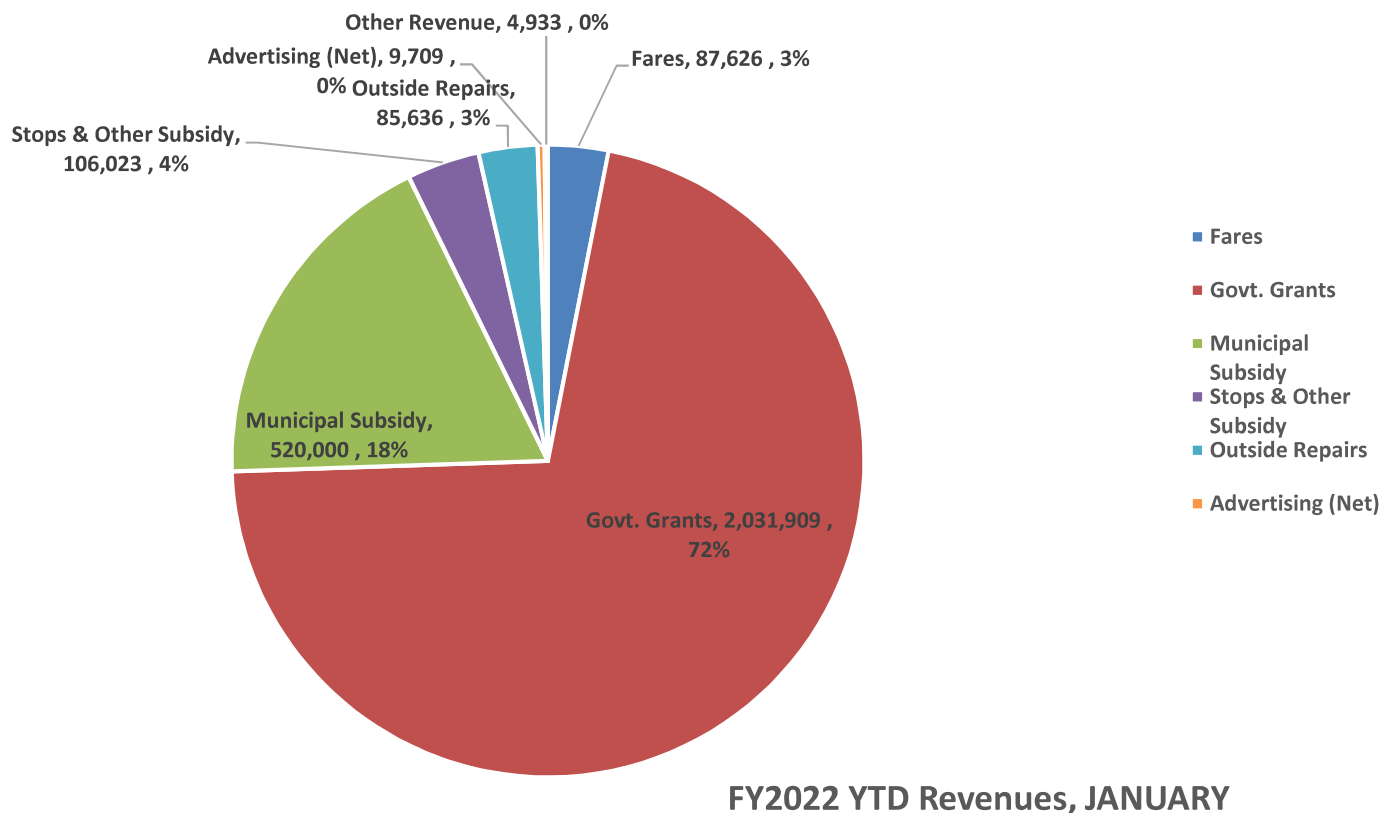
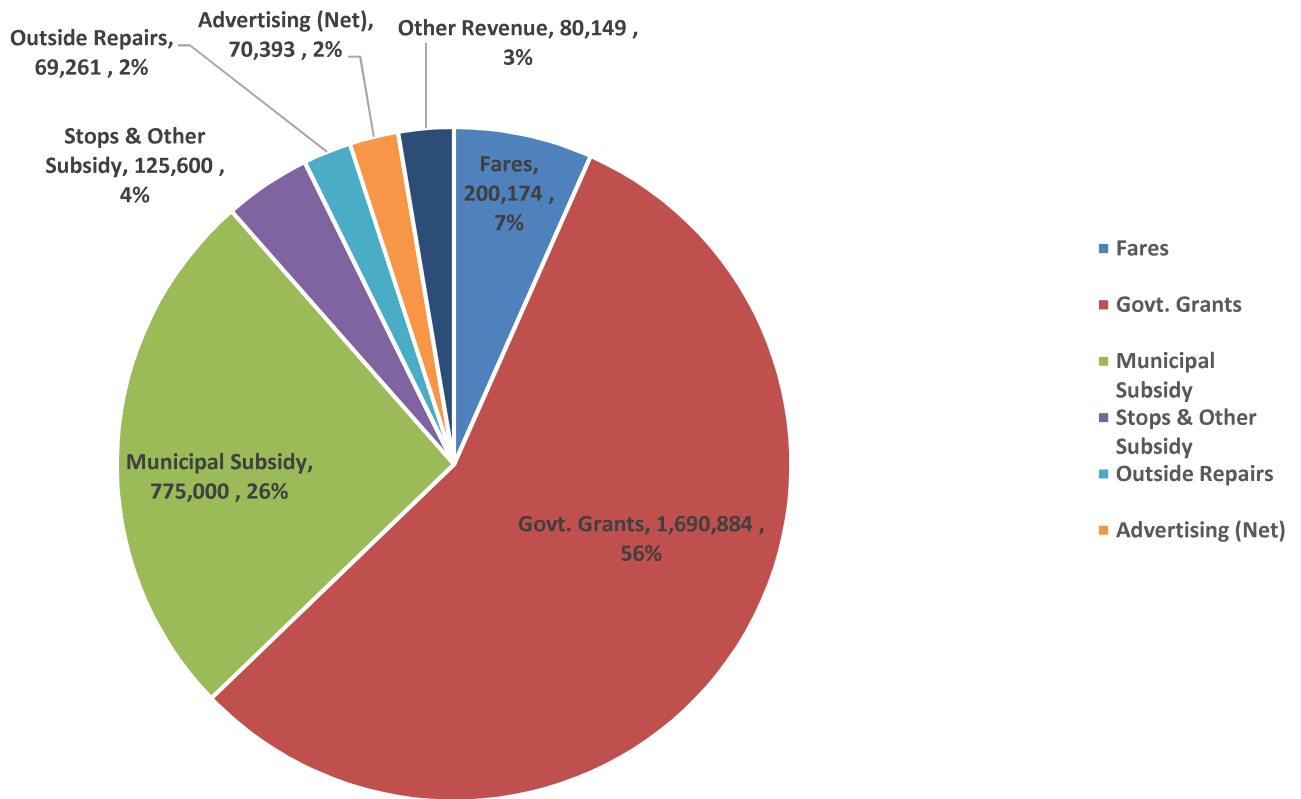
**Target %: 58**

