



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

### **AGENDA**

#### **Saco Transportation Center**

**March 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>February 2023 Transit Committee</li></ul>	Kenny Blow	Action
5.) Financial Subcommittee Report <ul style="list-style-type: none"><li>February Month End Financial Report</li></ul>	Phil Hatch	Information
6.) Swiftly – CAD/AVL Project Update	Staff	Information
7.) MTA Legislative Advocacy	Chad Heid	Information
8.) Executive Director Report <ul style="list-style-type: none"><li>Ridership Report</li><li>Safety Committee</li><li>Workforce Transportation Service</li><li>USDOT SMART Grant</li><li>STC Lease</li><li>Governance</li></ul>	Chad Heid	Information
9.) Employee Recognition <ul style="list-style-type: none"><li>Craig Pendleton Retirement</li></ul>	Staff	Information
10.) Administrative Discussion Items <ul style="list-style-type: none"><li>Upcoming Meetings: Biddeford CC Budget, April 10<sup>th</sup>, 745p Finance Committee, April 24<sup>th</sup>, 12p Saco CC Budget, April 24<sup>th</sup>, 630p Committee Meeting, April 27<sup>th</sup>, 4p</li></ul>	Staff	Information
11.) New Business	Kenny Blow	Information
12.) Adjournment	Kenny Blow	Action



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**February 23, 2023**

**4:00 PM**

**Remote Only - Zoom**

**1. Call to Order –**

With the absence of both the Chair and Vice-Chair of the Committee, a temporary Chair was needed to facilitate the meeting.

**Motion by Jean Saunders to nominate Curt Koehler to the temporary Chair role. Maya Atlas seconded the motion. There were no other nominations. Roll call vote: Jean Saunders, Maya Atlas, Eric Freeman, Tim Fleury, and Curt Koehler all voted in favor. Motion passed unanimously. Curt Koehler named temporary Chair.**

Temporary Chair Curt Koehler called the meeting to order at 4:06 pm.

**2. Roll Call –** Members present: Jean Saunders, Maya Atlas, Curt Koehler, Eric Freeman, and Tim Fleury. Absent: Kenny Blow, Phil Hatch, Bryan Kaenrath, Doris Ortiz. Staff present: Chad Heid, Rod Carpenter, Craig Pendleton, Caroline FreeSpirit, Marianne Walters, Anne Austin.

**3. Public Comment –** None.

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

**Motion by Tim Fleury to approve the Transit Committee meeting minutes of January 26, 2023. Eric Freeman seconded. Roll call vote: Curt Koehler, Jean Saunders, Eric Freeman, Maya Atlas, and Tim Fleury all voted in favor. Motion passed unanimously. Minutes approved.**

**5. Financial Subcommittee Report–** Executive Director Chad Heid reviewed the key pieces discussed at the Finance Subcommittee meeting.

Chad noted that in January there was discussion around an operating reserve policy, pending the results of the final audit. The audit has not yet been finalized but should be by late March.

Chair of the Finance Subcommittee will be chosen when full subcommittee is present, hopefully at the March meeting. Chair selected will present the Financial Subcommittee report at the monthly Transit committee meetings going forward.

Finance Manager Caroline FreeSpirit presented key points from the January month end financial position report.

Chad Heid, as Treasurer of the Maine Transit Association, is working with the executive committee group spending considerable resources developing an alliance with State legislators who are putting forth transit supportive bills, hoping to enhance the operating support.



## 6. Proterra design and Installation Contract

Chad Heid reviewed the agenda action proposal on page 40 of the meeting packet, Approval of Proterra On-Route Charger Design and Installation Contract.

This project is part of the approximately \$1.34 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 the proposal to design, coordinate, install, and commission the chargers.

**Motion by Tim Fleury to approve the contract with Proterra and to authorize Chad Heid, as the Executive Director, to sign it on behalf of the organization. Seconded by Maya Atlas.**

**Discussion- Curt Koehler commented that the design of the overhead chargers had been very fluid. He asked if that has come to a point where they are reliable and ready for deployment. Chad Heid answered that there are two primary styles, modern and vintage. (Aesthetic piece only.) With the City of Saco, we have moved forward with the vintage style. They have been designed, engineered and implemented at many operators around the country. References have been called. Deputy Director, Rod Carpenter also saw the Proterra chargers in South Carolina. There were no other questions or comments. Roll call vote: Curt Koehler, Jean Saunders, Eric Freeman, Maya Atlas, and Tim Fleury voted in favor. Motion passed unanimously. Motion approved.**

## 7. Executive Director Report- Chad shared his presentation.

Ridership Report - Fixed Route Ridership for 2021-2023 continues to rise! Just over 9,000 in January 2023. The Silver Line (downtown circulator route) had its 3<sup>rd</sup> best month since it began operation in August of 2021 of 1,526 riders.

CAD/AVL Award – Contract awarded to Swiftly out of California. They have significant deployments at agencies both large and small, including MBTA and Green Mountain Transit.

The CAD/AVL will give real time information, approved customer experience, reliability reporting, routes, trips, information on where people get on and off the bus—all metrics in the suite that will revolutionize how we manage, oversee and review service. Automated passenger counters (APC) will give accurate ridership counts. There will be automated onboard ADA signage and voice announcements.

Curt Koehler asked if either of the local partners have indicated any interest in seeing how this goes with thoughts of implementing themselves? Chad Heid shared that South Portland Bus and GP Metro uses Clover Devices. Metro is interested in the process and procurement but on a different timeline. South Portland Bus needed more time to evaluate their path going forward. The timing did not align.

Fleet Update – One of our Gillig buses was wrecked in an accident. With the insurance check we were able to offset costs of vehicle replacement. We purchased two 2009 35-foot Gillig buses, one is hybrid-electric, other is a diesel- both from Pennsylvania. We purchased one 2015 MCI Coach from Merrimack



Valley Regional Transit (MVRTA). There is a pending purchase of a 2010 30-foot Gillig from Pennsylvania.

#### FY24 Project Plan-

- “Fare Deal” starts on March 1<sup>st</sup>. All fixed route, non-trolley services will see a 50% reduction for all fare types.
- STC Lease Renewal- We have been working with the City of Saco, Public works, to develop a first draft of the proposal. The lease is up August 31<sup>st</sup>.
- Pomerleau shipping bay upgrade- This is an infrastructure enhancement. This is included in the FYCOP.
- New Pomerleau Bus Wash system – We are working with FTA to reprogram surplus funds from Zoom Coach grant in 2020 to allow us access to a different formula program called 5339, bus and bus facilities.
- Update/ Replace maintenance and inventory MGMT solution – This, along with MS365 project, is aligned with conversations related to our detangling from the City of Biddeford. We currently share a maintenance and inventory solution with Biddeford Department of Public Works called Dossier. Sharing of data sets has created some extra work. We wish to create an independent BSOOB Transit/Dossier account, making our maintenance reporting better.
- Transit Stop Access Project – ongoing.
- Service improvements- ARPA projects, updated trolley season, possible microtransit.
- BSOOB Transit – MicroSoft 365- Right now we share our networking infrastructure, active directory with the City of Biddeford. Working in same direction, but moving to do so independently.
- Pomerleau workstation upgrades – we have hired additional staff and are out of work space. We will be adding workstations at Pomerleau.

#### **8. Administrative Discussion Items**

Upcoming Meetings – The Finance Subcommittee will meet on Monday, March 20<sup>th</sup> at 12:00pm. The Transit Committee meeting will meet Thursday, March 23<sup>rd</sup> at 4:00pm.

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

**10. Adjournment** - Meeting was adjourned at 5:04pm.



# BSOOB Transit Committee Meeting

February 23, 2023



## Monthly Ridership Comparison



## CAD / AVL Project



- Contract Awarded to Swiftly
  - Full CAD/AVL suite
  - Significant list of 3<sup>rd</sup> party integrations – Improved customer experience!
  - Automated passenger counters (APC)
  - Automated onboard ADA signage and announcements
- Finalize Contract Terms – Early March
- Implementation and Public Rollout –Late Summer 2023



## Fleet Update



- 2 Rehabbed 2009 35' Gillig's
  - From LCTABus – Kingston, PA
  - 1 hybrid-electric / 1 diesel
- 1 Rehabbed 2015 MCI Coach
  - From MVRTA
- Pending purchase – 2010 30' Gillig
  - From LCTABus – Kingston, PA
  - Hybrid-electric
- Support Vehicles
  - Still no timeline on a delivery date – Funded from FY22 5307



# FY24 Project Plan



- “Fare Deal” promotion
- STC lease renewal
- Pomerleau shipping bay upgrade
- Update / Replace maintenance & inventory MGMT solution
- New Pomerleau bus wash system
- Transit Stop Access Project
- Service improvements
- BSOOB Transit – MS 365
- Pomerleau workstation upgrades