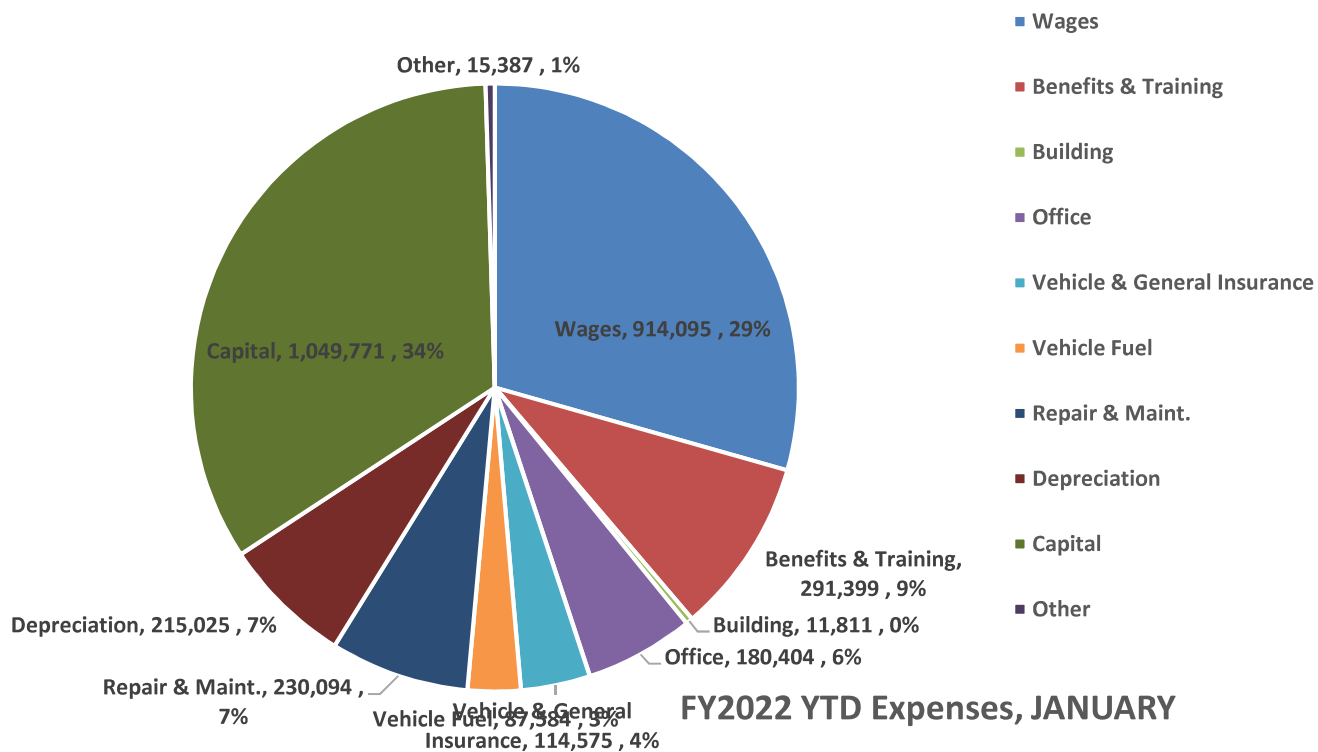
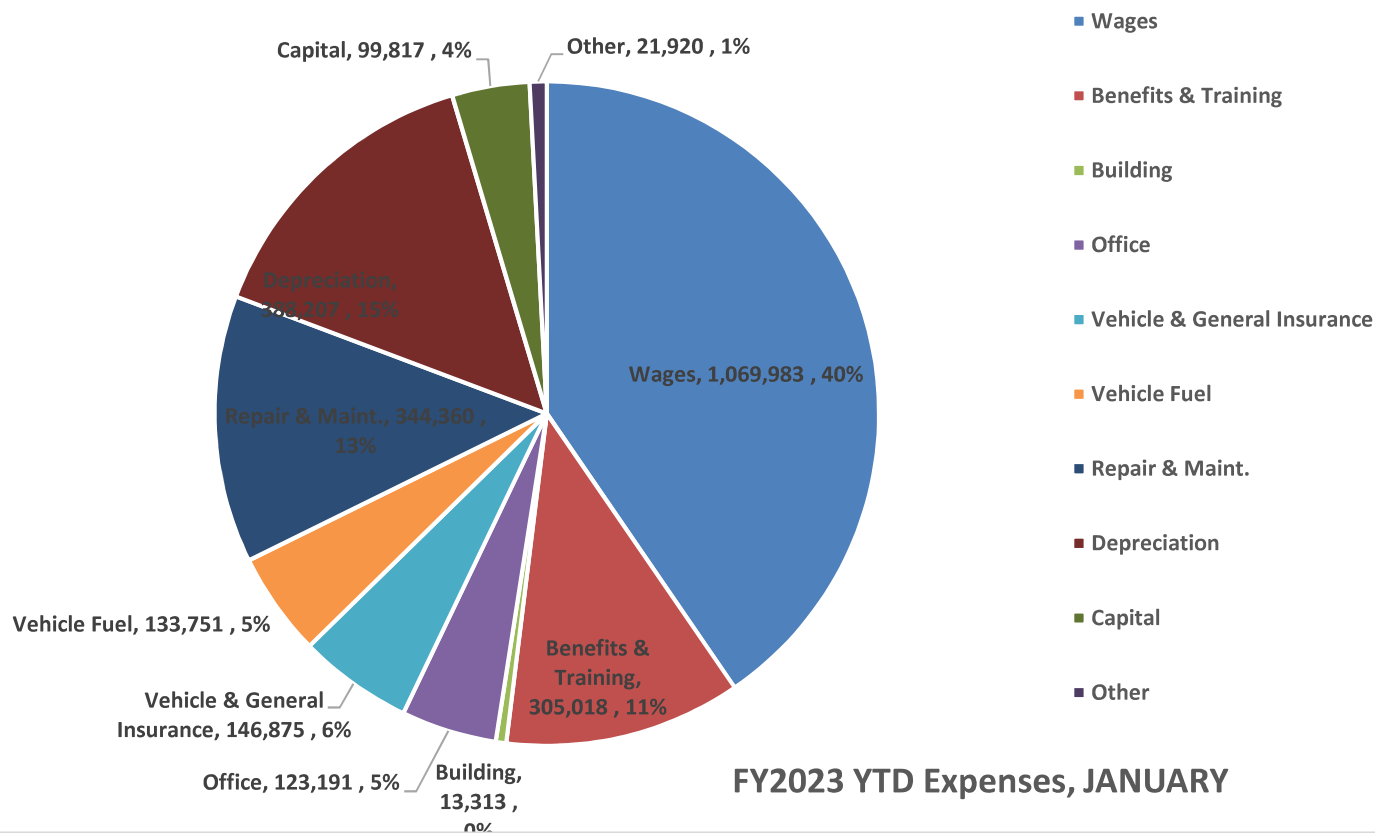
	FY2023				FY2022		
	Estimate	Month Ended January	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended January	Percentage Realized
General Revenues:							
Sale of surplus property	0	0	0	0.0%	0	37,596	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(13,480)	(9,021)	(4,459)	66.9%	(13,200)	(16,223)	122.9%
Miscellaneous revenue	500	79,177	(78,677)	15835.4%	500	7,638	1527.6%
YCCTC Repairs Revenues:							
Repair parts	52,000	28,619	23,381	55.0%	27,022	29,332	108.5%
Repair labor	63,000	20,923	42,077	33.2%	27,022	25,028	92.6%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	7,461	12,539	37.3%	3,333	13,781	413.5%
Repair labor	15,000	12,259	2,741	81.7%	3,333	9,446	283.4%
Local Service Revenues:							
FTA Urban grant	1,650,391	956,625	693,766	58.0%	1,473,970	910,652	61.8%
Local fares	176,000	168,732	7,268	95.9%	69,878	155,951	223.2%
Advertising sales	47,650	79,413	(31,763)	166.7%	31,553	28,368	89.9%
Contract stops	87,150	125,600	(38,450)	144.1%	103,282	63,209	61.2%
MDOT grants	120,862	60,949	59,913	50.4%	0	31,145	0.0%
UNE contribution	90,000	0	90,000	0.0%	62,000	24,000	38.7%
Other local service revenues	0	0			0	0	
Zoom Service Revenues:							
Zoom fares	26,000	9,331	16,669	35.9%	27,942	15,220	54.5%
Advertising sales	0	0	0	0.0%	7,888	4,012	50.9%