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

**Saco Transportation Center**

<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.) Approve February Meeting Minutes	Kenny Blow	Action
4.) Public Comment	Kenny Blow	Information
5.) Nomination of a Committee Chair	Kenny Blow	Action
6.) RKO Audit Update	Staff	Information
7.) February Month End Financial Report	Staff	Information
8.) Swiftly Contract Update	Staff	Information
9.) MTA Advocacy Efforts	Staff	Information
10.) Administrative Discussion Items <ul style="list-style-type: none"><li>• Upcoming Meetings:</li><li>• Thursday, March 23, 4p Committee</li><li>• Monday, April, 24, 12p Finance</li></ul>	Staff	Information
11.) New Business		Information
12.) Adjournment	Chair	Action





**BSOOB Transit Finance Subcommittee**  
**Meeting Minutes**  
**February 20, 2023**  
**12:00 PM – 1:30 PM**  
**Virtual Zoom Meeting**

1. **Call to Order** – Phil Hatch called the meeting to order at 12:07 PM.
2. **Roll Call/ Ascertain Quorum** – Members present: Phil Hatch, Curt Koehler, Doris Ortiz, Absent: Kenny Blow. Staff present: Chad Heid, Rod Carpenter.
3. **Public Comment** – None.
4. **January Month End Financial Report** – Chad introduced this topic noting that the agency has caught up with reporting the previous month close, after 3 months of reporting on a delay. The agency labor expenses are tracking on budget, but Chad noted that more of the labor expense is overtime for both Operators and Maintenance staff, as each work group is understaffed. He noted increased expense related to the battery electric bus charging. Discussion among the committee focused on the increased expense of the charging rates due to daytime charging, which is needed given depot charger issues. Curt noted that even with the December and January utility increases, the annual expenses for this budget line are still within Budget. Doris asked for details on potential actions if the charger issues persist. Chad explained that staff and the manufacturer, ABB, are working to remedy the issue will address long-term problems if they occur.

Chad continued the financial report noting the agenda item for the Proterra On-Route Charger contract scope of work and the requirement for the full Committee to approve of the contract, which has expired pricing on the same day as the next scheduled committee meeting. Further discussion of this contract is described in item #5.

Lastly, Chad provided an update on the CAD/AVL project, specifically calling out that an agreement between Swiftly and BSOOB Transit will be finalized in the coming weeks. He explained that the remaining action items on final agreement relate to the configuration of different fleets for the multiple components that could be deployed with the Swiftly solution. Chad expects that the budgeted amount of \$297,000 will be fully utilized, and is prioritizing not extending beyond that cost in the final agreement.

5. **Proterra On-Route Charger Contract** – Chad presented the details of the Proterra contract, including a timeline that intends for construction to occur in the late-Summer / early-Fall. The scope of services of the contract were included in the meeting packet. The Committee discussed engagement with the City of Saco, and any potential subcontractor relationships that may be part of this agreement. To the specific question regarding if ABB chargers would be installed at the Saco Transportation Center, Chad explained that the infrastructure will all be Proterra sourced.
6. **PACTS FY24 FYCOP Request** – Chad provided details on the agency request of the FY24 five year capital and operating plan (FYCOP). The FY24 request includes the items and funding detailed below.



Chad explained that this process is a collaborative process within the GPCOG/PACTS funding activities, specifically designating FTA Formula 5307 to the 7 transit operators in the Greater Portland Region. This process will likely have multiple iterations among the regional partners before the final outcome. Chad will provide more details as changes are made.

- Transit service operations - \$906k
- Preventative Maintenance - \$375k
- Facilities Improvements - \$125k
- Bus Wash System (partial funding) - \$85k
- Transit Stop Access Project - \$78k
- Mobility Management - \$66.5k
- Technology - \$35k
- Planning - \$28k

- 7. RKO Audit Update** – Chad indicated that City of Biddeford staff and RKO staff have finalized the cash balance of BSOOB Transit and should be able to conclude the audit in the next few weeks. It was presented that the RKO stated cash balance is \$570,497 at the conclusion of FY22, June 30<sup>th</sup>, 2022. Chad suggested that RKO staff will be able to confirm a schedule for publishing and presenting the audit in March or April 2023. Conversation then reviewed a number of avenues and strategies for leveraging these funds moving forward. Phil asked Chad to provide clarity on next steps for shifting away from the joint-entity financial arrangement with the City of Biddeford. Chad and committee members then had some discussion on incremental steps to address that concept. Curt asked that he be included on staff level discussions, noting his history and roles with each organization. Chad confirmed he would meet that request.
- 8. Administrative Discussion Items** – The schedule of upcoming meetings in March were finalized.
- 9. New Business** – None at this time
- 10. Adjournment** – The meeting was adjourned at 12:53 PM.



## **Memorandum**

*3/17/23*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of February 28, 2023

### **Month End Details:**

February is the eighth month for the fiscal year and as such, represents 67% of the year. The organization is tracking approximately 65.1% of the way through operating expenses. Total personnel expense is at 56.8% of budget and 87.1% through Other Expenses. Fuel is at 56%.

The CAD-AVL contract is awarded to California based firm, Swiftly. This is a 3-year contract with a one-time cost of \$311,480.76 and annual costs of approximately \$34k, \$36k, and \$38k over the three year period. The first payment of \$73k is due shortly after contract execution.

We have received a new support van to replace the one that had been destroyed by fire the previous year. This funding will come from the insurance settlement received after the combustion of the previous vehicle.

### **Future Considerations:**

The annual budgeting process has begun. The projected payroll expenses have been determined and the review and analysis of expense line items is ongoing. It is expected that the Finance Subcommittee will have a budget to consider in the May meeting. As part of the new FY24 budget, staff are compiling quotes for workers comp, general liability, and vehicle insurance in addition to the quote from our existing broker.

Auditors have finished the audit and will be making a presentation to the board in April. There were some issues with account reconciliations that are tied to the intermingling of financial systems with Biddeford.

we have benefited from CARES, CRSSA, and ARPA funding over the past years, that had covered our operation 100%. This is ending in FY24 and we will be returning to the traditional 5307 funding at 50% of expenses. We are currently looking at expanding other sources of funding through dialogue with MEDOT.

We are taking part in a process of creating a unified MaineHealth ridership contract with GP Metro, South Portland, BSOOB Transit. This would result in all rides being processed through the DiriGo system. This will specifically not include any of the contracted stop agreements that the agency has with the Maine Medical family of facilities.

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

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 28,719.78	31,155.76
Urban fares	58,558.18	51,084.55
Trolley fares	119,858.77	103,757.72
Zoom fares	13,649.53	16,967.57
Noreaster UNE fares	6,000.00	7,200.00
<b>Total fares</b>	<b>226,786.26</b>	<b>210,165.60</b>
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	1,115,838.07	1,478,223.42
MDOT-Urban	70,883.68	66,909.80
MDOT-Intercity	494,982.88	346,155.06
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	207,662.85	301,449.87
MTA-ZOOM	8,172.09	4,459.57
FTA-Capital-Mobility	12,862.48	38,021.21
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	440,000.00
MDOT-Capital grant	0.00	0.00
<b>Total grant revenues</b>	<b>1,910,402.05</b>	<b>2,675,218.93</b>
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	56,626.30	7,642.72
Contract repair parts & labor revenue	78,383.12	85,883.12
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	104.48	299.77
Contract stops - all	146,061.35	68,958.55
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - urban	92,029.00	36,117.50
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	4,011.54
Advertising Commissions Paid	(11,019.93)	(16,219.29)
Other income	0.00	37,596.42
<b>Total revenues</b>	<b>3,321,803.34</b>	<b>3,759,199.86</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	3,244,781.25	3,605,019.79
Add current month unbilled grants	77,020.99	154,176.83
Less nonoperating income	(0.90)	(3.24)
Adjusted Revenue Control to tie to above	<u>3,321,803.14</u>	<u>3,759,199.86</u>
Difference	0.20	0.00

**Expenses**

Indirect Expenses		
Administrative Salaries	302,605.96	274,007.28
Administrative Benefits	110,439.91	158,808.31
Employee's Expense	23,162.46	9,965.58
Travel	4,208.60	8,738.85
Training	12,131.17	2,605.84
Utilities	11,693.46	13,951.92
Telephone	11,188.00	3,200.00
Postage	646.88	662.89
Office Supplies	10,318.92	12,624.71
Miscellaneous Office	58,508.34	66,222.05
Advertising	15,240.27	10,685.05
Professional Services	45,592.05	83,316.84
Insurance	142,515.22	124,679.18
Facility Repairs & Maint.	3,761.14	4,125.24
Vehicle Fuel	2,240.12	2,322.93
Depreciation	441,049.96	340,992.32
<b>Total indirect expenses</b>	<b>1,195,302.46</b>	<b>1,116,908.99</b>
Direct expenses:		
Operating wages-Drivers	693,321.88	731,982.83
Operating wages-Repair	157,202.47	205,027.11
Operating benefits-Drivers	135,771.74	136,929.25
Operating benefits-Repair	65,622.84	69,918.62
Miscellaneous supplies & costs	25,069.70	39,674.25
Vehicle Fuel	153,736.69	81,888.22
Vehicle Maintenance	119,192.34	156,889.22
Preventive Maintenance, all sources	275,047.34	114,003.72
<b>Total operations expenses</b>	<b>1,624,965.00</b>	<b>1,536,313.22</b>
<b>Total operating expenses</b>	<b>2,820,267.46</b>	<b>2,653,222.21</b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	2,928,092.37	2,756,068.55
Encumbrance Control		
Less nonoperating expense	(107,798.40)	(102,862.09)
Adjusted Approp. Control to tie to above	2,820,293.97	2,653,206.46
Difference	(26.51)	15.75
<b>Operating income (loss)</b>	<b>501,535.88</b>	<b>1,105,977.65</b>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(107,798.40)	(105,115.19)
Interest revenue (expense)	0.00	2,253.10
<b>Total nonoperating revenue (expense)</b>	<b>(107,798.40)</b>	<b>(102,862.09)</b>
<b>Net income (loss)</b>	<b>393,737.48</b>	<b>1,003,115.56</b>
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	3,317,938.44
change in value of fixed assets	4,540,290.78	1,210,599.49
loss on disposal of capital assets		
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 8,251,966.70</b>	<b>5,531,653.49</b>
To tie to balance sheet fund equity	8,251,966.70	5,531,653.49
Difference	0.00	0.00