MDOT Zoom grant	256,281	191,271	65,010	74.6%	440,655	193,961	44.0%
MTA Zoom grant	0	12,865	(12,865)	0.0%	0	41,766	0.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	35,300	22,202	13,098	62.9%	50,250	28,018	55.8%
Advertising sales	0	0	0	0.0%	0	525	0.0%
MDOT Intercity grant	804,828	421,888	382,940	52.4%	687,104	358,922	52.2%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,211	11,980	40,231	22.9%	52,953	19,573	37.0%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	1,821,970	35,306	1,786,664	1.9%	3,927,739	468,276	11.9%
MDOT non-operating grants	136,059	0	136,059	0.0%	0	440,000	0.0%
MDOT RTAP grant	0	0	0	0.0%	0	0	0.0%
Other grants	20,800	0	20,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	750,000	750,000	0	100.0%	600,000	600,000	100.0%
Other non-operating revenues	43,125	880	42,245	2.0%	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>6,280,647</b>	<b>3,011,460</b>	<b>3,269,187</b>	<b>47.9%</b>	<b>7,713,084</b>	<b>3,515,196</b>	<b>45.6%</b>
Total, less Municipal contributions	5,530,647	2,261,460	3,269,187	40.9%	7,113,084	2,915,196	41.0%
Total fares	237,300	200,265	37,035	84.4%	148,070	199,189	134.5%
Total less fares & Municipal conts.	5,293,347	2,061,195	3,232,152	38.9%	6,965,014	2,716,007	39.0%
Total external repairs/fuel sales	150,000	69,262	80,738	46.2%	60,710	77,587	127.8%
Total operating revenues	3,508,693	2,225,274	1,283,419	63.4%	3,080,485	2,006,920	65.1%