**Balance Sheet****As of FEBRUARY 2023 FY23**

	<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	1,517,364.86	276,432.41
Unbilled, this month	77,020.99	154,176.83
Inventory	339,032.08	319,589.62
Total current assets	1,933,817.93	750,598.86
Fixed assets:		
Property, plant and equipment	10,182,574.17	7,550,421.53
Less accumulated depreciation	(4,035,549.96)	(3,601,325.42)
Total fixed assets	6,147,024.21	3,949,096.11
Other assets:		
Prepaid expenses	(4,828.33)	(17,025.00)
Total prepaids	(4,828.33)	(17,025.00)
<b>Total assets</b>	<b>8,076,013.81</b>	<b>4,682,669.97</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(1,658.50)	(376,231.83)
Payroll liabilities outstanding	16,483.44	21,786.17
Accrued payroll	14,501.21	58,911.67
Accrued compensated absences	110,753.02	99,075.35
Unearned receipts	(70,884.28)	11,115.72
Total current liabilities	69,194.89	(185,342.92)
Non-current liabilities:		
Owed to (from) City of Biddeford	(245,147.78)	(663,640.60)
Total non-current liabilities	(245,147.78)	(663,640.60)
<b>Total liabilities</b>	<b>(175,952.89)</b>	<b>(848,983.52)</b>
Equity		
Retained earnings, end of prior year	7,858,256.83	4,528,525.42
Net income, current year	393,709.87	1,003,128.07
Total equity	8,251,966.70	5,531,653.49
<b>Total liabilities and fund equity</b>	<b>\$ 8,076,013.81</b>	<b>4,682,669.97</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

**YTD Cost Center Analysis - Local Service**  
**As of FEBRUARY 2023 FY23**
**Agency**
**Agency**
**Revenues**
**Fares:**

Portland fares	\$ 0.00	0.00
Shuttle fares	58,558.18	51,084.55
Trolley fares	119,858.77	103,757.72
Zoom fares	0.00	0.00
Noreaster UNE fares	6,000.00	7,200.00
<b>Total fares</b>	<b>184,416.95</b>	<b>162,042.27</b>

**Grant revenues:**

FTA-Urban, including this month unbilled	1,068,532.07	1,009,335.42
MDOT-Urban	70,883.68	66,909.80
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
<b>Total grant revenues</b>	<b>1,139,415.75</b>	<b>1,076,245.22</b>

Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	55,746.30	7,642.72
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	146,061.35	68,958.55
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)	0.00	525.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(6,493.59)	(9,314.98)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>1,543,146.76</b>	<b>1,330,098.78</b>

<b>Local Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	202,927.15	159,738.45
Administrative Benefits	76,170.41	101,859.36
Employee's Expense	15,975.15	6,521.48
Travel	2,902.67	5,718.70
Training	8,366.87	1,705.26
Utilities	7,223.70	7,939.42
Telephone	7,716.36	1,832.32
Postage	446.15	433.80
Office Supplies	7,116.96	6,787.18
Miscellaneous Office	33,382.20	34,484.12
Advertising	10,176.95	6,267.70
Professional Services	19,622.31	37,622.76
Insurance	92,809.18	80,235.10
Facility Repairs & Maint.	2,594.06	2,699.56
Vehicle Fuel	1,545.01	1,473.09
Depreciation	4,271.22	8,646.75
Total administrative expenses	493,246.35	463,965.05
Operations expenses:		
Operating wages-Drivers	494,499.59	492,211.05
Operating wages-Repair	84,653.53	105,004.88
Operating benefits-Drivers	92,175.43	87,516.43
Operating benefits-Repair	35,337.90	35,808.90
Miscellaneous supplies & costs	12,120.80	14,835.77
Vehicle Fuel	88,502.30	41,939.15
Vehicle Maint.- regular	12,183.87	41,018.99
Preventive Maintenance	128,004.19	74,737.56
Total operations expenses	947,477.61	893,072.73
<b>Total operating expenses</b>	<b>1,440,723.96</b>	<b>1,357,037.78</b>
<b>Municipal Contribution needed</b>	<b>(102,422.80)</b>	<b>26,939.00</b>
Operating income (loss)	0.00	0.00



YTD Cost Center Analysis - Intercity Service As of FEBRUARY 2023 FY23	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 28,719.78	31,155.76
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	28,719.78	31,155.76
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	494,982.88	346,155.06
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	494,982.88	346,155.06
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	104.48	299.77
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	4,011.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,004.33)	(3,495.96)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>545,802.81</b>	<b>403,126.17</b>

<b>Intercity Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	65,671.08	49,185.97
Administrative Benefits	24,650.19	31,364.09
Employee's Expense	5,169.86	2,008.06
Travel	939.36	1,760.88
Training	2,707.68	525.08
Utilities	2,337.73	2,444.67
Telephone	2,497.16	564.20
Postage	144.38	133.57
Office Supplies	2,303.18	2,089.88
Miscellaneous Office	11,260.59	10,722.49
Advertising	3,360.75	2,236.70
Professional Services	6,350.15	11,584.64
Insurance	25,008.42	21,004.28
Facility Repairs & Maint.	839.49	831.24
Vehicle Fuel	499.99	483.12
Depreciation	1,976.13	3,245.16
Total administrative expenses	155,716.14	140,184.03
Operations expenses:		
Operating wages-Divers	143,033.17	130,456.04
Operating wages-Repair	48,151.12	50,646.76
Operating benefits-Divers	31,363.27	28,807.03
Operating benefits-Repair	20,100.28	17,271.63
Miscellaneous supplies & costs	5,801.49	7,136.41
Vehicle Fuel	43,296.41	20,228.41
Vehicle Maint.	9,858.39	33,666.19
Preventive Maintenance	111,391.65	16,057.60
Total operations expenses	412,995.78	304,270.07
<b>Total operating expenses</b>	<b>568,711.92</b>	<b>444,454.10</b>
<b>Municipal Contribution needed</b>	<b>22,909.11</b>	<b>41,327.93</b>
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Zoom Service</b> <b>As of FEBRUARY 2023 FY23</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	13,649.53	16,967.57
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	13,649.53	16,967.57
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	207,662.85	301,449.87
MTA-ZOOM	8,172.09	4,459.57
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	215,834.94	305,909.44
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)	92,029.00	36,117.50
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	(1,522.00)	(3,408.35)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>319,991.47</b>	<b>355,586.16</b>

<b>ZOOM Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	25,627.02	35,174.68
1 Administrative Benefits	9,619.32	22,429.61
1 Employee's Expense	2,017.45	1,436.04
2 Travel	366.57	1,259.27
9 Training	1,056.62	375.50
3 Utilities	912.26	1,748.27
3 Telephone	974.47	403.48
9 Postage	56.34	95.52
9 Office Supplies	898.78	1,494.55
9 Miscellaneous Office	4,571.39	7,818.95
11 Advertising	1,702.57	2,180.66
5 Professional Services	2,478.04	8,284.60
4 Insurance	24,697.63	23,439.80
6 Facility Repairs & Maint.	327.60	594.45
7 Vehicle Fuel	195.11	366.71
10 Depreciation	1,001.11	3,163.85
Total administrative expenses	76,502.28	110,265.94
Operations expenses:		
1 Operating wages-Drivers	55,789.13	93,315.75
1 Operating wages-Repair	24,397.82	49,375.46
1 Operating benefits-Drivers	12,233.03	20,605.79
1 Operating benefits-Repair	10,184.66	16,838.09
9 Miscellaneous supplies & costs	7,147.41	16,629.08
7 Vehicle Fuel	21,937.98	19,720.66
8 Vehicle Maint.	1,045.77	6,583.36
12 Preventive Maintenance	35,651.50	23,208.56
Total operations expenses	168,387.30	246,276.75
<b>Total operating expenses</b>	<b>244,889.58</b>	<b>356,542.69</b>
<b>Municipal Contribution needed</b>	<b>(75,101.89)</b>	<b>956.53</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of FEBRUARY 2023 FY23	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	12,862.48	38,021.21
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	12,862.48	38,021.21
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>12,862.48</b>	<b>38,021.21</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	8,380.71	29,908.18
Administrative Benefits	0.00	3,155.25
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	1,219.77	1,819.56
Telephone	0.00	400.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	3,319.28	5,416.44
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	12,919.76	40,699.43
Operations expenses:		
Operating wages-Divers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Divers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,073.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	1,073.00
<b>Total operating expenses</b>	12,919.76	41,772.43
<b>Municipal Contribution needed</b>	57.28	3,751.22
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of FEBRUARY 2023 FY23	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
	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	78,383.12	85,883.12
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>78,383.12</b>	<b>85,883.12</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.	71,330.66	75,620.69
Total operations expenses	71,330.66	75,620.69
<b>Total operating expenses</b>	71,330.66	75,620.69
<b>Municipal Contribution needed</b>	(7,052.46)	(10,262.43)
Operating income (loss)	0.00	0.00