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending January 2023**

**Target %: 58**

	FY2023				FY2022		
	Budget	Month Ended January	Remaining Budget	Percentage Expended	Budget	Month Ended January	Percentage Expended
<b>Admin/Overhead Expenditures:</b>							
Salaries & wages	501,050	267,840	233,210	53.5%	342,361	210,008	61.3%
Employee benefits	252,033	84,864	167,169	33.7%	204,064	134,910	66.1%
Other employment costs	42,000	35,499	6,501	84.5%	30,300	19,649	64.8%
Purchased professional svcs.	74,000	30,251	43,749	40.9%	67,000	49,181	73.4%
General operating costs	237,200	471,742	(234,542)	198.9%	169,850	117,436	69.1%
Insurances	224,739	146,875	77,864	65.4%	196,363	124,689	63.5%
Borrowing costs	0	0	0	0.0%	0	(2,166)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	383,481	236,442	147,039	61.7%	354,061	194,234	54.9%
Overtime wages	33,187	33,913	(726)	102.2%	39,252	32,317	82.3%
Employee benefits	126,382	59,777	66,605	47.3%	118,488	60,192	50.8%
Other employment costs	2,000	2,533	(533)	126.7%	2,000	1,772	88.6%
Reclassification to external repairs	(80,000)	(117,715)	37,715	147.1%	(115,000)	(61,796)	53.7%
General operating costs	439,352	202,333	237,019	46.1%	159,430	33,607	21.1%
<b>YCCTC Repairs Expenditures:</b>							
All costs	75,000	46,067	28,933	61.4%	110,000	46,738	42.5%
<b>Other Agency Repairs Expenditures:</b>							
All costs	35,000	18,476	16,524	52.8%	20,000	21,249	106.2%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,108,724	626,181	482,543	56.5%	959,126	439,701	45.8%
Overtime wages	55,644	52,695	2,949	94.7%	34,627	37,022	106.9%
Employee benefits	272,626	136,725	135,901	50.2%	248,755	120,034	48.3%
Other employment costs	0	1,921	(1,921)	0.0%	0	40	0.0%
Advertising costs	7,500	2,913	4,587	38.8%	7,500	308	4.1%
Fuel costs	251,200	123,122	128,078	49.0%	210,410	73,515	34.9%
General operating costs	78,500	18,786	59,714	23.9%	123,500	168,998	136.8%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	744	1.6%
Overtime wages	0	0	0	0.0%	0	253	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	473	9.2%
Other employment costs	0	0	0	0.0%	0	632	0.0%
General operating costs	13,845	3,988	9,857	28.8%	13,020	20,076	154.2%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	4,925	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	0	25,014	0.0%
Consultants	73,560	16,606	56,954	22.6%	19,200	0	0.0%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	23,595	(23,595)	0.0%	0	2,982	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	99,817	1,827,513	5.2%	4,013,368	377,738	9.4%
Other non-oper. Expense	35,435	4,975	30,460	14.0%	169,665	0	0.0%
<b>Total Expenditures</b>	<b>6,226,347</b>	<b>2,630,221</b>	<b>3,596,126</b>	<b>42.2%</b>	<b>7,549,791</b>	<b>2,254,475</b>	<b>29.9%</b>
<b>Total Personnel Costs</b>	<b>2,863,686</b>	<b>1,485,218</b>	<b>1,378,468</b>	<b>51.9%</b>	<b>2,400,485</b>	<b>1,258,172</b>	<b>52.4%</b>
<b>Total Fuel Costs</b>	<b>251,200</b>	<b>123,122</b>	<b>128,078</b>	<b>49.0%</b>	<b>210,410</b>	<b>78,440</b>	<b>37.3%</b>
<b>Total Capital Equipment Costs, net</b>	<b>1927330</b>	<b>99817</b>	<b>1827513</b>	<b>5.2%</b>	<b>4013368</b>	<b>377738</b>	<b>9.4%</b>
<b>Total Other Costs</b>	<b>1,184,131</b>	<b>922,064</b>	<b>262,067</b>	<b>77.9%</b>	<b>925,528</b>	<b>540,125</b>	<b>58.4%</b>







Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME-2019-011-00</b>									
	441	A3	<b>5307 Funds</b> Planning Consultant	<b>FTA: ME-2019-011-00</b> 13,522.00		<b>Start Date 7/25/2019 - End Date 6/30/22</b> 619.50	20%		
<b>FTA: ME-2020-031-01-00</b>									
	117	A2	<b>5307 Funds FY21</b> Preventive Maintenance	<b>FTA: ME-2020-031-01-00</b> 163,560.00	0.00	<b>Start Date 8/21/20 - End Date 6/30/23</b> -	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	57,567.00	38,433.00	9,608.25	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
<b>FTA: ME-2021019</b>									
	300	A1	<b>5307 Funds FY22</b> Service Operations	<b>FTA: ME-2021019</b> 728,810.00	0.00	<b>Start Date 8/23/21 - End Date 6/30/24</b> 0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	75,276.00	91,555.00	22,888.75	20%	166,831.00	189,719.75
	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	21,134.00	30,054.00	7,513.50	20%	51,188.00	58,701.50
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
<b>FTA: ME-2022 DRAFT</b>									
	300	xx	<b>5307 Funds FY23</b> Service Operations	0.00	858,000.00	858,000.00	50%	858,000.00	1,716,000.00
	117	xx	Preventive Maintenance	0.00	170,168.00	42,542.00	20%	170,168.00	212,710.00
	114	xx	AVL	0.00	144,000.00	36,000.00	20%	144,000.00	180,000.00
	xx	xx	Improve Shelters	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	xx	Scissor Lift	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	xx	Onroute Charger Overage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	xx	Mobility Management	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
	441	xx	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
<b>FTA: ME-2020-022-00</b>									
	111	A1	<b>Zoom Coaches</b> Zoom Coaches	<b>FTA: ME-2020-022-00</b> 854,154.00	191,306.00	47,826.50	20%		
<b>FTA: ME-2022-007-01-00</b>									
			<b>CARE 5307 Funds PHASE V</b> All Covid	497,777.00	294,696.00			792,473.00	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Second LONO Grant Place Holder									
			FTA XXX	0.00	1,224,531.00				
			MEDOT CSN 43211	0.00	136,059.00				
			Total Project	0.00	1,360,590.00				
					1,224,531.00	0%		1,224,531.00	
FTA: ME-2019-020-00			FTA: ME-2019-020-00	1,016,453.00	253,547.00	10,919.74		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		MDOT: ME-2018-024-00, CSN 41564				
				119,121.08	384,331.92	384,331.92	50%	50% covered by Greyhound	
Intercity CARISSA			Intercity CARISSA		1/1/21 through 6/30/2023				
			Intercity CARISSA	700,000.00	(0.00)				
Intercity ARPA			Intercity ARPA		7/1/22 through 12/31/2023				
			Intercity ARPA	94,416.35	937,584	0	0%	1,032,000	1,032,000
MDOT: ME-2019-019-00, CSN 40774	Zoom 2020		Operating	132,069.13	39,930.87	39,930.87	50%	50% covered by MTA in the past, but that is uncertain now	
MDOT: ME-2021-005-00, CSN 43013	ZOOM Carissa		ZOOM Carissa		MDOT: ME-2021-005-00, CSN 43013				
				550,000.00	0.00	0	0%		
MDOT: ME-2022-006-00, CSN 44083	ZOOM ARPA		ZOOM ARPA		MDOT: ME-2022-006-00, CSN 44083				
				76,604.47	114,395.53				