<b>YTD Cost Center Analysis - Items not Allocated As of FEBRUARY 2023 FY23</b>	<b>Agency</b>	<b>Agency</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	47,306.00	468,888.00
MDOT non-operating grant revenue	0.00	440,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
Total grant revenues	47,306.00	908,888.00
Municipal contributions	750,000.00	600,000.00
Fuel & miscellaneous operating revenue	880.00	0.00
Other income	0.00	37,596.42
<b>Total revenues</b>	<b>798,186.00</b>	<b>1,546,484.42</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	5,974.88	1,987.25
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	17,141.55	25,824.84
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	433,801.49	325,936.56
Total administrative expenses	456,917.92	353,748.65
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	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	24,773.66	0.00
Total operations expenses	24,773.66	0.00
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	15,978.60	6,301.37
Vehicles Purchase Capital	91,819.80	98,813.82
Total capital expenses	107,798.40	105,115.19
<b>Total expenses</b>	<b>589,489.98</b>	<b>458,863.84</b>
Non-allocated items income (loss)	208,696.02	1,087,620.58
Income (loss) before depreciation	642,497.51	1,413,557.14
Municipal Contributions needed to fund operations	(161,610.76)	62,712.25
Excess (shortfall) in Municipal Contributions	804,108.27	1,350,844.89

<b>YTD Cost Center Analysis - COVID RELATED As of FEBRUARY 2023 FY23</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
Total fares	0.00	0.00

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
<b>Agency</b>		
<b>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	5,792.80
Advertising / Printing	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>5,792.80</b>
Operations expenses:		
Operating wages-Drivers	0.00	16,000.00
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>16,000.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>21,792.80</b>
Operating income (loss)	0.00	(21,792.80)
<b>YTD Cost Center Analysis -</b>		
<b>As of FEBRUARY 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>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>FY23</b>	<b>Last Year</b>
<b>As of FEBRUARY 2023 FY23</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 28,719.78	31,155.76
Shuttle fares	58,558.18	51,084.55
Trolley fares	119,858.77	103,757.72
Zoom fares	13,649.53	16,967.57
Noreaster UNE fares	6,000.00	7,200.00
<b>Total fares</b>	<b>226,786.26</b>	<b>210,165.60</b>
<b>Grant revenues:</b>		
FTA-Urban	1,115,838.07	1,478,223.42
MDOT-Urban	70,883.68	66,909.80
MDOT-Intercity	494,982.88	346,155.06
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	207,662.85	301,449.87
MTA-ZOOM	8,172.09	4,459.57
Planning/Mobility/Outreach	12,862.48	38,021.21
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	440,000.00
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>1,910,402.05</b>	<b>2,675,218.93</b>
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	56,626.30	7,642.72
Contract repair parts & labor revenue	78,383.12	85,883.12
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	104.48	299.77
Contract stops - Local	146,061.35	68,958.55
Contract revenue - UNE annual contribution	24,000.00	24,000.00
Advertising revenue - local	92,029.00	36,117.50
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	4,011.54
Advertising Commissions Paid	(11,019.93)	(16,219.29)
Other income	0.00	37,596.42
<b>Total revenues</b>	<b>3,321,803.34</b>	<b>3,759,199.86</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	302,605.96	274,007.28
Administrative Benefits	110,439.91	158,808.31
Employee's Expense	23,162.46	9,965.58
Travel	4,208.60	8,738.85
Training	12,131.17	2,605.84
Utilities	11,693.46	13,951.92
Telephone	11,188.00	3,200.00
Postage	646.88	662.89
Office Supplies	10,318.92	10,371.61
Miscellaneous Office	58,508.34	66,222.05
Advertising	15,240.27	10,685.05
Professional Services	45,592.05	83,316.84
Insurance	142,515.22	124,679.18
Facility Repairs & Maint.	3,761.14	4,125.24
Vehicle Fuel	2,240.12	2,322.93
<b>Total administrative expenses</b>	<b>754,252.50</b>	<b>773,663.57</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	693,321.88	731,982.83
Operating wages-Repair	157,202.47	205,027.11
Operating benefits-Drivers	135,771.74	136,929.25
Operating benefits-Repair	65,622.84	69,918.62
Miscellaneous supplies & costs	25,069.70	39,674.25
Vehicle Fuel	153,736.69	81,888.22
Vehicle Maint.	119,192.34	156,889.22
Preventive Maintenance	275,047.34	114,003.72
Depreciation	441,049.96	340,992.32
<b>Total operations expenses</b>	<b>2,066,014.96</b>	<b>1,877,305.54</b>
<b>Total operating expenses</b>	<b>2,820,267.46</b>	<b>2,650,969.11</b>
<b>Operating income (loss)</b>	<b>501,535.88</b>	<b>1,108,230.75</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	107,798.40	105,115.19
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>107,798.40</b>	<b>105,115.19</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>2,928,065.86</u>	<u>2,756,084.30</u>
Net income (loss)	<u>393,737.48</u>	<u>1,003,115.56</u>