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Assignment Letter 25 CSN 44162			Urban State 2022	70,883.68	49,673.32	0		Supplements 5307 funds and silver line for 3 years, this is t	



January 26, 2023

Chad Heid  
Executive Director  
Biddeford Saco Old Orchard Beach Transit  
cheid@BSOOBTransit.org

**Re: Proterra – BSOOB SACO On-Route Charger Installation  
138 Main Street, Saco, Me 04072**

Dear Mr. Heid:

We are pleased to offer our proposal to provide design and installation of two (2) Overhead DC Fast Charger systems at 138 Main Street, Saco, Me 04072. Each Overhead DC Fast Charger system will include: three (3) 150kW Charger Cabinets, one (1) Pantograph Control Cabinet, one (1) Structural Mast and support arm, one (1) Inverted Pantograph, all related antenna and control apparatus, and all necessary electrical equipment to support this system's operation.

**Scope of Services to be provided by Proterra or its subcontractor:**

**Installation of two (2) Overhead DC Fast Charger systems**

- Provide a preliminary schedule using Microsoft Project.
- Davis-Bacon Wages apply.
- Site visits or remote phone meetings as required to ensure a complete and functioning design/install.
- Coordination with the City of Saco as the Authority Having Jurisdiction and Central Maine Power as the power service utility as needed.
- Coordination and permitting acquisition to comply with National Environmental Policy Act (NEPA).
- Provide design documents including plans and specifications (suitable for filing) as required.
  - Electrical design for electric bus charging system for two (2) Overhead DC Fast Charger systems based on national and local code requirements
  - Civil/Structural design drawings for the custom fabrication of the pantograph mast
  - Arc Flash Study as required
- Submit to and coordinate with the City of Saco for permit approval.
- Supply and install utility transformer pad.
- Supply and install conduit and wire from transformer to Main Switchboard.
- Supply and install 2000A Main Switchboard.
- Supply and install conduit and wire from Main Switchboard to two (2) Overhead DC Fast Charger systems.
- Supply and install two (2) Overhead DC Fast Charger systems, each including the following scope:
  - a) Supply and install charger power cabinet(s), junction boxes, and control cabinets as necessary
  - b) Supply and install new structural mast and support arm with related foundation
  - c) Supply and install Inverted Pantograph equipment on new structural mast and support arm
  - d) Supply and install conduit and wire to transfer high voltage DC power from the charger power cabinet(s) to the Inverted Pantograph, to include a contractor supplied DC junction box
  - e) Supply and install conduit and wire for communications and control between the charger control cabinet to the Inverted Pantograph Equipment
- Commissioning of two (2) Overhead DC Fast Charger system.



- Supply and install bollards around equipment as needed.

**Exclusions:**

- Existing site utility relocation (i.e fire hydrant(s), fire suppression lines, Government communications etc.)
- Utility Transformer.
- Utility testing connections and interconnections.
- Railroad Permitting/Flagging Fees
- Utility Main Extensions/Fees.
- Existing Load Surveys.
- Storm Water Prevention Plans and Permits.
- Boundary & Topographic Surveys.
- Utility Fees.
- Contaminated/Unsuitable Soils.
- Third party testing of equipment.
- Premium Time Labor (OT).
- Liquidated Damages.
- Boring or excavation through rock.
- Geotechnical Engineering.
- Professional Landscape Architecture.
- Erosion and Sediment Controls.
- Select Fill for Unsuitable Soils.
- Soil Compaction Testing.
- Fencing.
- Lot Lighting Design.
- Wetland Delineation/Permitting.
- Variance Submittals/Fees.
- Traffic Studies.
- Tree Removal.
- Flood Analysis.
- On-Site Parking Costs.

**FEE SCHEDULE**

Project: **Proterra – BSOOB SACO On-Route Charger Installation**

**Price for installation scope: \$641,626.00**

This quote is made subject to contract and without prejudice. Proterra shall not commence any work on the project until the parties have executed a contract.

This quote shall expire in 30 days.

Best regards,

  
\_\_\_\_\_  
William Lyddane

Project Manager, Proterra Energy

PACTS 2023–2027 Five-Year Capital and Operating Plan

Section 5307—Urbanized Area Formula Grants

Biddeford-Saco-Old Orchard Beach Transit

			FY24	FY25	FY26	FY27	FY28		
			Federal Fiscal Years (Oct 1–Sept 30)						
Project Listing	% Growth Assumption	Local Match Assumption	2022	2023	2024	2025	2026	2027	Five-Year Total
Capital Program									
Combined Federal & Local Funds									
Facilities	20%		\$ -	\$ 125,000	\$ 750,000	\$ 200,000	\$ -	\$ 450,000	\$ 1,525,000
Maintenance and Safety	20%		\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Preventive Maintenance	2.0%	20%	\$ 212,710	\$ 375,000	\$ 382,500	\$ 390,150	\$ 397,953	\$ 405,912	\$ 1,951,515
Bus Stops and Shelters	20%		\$ 50,000	\$ -	\$ -	\$ 60,000	\$ 65,000	\$ 70,000	\$ 195,000
Mobility Management	2.0%	20%	\$ 65,264	\$ 66,570	\$ 67,901	\$ 69,259	\$ 70,644	\$ 72,057	\$ 346,431
Technology - AVL	20%		\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology - ERP and Finance	20%		\$ -	\$ 35,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 160,000
Technology - Microtransit	20%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support/Supervisor Vehicles	20%		\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ 160,000
Bus Wash System	20%		\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
On Route Charger Project Overage	20%		\$ 130,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Microtransit Vans (2)	20%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transit Stop Access Project	20%		\$ -	\$ 78,707	\$ 78,707	\$ -	\$ -	\$ -	\$ 157,414
Total Capital Program			\$ 723,033	\$ 765,277	\$ 1,404,108	\$ 719,409	\$ 693,597	\$ 997,969	\$ 4,580,360
Total Local Match			\$ 144,607	\$ 153,055	\$ 280,822	\$ 143,882	\$ 138,719	\$ 199,594	\$ 916,072
Operating Program									
Federal Funds Only									
Fixed Route Bus Service	2.0%	100%	\$ 858,000	\$ 906,142	\$ 924,265	\$ 942,750	\$ 961,605	\$ 980,837	\$ 4,715,599
ARPA Supported Service Enhancement	2.0%	100%	\$ -	\$ -	\$ -	\$ 600,000	\$ 612,000	\$ 624,240	\$ 1,836,240
Microtransit operations - Post Pilot	2.0%	100%	\$ -	\$ -	\$ -	\$ 250,000	\$ 255,000	\$ 260,100	\$ 765,100
Total Operating Program			\$ 858,000	\$ 906,142	\$ 924,265	\$ 1,792,750	\$ 1,828,605	\$ 1,865,177	\$ 7,316,939
Total Local Match			\$ 858,000	\$ 906,142	\$ 924,265	\$ 1,792,750	\$ 1,828,605	\$ 1,865,177	\$ 7,316,939
ADA Paratransit									
ADA Paratransit	2.0%	20%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total ADA Paratransit			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Local Match			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning Projects (UPWP)									
Combined Federal & Local Funds									
Mobility Manager	20%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning Projects	20%		\$ 26,000	\$ 28,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 154,000
...									\$ -
...									\$ -
...									\$ -
...									\$ -
...									\$ -
...									\$ -
Total Planning Projects			\$ 26,000	\$ 28,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 154,000
Total Local Match			\$ 5,200	\$ 5,600	\$ 6,000	\$ 6,400	\$ 6,400	\$ 6,400	\$ 30,800

Feb 23 Notes

FY24 - 125k for shipping bay upgrade, FY25 - Facility parking and surface improvements (expanded footprint, drainage, etc.), FY26 - Facility generator, FY28 - Vehicle canopy/storage improvements

Agency has invested heavily in PM program in FY23, this adjusted FY24 figure is better aligned with agency FY23 budget and actuals

Phased plan, FY24 will upgrade existing maintenance & inventory software package, FY25 will program for Financial system upgrade.

A reduction of \$190k from FY23 FYCOP request - Agency is attempting to leverage existing 5339 award

Where did this come from?

This item could potentially move to the discretionary tab  
This item could potentially move to the discretionary tab

*FYCOP Information - As of 2.16.23*



**FY24 5307 Capital Program**

20% Match

<b>5307 Operating Expense Worksheet</b>		
BSOOB Transit		
FY24 - July23-Jun24		
A)	5307 Operating Expenses	2,113,142.00
	<i>Less Eliminations</i>	
B)	Illegible Maintenance Expenses	(117,000.00)
C)	<b>Eligible Operating Expenses</b>	<b>1,996,142.00</b>
D)	5307 Farebox Revenue	(175,000.00)
E)	<b>Net Project Costs</b>	<b>1,821,142.00</b>
F)	5307 Local Share Summary	915,000.00
G)	Net 5307 Expenses less Local Share	906,142.00
H)	<i>MAX FTA Share</i>	<i>910,571.00</i>

Capital Expenses	Total	Local Match	FTA Award
ERP + Finance	\$ 35,000.00	\$ 7,000.00	\$ 28,000.00
Bus Wash	\$ 85,000.00	\$ 17,000.00	\$ 68,000.00
Facilities	\$ 125,000.00	\$ 25,000.00	\$ 100,000.00
Transit Stop	\$ 78,707.00	\$ 15,741.40	\$ 62,965.60
Mobility	\$ 66,570.00	\$ 13,314.00	\$ 53,256.00
PM	\$ 375,000.00	\$ 75,000.00	\$ 300,000.00
<b>Totals</b>	<b>\$ 765,277.00</b>	<b>\$ 153,055.40</b>	<b>\$ 612,221.60</b>

49.8%

# **BSOOB Transit Agenda Action Proposal**

**Agenda Item:**

Approval of Proterra On-Route Charger Design and Installation Contract

**Subcommittee:** N/A

**Committee Meeting Date:** February 23, 2023

**Transit Committee Action Date:** February 23, 2023

**Staff Resource:** Chad Heid

**Purpose:**

The Transit Committee will review and consider approval of a contract between the agency and Proterra. The scope of work is included in the meeting packet (following this document), including the project price of \$641,626.00.