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

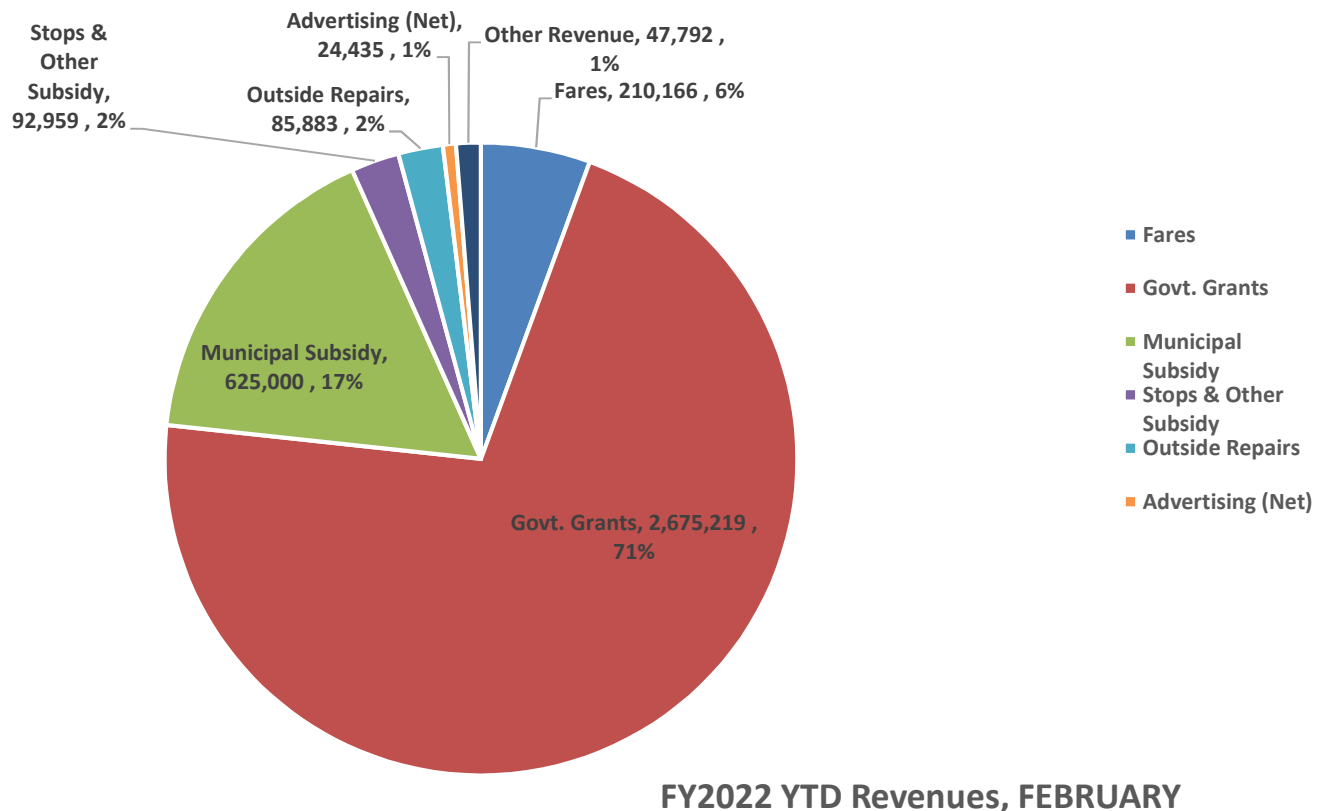
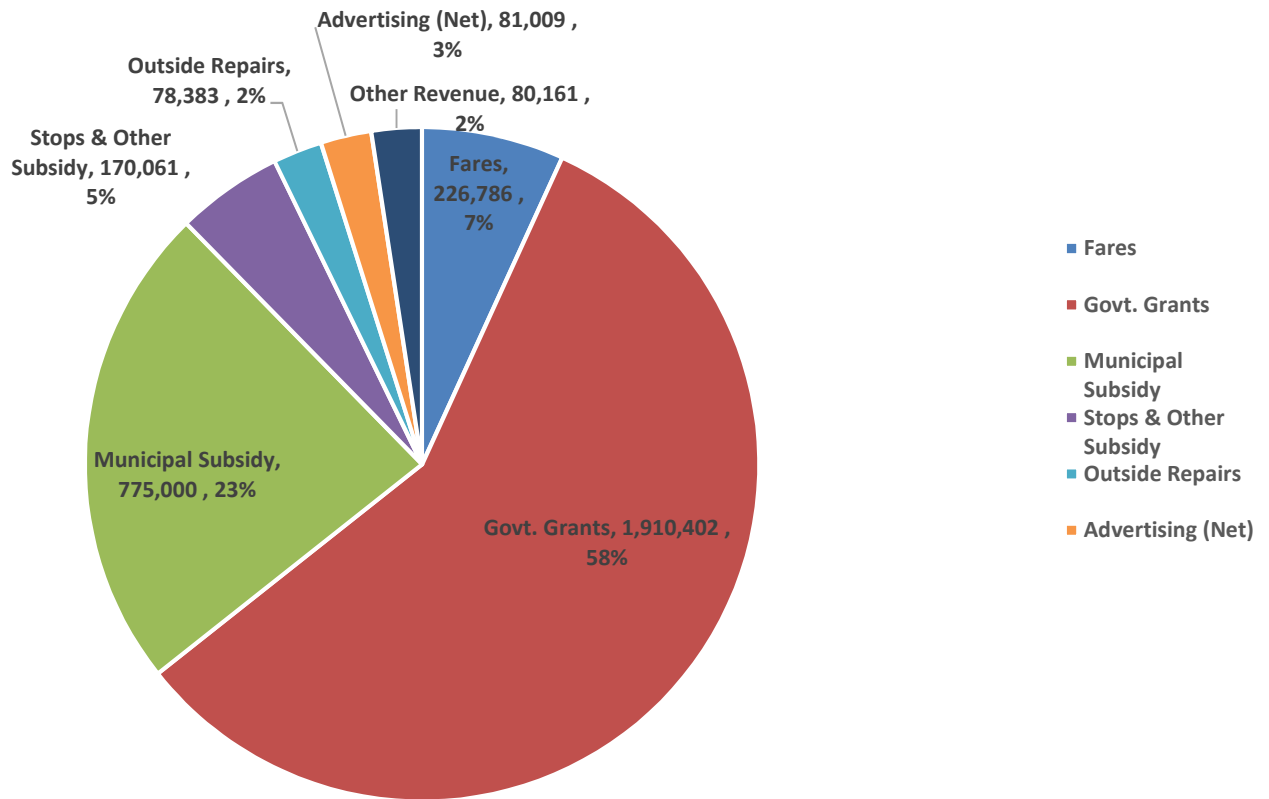
**Target %: 67**

	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)	(11,021)	(2,459)	81.8%	(13,200)	(16,223)	122.9%
Miscellaneous revenue	500	79,177	(78,677)	15835.4%	500	7,643	1528.6%
YCCTC Repairs Revenues:							
Repair parts	52,000	32,159	19,841	61.8%	27,022	31,591	116.9%
Repair labor	63,000	23,467	39,533	37.2%	27,022	27,150	100.5%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	9,445	10,555	47.2%	3,333	15,498	465.0%
Repair labor	15,000	13,313	1,687	88.8%	3,333	11,644	349.4%
Local Service Revenues:							
FTA Urban grant	1,650,391	1,068,532	581,859	64.7%	1,473,970	1,009,335	68.5%
Local fares	176,000	184,417	(8,417)	104.8%	69,878	162,042	231.9%
Advertising sales	47,650	92,029	(44,379)	193.1%	31,553	36,118	114.5%
Contract stops	87,150	146,061	(58,911)	167.6%	103,282	68,959	66.8%
MDOT grants	120,862	70,884	49,978	58.6%	0	66,910	0.0%
UNE contribution	90,000	24,000	66,000	26.7%	62,000	24,000	38.7%
Other local service revenues	0	0			0	0	
Zoom Service Revenues:							
Zoom fares	26,000	13,650	12,350	52.5%	27,942	16,968	60.7%
Advertising sales	0	0	0	0.0%	7,888	4,012	50.9%
MDOT Zoom grant	256,281	207,663	48,618	81.0%	440,655	301,450	68.4%
MTA Zoom grant	0	8,172	(8,172)	0.0%	0	4,460	0.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	35,300	28,824	6,476	81.7%	50,250	31,456	62.6%
Advertising sales	0	0	0	0.0%	0	525	0.0%
MDOT Intercity grant	804,828	494,983	309,845	61.5%	687,104	346,155	50.4%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,211	12,862	39,349	24.6%	52,953	38,021	71.8%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	1,821,970	47,306	1,774,664	2.6%	3,927,739	468,888	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>3,321,803</b>	<b>2,958,844</b>	<b>52.9%</b>	<b>7,713,084</b>	<b>3,759,198</b>	<b>48.7%</b>
Total, less Municipal contributions	5,530,647	2,571,803	2,958,844	46.5%	7,113,084	3,159,198	44.4%
Total fares	237,300	226,891	10,409	95.6%	148,070	210,466	142.1%
Total less fares & Municipal conts.	5,293,347	2,344,912	2,948,435	44.3%	6,965,014	2,948,732	42.3%
Total external repairs/fuel sales	150,000	78,384	71,616	52.3%	60,710	85,883	141.5%
Total operating revenues	3,508,693	2,523,617	985,076	71.9%	3,080,485	2,250,310	73.1%