**Background:**

This project is part of the approximately \$1.36 million Low-No Award to install two on-route pantographic chargers at the Saco Transportation Center. This project includes the purchase of the infrastructure, along with the services laid out in this proposal to design, coordinate, install, and commission the chargers.

**Attachments:**

Proterra – BSOOB SACO On-Route Charger Installation Contract Summary Letter

**Financial Impact and Source of Funds:**

\$641,626.00 projected project cost, sourced from FTA Low-No Award (*FTA # TBD*) and MDOT local match contribution.

**Recommendation:**

The Transit Committee approves the Proterra contract terms.

**Prepared by: Chad Heid**





January 26, 2023

Chad Heid  
Executive Director  
Biddeford Saco Old Orchard Beach Transit  
cheid@BSOOBTransit.org

**Re: Proterra – BSOOB SACO On-Route Charger Installation  
138 Main Street, Saco, Me 04072**

Dear Mr. Heid:

We are pleased to offer our proposal to provide design and installation of two (2) Overhead DC Fast Charger systems at 138 Main Street, Saco, Me 04072. Each Overhead DC Fast Charger system will include: three (3) 150kW Charger Cabinets, one (1) Pantograph Control Cabinet, one (1) Structural Mast and support arm, one (1) Inverted Pantograph, all related antenna and control apparatus, and all necessary electrical equipment to support this system's operation.

**Scope of Services to be provided by Proterra or its subcontractor:**

**Installation of two (2) Overhead DC Fast Charger systems**

- Provide a preliminary schedule using Microsoft Project.
- Davis-Bacon Wages apply.
- Site visits or remote phone meetings as required to ensure a complete and functioning design/install.
- Coordination with the City of Saco as the Authority Having Jurisdiction and Central Maine Power as the power service utility as needed.
- Coordination and permitting acquisition to comply with National Environmental Policy Act (NEPA).
- Provide design documents including plans and specifications (suitable for filing) as required.
  - Electrical design for electric bus charging system for two (2) Overhead DC Fast Charger systems based on national and local code requirements
  - Civil/Structural design drawings for the custom fabrication of the pantograph mast
  - Arc Flash Study as required
- Submit to and coordinate with the City of Saco for permit approval.
- Supply and install utility transformer pad.
- Supply and install conduit and wire from transformer to Main Switchboard.
- Supply and install 2000A Main Switchboard.
- Supply and install conduit and wire from Main Switchboard to two (2) Overhead DC Fast Charger systems.
- Supply and install two (2) Overhead DC Fast Charger systems, each including the following scope:
  - a) Supply and install charger power cabinet(s), junction boxes, and control cabinets as necessary
  - b) Supply and install new structural mast and support arm with related foundation
  - c) Supply and install Inverted Pantograph equipment on new structural mast and support arm
  - d) Supply and install conduit and wire to transfer high voltage DC power from the charger power cabinet(s) to the Inverted Pantograph, to include a contractor supplied DC junction box
  - e) Supply and install conduit and wire for communications and control between the charger control cabinet to the Inverted Pantograph Equipment
- Commissioning of two (2) Overhead DC Fast Charger system.



- Supply and install bollards around equipment as needed.

**Exclusions:**

- Existing site utility relocation (i.e fire hydrant(s), fire suppression lines, Government communications etc.)
- Utility Transformer.
- Utility testing connections and interconnections.
- Railroad Permitting/Flagging Fees
- Utility Main Extensions/Fees.
- Existing Load Surveys.
- Storm Water Prevention Plans and Permits.
- Boundary & Topographic Surveys.
- Utility Fees.
- Contaminated/Unsuitable Soils.
- Third party testing of equipment.
- Premium Time Labor (OT).
- Liquidated Damages.
- Boring or excavation through rock.
- Geotechnical Engineering.
- Professional Landscape Architecture.
- Erosion and Sediment Controls.
- Select Fill for Unsuitable Soils.
- Soil Compaction Testing.
- Fencing.
- Lot Lighting Design.
- Wetland Delineation/Permitting.
- Variance Submittals/Fees.
- Traffic Studies.
- Tree Removal.
- Flood Analysis.
- On-Site Parking Costs.

**FEE SCHEDULE**

Project: **Proterra – BSOOB SACO On-Route Charger Installation**

**Price for installation scope: \$641,626.00**

This quote is made subject to contract and without prejudice. Proterra shall not commence any work on the project until the parties have executed a contract.

This quote shall expire in 30 days.

Best regards,

  
\_\_\_\_\_  
William Lyddane

Project Manager, Proterra Energy