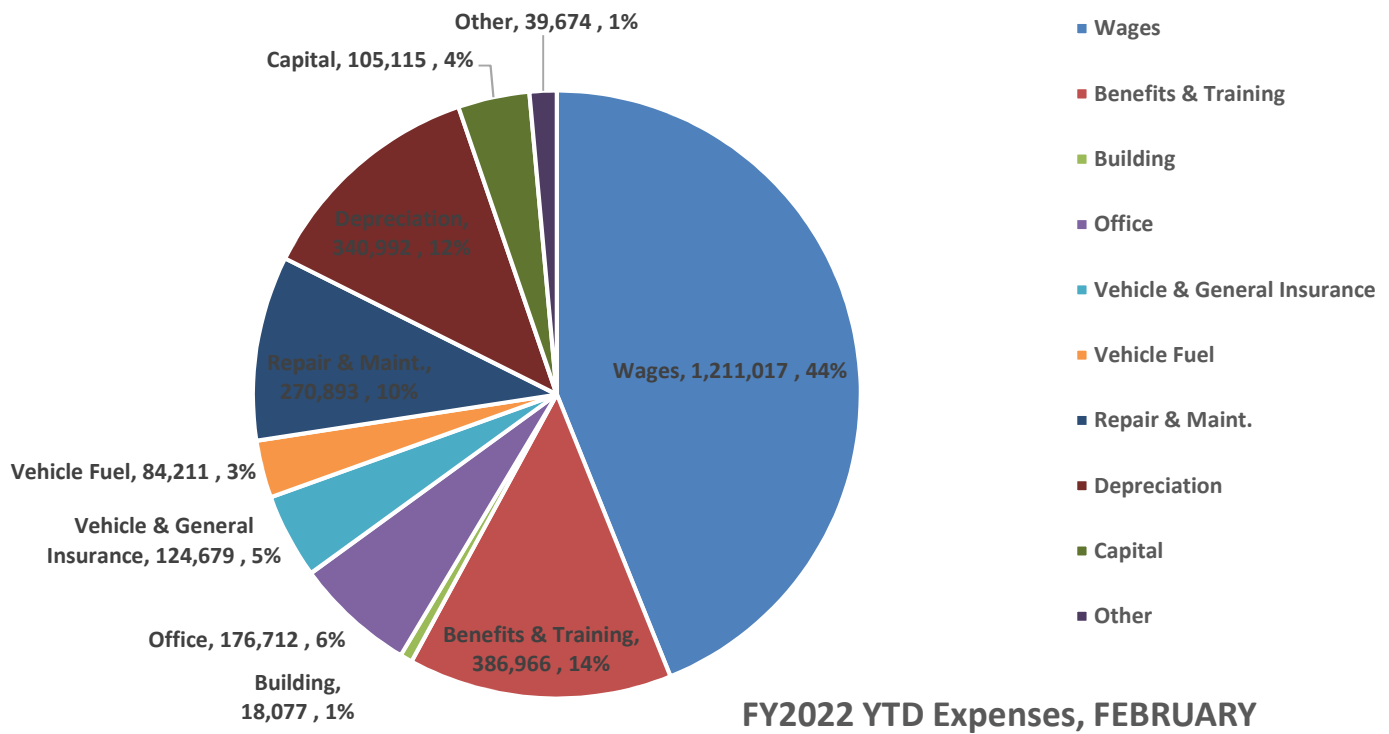
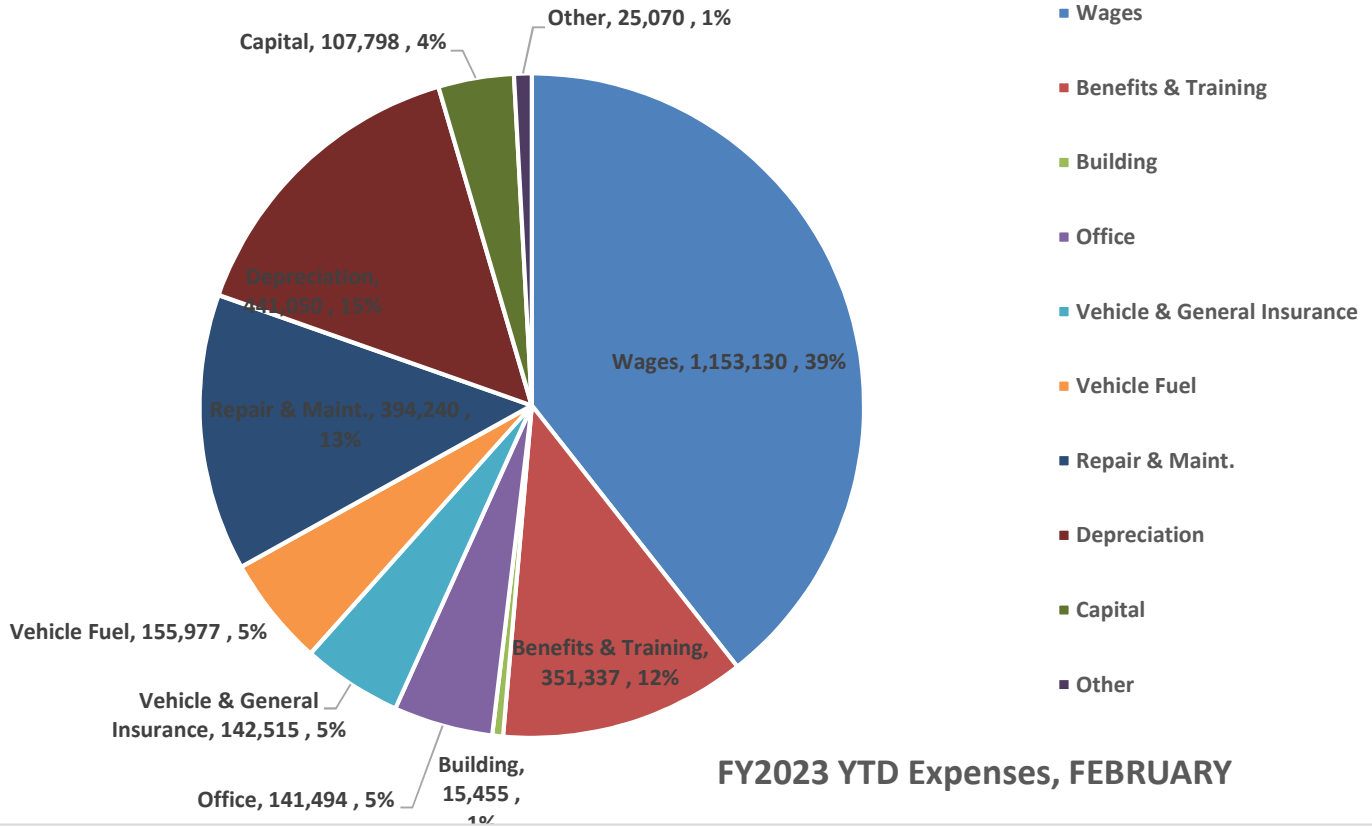
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending FEBRUARY 2023**

**Target %: 67**

	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	294,225	206,825	58.7%	342,361	244,099	71.3%
Employee benefits	252,033	110,440	141,593	43.8%	204,064	155,653	76.3%
Other employment costs	42,000	39,502	2,498	94.1%	30,300	21,310	70.3%
Purchased professional svcs.	74,000	39,261	34,739	53.1%	67,000	63,854	95.3%
General operating costs	237,200	535,153	(297,953)	225.6%	169,850	134,954	79.5%
Insurances	224,739	142,515	82,224	63.4%	196,363	124,689	63.5%
Borrowing costs	0	0	0	0.0%	0	(2,253)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	383,481	257,844	125,637	67.2%	354,061	237,638	67.1%
Overtime wages	33,187	38,227	(5,040)	115.2%	39,252	36,706	93.5%
Employee benefits	126,382	65,623	60,759	51.9%	118,488	69,926	59.0%
Other employment costs	2,000	3,140	(1,140)	157.0%	2,000	2,068	103.4%
Reclassification to external repairs	(80,000)	(138,868)	58,868	173.6%	(115,000)	(69,297)	60.3%
General operating costs	439,352	238,489	200,863	54.3%	159,430	38,911	24.4%
<b>YCCTC Repairs Expenditures:</b>							
All costs	75,000	50,147	24,853	66.9%	110,000	50,743	46.1%
<b>Other Agency Repairs Expenditures:</b>							
All costs	35,000	21,183	13,817	60.5%	20,000	24,878	124.4%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,108,724	676,952	431,772	61.1%	959,126	574,169	59.9%
Overtime wages	55,644	57,235	(1,591)	102.9%	34,627	43,287	125.0%
Employee benefits	272,626	148,788	123,838	54.6%	248,755	141,017	56.7%
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	141,353	109,847	56.3%	210,410	83,521	39.7%
General operating costs	78,500	21,033	57,467	26.8%	123,500	211,815	171.5%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	0	0.0%
Overtime wages	0	0	0	0.0%	0	2,311	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	844	16.5%
Other employment costs	0	0	0	0.0%	0	700	0.0%
General operating costs	13,845	4,539	9,306	32.8%	13,020	23,960	184.0%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	5,793	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	0	25,825	0.0%
Consultants	73,560	17,142	56,418	23.3%	19,200	0	0.0%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	24,774	(24,774)	0.0%	0	6,301	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	107,798	1,819,532	5.6%	4,013,368	98,814	2.5%
Other non-oper. Expense	35,435	5,975	29,460	16.9%	169,665	0	0.0%
<b>Total Expenditures</b>	<b>6,226,347</b>	<b>2,907,304</b>	<b>3,319,043</b>	<b>46.7%</b>	<b>7,549,791</b>	<b>2,352,584</b>	<b>31.2%</b>
<b>Total Personnel Costs</b>	<b>2,863,686</b>	<b>1,626,359</b>	<b>1,237,327</b>	<b>56.8%</b>	<b>2,400,485</b>	<b>1,536,092</b>	<b>64.0%</b>
<b>Total Fuel Costs</b>	<b>251,200</b>	<b>141,353</b>	<b>109,847</b>	<b>56.3%</b>	<b>210,410</b>	<b>89,314</b>	<b>42.4%</b>
<b>Total Capital Equipment Costs, net</b>	<b>1927330</b>	<b>107798</b>	<b>1819532</b>	<b>5.6%</b>	<b>4013368</b>	<b>98814</b>	<b>2.5%</b>
<b>Total Other Costs</b>	<b>1,184,131</b>	<b>1,031,794</b>	<b>152,337</b>	<b>87.1%</b>	<b>925,528</b>	<b>628,364</b>	<b>67.9%</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			<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	117	xx	Preventive Maintenance	0.00	858,000.00	858,000.00	50%	858,000.00	1,716,000.00
	114	xx	AVL	0.00	170,168.00	42,542.00	20%	170,168.00	212,710.00
	xx	xx	Improve Shelters	0.00	144,000.00	36,000.00	20%	144,000.00	180,000.00
	xx	xx	Scissor Lift	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	xx	Onroute Charger Overage	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	117	xx	Mobility Management	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	441	xx	Planning Consultant	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
				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	128,547.00	10,919.74		1,145,000.00	1,204,225.00
			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	139,425.61	892,574	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				
				100,238.71	90,761.29				

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	

# Swiftly Order Form

<b>Customer</b>	Biddeford Saco Old Orchard Beach Transit
<b>Quote Number</b>	Bid-44981
<b>Effective Date of Service</b>	3/1/2023
<b>Contract Term</b>	The exact service term (the 'Initial Term'): 36 Months (3/1/2023 - 2/28/2026).
<b>Billing Terms</b>	Annually in Advance
<b>Renewal Term Pricing</b>	The annual cost shall increase by up to 10% for each one year 'Renewal Term'.
<b>Marketing Terms</b>	Willingness to work with Swiftly to develop a case study, mutually agreeable press release, and ability to use your agency as a reference (website, presentations, etc.).

One-Time Fees				
SERVICE / PRODUCT	Quantity	Unit Price		TOTAL COST
Swiftly Implementation Services	22	\$756.00		\$16,632.00
AVL Hardware	22	\$1,116.66		\$24,566.52
APC Hardware (Single Door)	2	\$1,632.96		\$3,265.92
APC Hardware (Double Door)	13	\$3,162.24		\$41,109.12
AVAS Hardware	15	\$6,127.00		\$91,905.00
Destination Signage Hardware*	1	\$36,412.20		\$36,412.20
Onboard App License (3Y)	22	\$720.00		\$15,840.00
AVAS Connector License (3Y)	1	\$23,750.00		\$23,750.00
Vehicle Installation Labor	1	\$41,500.00		\$41,500.00
Installation Travel	1	\$6,500.00		\$6,500.00
Site Survey and Onsite Project Management	1	\$10,000.00		\$10,000.00
<b>TOTAL ONE-TIME COST</b>				<b>\$311,480.76</b>

\*Please see fleet breakdown appendix for cost per bus

Annual Fees				
SERVICE / PRODUCT	Quantity	Unit Price		TOTAL COST
Real-Time Passenger Information	22	\$628.00		\$13,816.00
Dashboard and Reporting	22	\$292.00		\$6,424.00
APC Connector	15	\$292.00		\$4,380.00
Headsign Connector	20	\$116.00		\$2,320.00
Samsara Maintenance Tracking	22	\$334.62		\$7,361.64
TOTAL ANNUAL COST (Year 1)				\$34,301.64
TOTAL ANNUAL COST (Year 2)				\$36,016.72
TOTAL ANNUAL COST (Year 3)				\$37,817.56

Milestone	Deliverable	Amount Due
<b>Contract Execution</b>	Customer & Swiftly execute contract	\$73,891.64
<b>Swiftly Dashboard Access</b>	BSOOB staff receives access to Swiftly dashboard for Live Operations, GPS Playback, and On-Time Performance.	\$189,969.76
<b>Hardware Installation Complete</b>	All new ITS and equipment is installed	\$48,000.00
<b>Passenger Facing Tools &amp; Data Validation</b>	Integrate real-time predictions into agreed-upon passenger-facing tools	\$17,289
	Completion of Data Validation for passenger-facing tools	
<b>Implementation Graduation</b>	All necessary health checks and tests run by the Swiftly team are complete and any and all improvements to the GTFS-static (as decided by the BSOOB team) are finalized.	\$16,632.00
YEAR 1 TOTAL Due		\$345,782.40

Billing Table	Annual Term	Billing Date	Amount Due
	YEAR 2 TOTAL Due	3/1/2024	\$36,016.72
	YEAR 3 TOTAL Due	3/1/2025	\$37,817.56

# Scope of Work

<b>Operator Interface</b>	<ul style="list-style-type: none"><li>• Samsung Tab Active 3 Tablet with GPS Lockbox Atmos FLEXII</li><li>• Temperature-Controlled Cradle + Lockbox</li><li>• Cables + Power Supply</li><li>• Swiftly Onboard App Software License</li><li>• Scalefusion Mobile Device Management</li><li>• BS00B to procure their own US Cellular data plan</li></ul>
<b>Onboard Hardware Integration Hub</b>	<ul style="list-style-type: none"><li>• Ethernet switch to connect APC, AVAS, and Headsigns with existing Cradlepoint routers</li></ul>
<b>Automated Passenger Counters</b>	<ul style="list-style-type: none"><li>• Iris IRMA Matrix APC</li><li>• Cables and supporting components</li><li>• Swiftly APC Connector Annual Support</li></ul>
<b>Automated Voice Announcements</b>	<ul style="list-style-type: none"><li>• Hanover AVAS Controller for audible next-stop announcements</li><li>• Interior LED for visual next-stop announcements</li><li>• Cables and supporting components</li><li>• Swiftly AVAS Connector Annual Support</li></ul>
<b>Vehicle Health Monitoring</b>	<ul style="list-style-type: none"><li>• Samsara Vehicle Gateway</li><li>• Digital Panic Button</li><li>• Samsara Dashboard access</li><li>• AT&amp;T Cellular Data - included in Samsara package</li></ul>
<b>Destination Signage</b>	<p>Vehicles 26, 29, 6623, 6625</p> <ul style="list-style-type: none"><li>• Hanover White LED - Front 160x17, Side 112x15, Rear 48x15</li><li>• Hanover EG4 Controller</li><li>• Cables</li></ul> <p>Vehicles 554, 555 and 2024 Proterras</p> <ul style="list-style-type: none"><li>• Hanover EG4 Controller</li><li>• Cables</li></ul> <p>Vehicles 24, 28, 861, 3659</p> <ul style="list-style-type: none"><li>• Luminator Retrofit Kit</li><li>• Luminator MCU Controller</li><li>• Cables</li></ul> <p>Vehicles 2159, 2161, 2162, 2163, 2164, 2165, 2666, 2671</p> <ul style="list-style-type: none"><li>• Ethernet extension cable</li></ul>

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Vehicles 7752, 7753

- N/A - not compatible

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**Swiftly Software**

- Real-Time Passenger Predictions
- Rider Alerts
- Service Adjustments
- Passenger Predictions Map
- RTPI SMS/IVR with 5,000 credits per month
- Live Operations
- GPS Playback
- On-Time Performance and NTD Reporting
- Historical and Real-Time Ridership Reporting
- Onboard App
- AVAS System Dashboard
- Headsign Connector



# Project Plan

## Phase 1 Contract Execution & Notice to Proceed

Once the contract has been executed by all parties, the implementation process will kick off.

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## Phase 2 Technical Scoping & Kick-Off Meeting

*Objective:* Meet with BSOOB staff to scope the project, align stakeholders, confirm technical details, identify roles and responsibilities, review goals, and finalize the implementation plan & timeline.

*Activities:*

- 1) The technical scoping call will set the stage for the Kick-Off meeting and project plan, especially for complex implementations.
- 2) During the one-hour virtual Kick-Off meeting, we will review our goals and objectives for this project, clarify the implementation process details, and establish next-steps to achieve success and maintain our timeline.

*Resources Responsible:*

Swiftly team will schedule and organize a technical scoping call and kick-off meeting, inviting all key stakeholders to attend. Swiftly will also provide all necessary materials and resources for the project team to understand the implementation process and timeline in detail, including next steps and key responsibilities.

The BSOOB team will help coordinate key stakeholders to be available for a kick-off meeting and technical scoping call. Based on past successful deployments, we recommend that during this operational review phase, BSOOB designates a Project Manager to be the communication prime for the duration of this project.

*Estimated Time Required:* 3 hours

*Measurement of Progress:* Technical Call & Kick-Off Calls completed

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## Phase 3 Site Survey & Installation Planning

*Objective:* Understand the scope of work for all hardware & equipment installation and agree upon an installation plan and timeline.

*Activities:* Site survey and installation call to answer technical questions about future hardware installations.

*Resources Responsible:*

Onsite discovery will be performed by Swiftly and the Install team, resulting in an Installation Design Document (IDD) to guide the equipment installations.

The BSOOB team has already provided fleet information to Swiftly, and we will use that

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information, along with what we learn from the site survey, to make the installation as seamless as possible for you.

*Estimated Time Required:* 3 weeks

*Measurement of Progress:* Installation Call complete & installation plan shared with all parties

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## **Phase 4    Equipment Procurement and Delivery**

*Objective:* All necessary equipment will be agreed upon, ordered, and delivered directly to the BSOOB.

*Activities:*

- 1) Confirm Bill of Materials (BOM) from IDD
- 2) Place all equipment orders
- 3) Deliver all equipment to BSOOB

*Resources Responsible:*

Following the mutual acceptance of the Installation Design Document, Swiftly will order, Swiftly will order the necessary hardware and will coordinate logistics of all the hardware (Tablets, APC, AVAS, etc) that is part of the contract. Swiftly's tablet supplier will stage the tablets with MDM and Onboard App. AVAS Hardware, Destination Sign and/or controller hardware and cabling, and APC equipment will be procured and delivered.

The BSOOB team will be available to receive tablets, mounts, and cases along with any additional required hardware.

*Estimated Time Required:* 9 weeks

*Measurement of Progress:* All equipment has been delivered directly to BSOOB

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## **Phase 5    Equipment Installation**

*Objective:* Any current ITS hardware will be removed, and the new ITS hardware will be installed.

*Activities:*

- 1) Install Tablets, AVAS, APCs, Destination sign upgrades, and any optional components.
- 2) Install team completes QA testing and documentation for approval by BSOOB.

*Resources Responsible:*

The Swiftly team will coordinate & manage the installation process. The Swiftly Project Manager will travel onsite to BSOOB at the start of the installation phase.

BSOOB staff will make vehicles available for the install team as needed.

*Estimated Time Required:* 2-3 weeks

*Measurement of Progress:* All new ITS hardware and related equipment is installed

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## Phase 6 Data Integration

*Objective:* Verify that all necessary data sources are integrated into the Swiftly platform

*Activities:* Integrate the following data sources:

- 1) GTFS static files – coming from Remix, these files establish scheduled services and route alignments for BSOOB.
- 2) AVL feed – this dataset is needed to get real-time vehicle locations and vehicle assignment information.
- 3) Onboard App set-up and configuration: The Onboard App software will be configured and set up with a complete list of all vehicles and all operator IDs and/or names. This setup will make it possible to install Onboard App onto tablets.

*Resources Responsible:*

Swiftly Team will provide the BSOOB project team with necessary data integration documentation. Swiftly will also integrate any existing or new AVL feed (Samsara, OA Tablets) via API endpoint. Swiftly will verify all devices are reporting within the Swiftly Dashboard.

BSOOB will provide Swiftly with a list of vehicles and operators in order to proceed with Onboard App configuration and setup. BSOOB will provide Swiftly with credentials and information for any additional AVL feeds (which may include endpoints, credentials, and documentation if necessary) that BSOOB would like to have integrated.

*Please note: Swiftly can integrate multiple AVL/GPS feeds within the Swiftly platform – this can lead to increased GPS frequency and can positively impact the accuracy of the data coming into Swiftly.*

*Estimated Time Required:* 3 weeks

*Measurement of Progress:* GTFS static files and relevant AVL feeds are integrated, and vehicles are reporting to the Swiftly Dashboard

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## Phase 7 Onboard App Software Training

*Objective:* All relevant staff understand and know how to successfully login to and use Onboard App

*Activities:* Through a series of training sessions, Swiftly will provide training for field supervisors, driver trainers, and other relevant Operations staff on how to successfully login and use Onboard App. Swiftly will also utilize a “train the trainer” approach to empower and enable BSOOB staff to train future operators on the Onboard App using resources provided by Swiftly (including step-by-step guides from our knowledge base).

*Resources Responsible:*

The Swiftly project team will schedule and lead training sessions for Onboard App with Agency’s field supervisors and drivers. Swiftly will also provide all necessary online materials for continuous training and ongoing education to staff.

The BSOOB team will populate the “Connect with Vehicles” Google Sheet, maintain its accuracy, and provide contact information for all operators that need to use Onboard App, including operator IDs. BSOOB will coordinate field tests and “Go live” schedules as needed and organize

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staff and facilities for Onboard App training sessions.

*Estimated Time Required:* 3 weeks

*Measurement of Progress:* All relevant BSOOB staff, including operators, are trained on how to use Onboard App

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## **Phase 8      Passenger-Facing Tools Setup & Configuration**

*Objective:* Integrate real-time predictions into agreed-upon passenger-facing tools

*Activities:* The following tools will be included in this setup:

- 1) Umo App - for seamless integration with the regional fare collection system.
- 2) Google Maps, the most common navigation tool available.
- 3) Swiftly's Passenger Predictions Map, an interactive web map. This is an out-of-the-box web-based tool that can be embedded within any website or hyperlinked from any website.
- 4) Any other desired passenger-facing tools such as Transit App and SMS/IVR systems.

*Resources Responsible:*

Swiftly Team will set up and configure the Passenger Predictions Map, a web-based predictions tool that will be available after installation. Swiftly will work with Google to get real-time predictions integrated into Google Maps {This can take 4-8 weeks to complete, primarily due to Google's timeline. Swiftly does not have any control of this timeline}. When the BSOOB team would like to proceed with SMS/Voice services, Swiftly will manage the integration – Swiftly will set up and configure a new 10-digit local number that provides real-time predictions when passengers call or text a bus stop number. This single number would function for both SMS and Voice services. Swiftly will share the Swiftly Real-time API, which includes real-time predictions and vehicle locations, along with documentation and training, to any additional 3rd-party consumers of predictions.

The BSOOB Team will communicate any additional passenger-facing tools that are desired to have real-time predictions integrated. BSOOB will connect Swiftly with the stakeholder to coordinate that integration for passenger-facing tools that are managed internally (in-house built or managed). For the Google Maps integration, BSOOB will need to either: a) give permission to Google (in writing) for Swiftly to manage the integration of GTFS-rt into this tool, or b) manage the integration into Google Maps themselves (if desired), with support from Swiftly.

*Estimated Time Required:* 4 weeks

*Measurement of Progress:* All passenger-facing tools integrations have been initiated.

*Please note: Swiftly's responsibility lies in giving access to real-time predictions for these 3rd-party consumers in the industry-standard GTFS-realtime format (making it easy to share with any other tools).*

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## **Phase 9      Swiftly Dashboard Training**

*Objective:* Train all relevant BSOOB staff from various departments on Swiftly products and

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empower end users to adopt Swiftly products. Onboard Systems Maintenance Training will be included during this phase.

*Activities:* Through a series of on-site training sessions, Swiftly will provide in-depth, team-specific training to staff that includes:

- 1) Basic interface functions, advanced techniques, and tactical use cases of the Swiftly Dashboard.
- 2) Onboard System overview and basic Troubleshooting and Maintenance training

*Resources Responsible:*

Swiftly will schedule and lead training sessions on the Swiftly Dashboard for all staff, including, but not limited to: dispatchers, supervisors, operators, administrators, maintenance technicians, and customer service. Swiftly will hold live training to cover all of the Swiftly Dashboard products. These can be spread across multiple training sessions. The Swiftly team will be responsible for creating and managing all accounts to access the Swiftly Dashboard. Swiftly will provide all necessary materials for training as well as ongoing education to staff both prior to and during the training sessions. Swiftly training materials will be developed by the Swiftly Implementation Manager specifically for BSOOB staff and will be tailored depending on the use cases and needs of each BSOOB department. Maintenance Training will be focused primarily on maintenance technicians, ITS administrators, and any staff identified by BSOOB as having a front line responsibility for system maintenance.

The BSOOB team will provide work emails, first and last names, and information for all staff that needs Swiftly Dashboard account access. BSOOB will help coordinate staff and facilities for the onsite training sessions and attend the scheduled training sessions.

*Expected Time Required:* 3-5 days

*Measurement of Progress:* Swiftly will come onsite and conduct multiple in-person training sessions for all relevant BSOOB staff from all necessary departments.

*Please see the full Swiftly Training Plan below for more details on this process.*

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## Phase 10 Data Validation

*Objective:* Ensure that BSOOB's historical and real-time data is of excellent quality and ready for use by staff and passengers.

*Activities:* Data validation is completed by:

- Running data health checks to assess overall reporting quality and identify areas of focus
- Reviewing GTFS-static files for general accuracy (based on operational observations over time), providing notes of inconsistencies and the effect on Swiftly's reporting where issues exist, relaying them back to Agency staff for clarification or modification (if applicable).

Swiftly will investigate the following within the GTFS-static files:

- a) Route Shapes
  - b) Block & Trip Accuracy (where necessary)
  - c) Stop location issues (where necessary)
- Analyzing historical records to ensure the usefulness and overall usability of reports
  - Analyze AVL feed(s) consistency and stability
  - Observe and adjust various backend parameters to optimize data for accuracy and
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consistency.

*Resources Responsible:*

The Swiftly Team will be responsible for the data validation activities listed above. Swiftly will review data, note changes that could improve real-time and historical data outputs, and share this information with the BSOOB team. Swiftly will analyze data and provide notes to staff on issues via a Google Sheet log. There are data-related issues that may not be within Swiftly's control to fix. For example, problems related to GTFS-static accuracy can negatively impact historical data. In these cases, it is only Swiftly's responsibility to document the impact of those GTFS-static inaccuracies and suggest a fix. In cases where it's feasible, the Swiftly Team will make adjustments to Swiftly's software, as deemed necessary by Swiftly, that result from findings from the data validation process. The Swiftly team will also convey any GTFS-static related adjustments to BSOOB & Remix for update/correction.

The BSOOB Team will provide information to help Swiftly understand operational practices related to data quality in historical reports. *Estimated Time Required:* 12 weeks

*Please note: Duration of the data validation process can vary based on data quality and the number of issues discovered. Answering questions during the data validation process can significantly help speed up issue resolution.*

*Measurement of Progress:* All necessary health checks and tests run by the Swiftly team are complete and any and all improvements to the GTFS-static (as decided by the BSOOB team) are finalized.

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## Phase 11 Implementation Graduation

This marks the official completion of the implementation project. The main point of contact is transferred from the Implementation Manager to the Customer Success Manager (CSM).

*Objective:* Wrap up the Swiftly implementation project

*Activities:* Implementation graduation meeting (held remotely) to review project goals and finalize implementation. This is the final phase of the Swiftly implementation project.

*Resources Responsible:*

The Swiftly team will schedule and lead the implementation graduation meeting. We will also gather feedback on the implementation process and provide information about communication changes from the Implementation Manager to the Customer Success Manager. During graduation, if there are any unresolved items from the implementation process, the CSM will carry the ownership and resolution of those items going forward.

The BSOOB Team will help coordinate key stakeholders to be available for a 30-minute graduation call. BSOOB will also provide feedback to the Swiftly team on the implementation process and complete a brief NPS survey following implementation.

*Estimated Time Required:* 1.5 hours

*Measurement of Progress:* Swiftly Graduation Call complete & handoff to the Customer Success Manager (CSM), who will continue working with the Project Team and BSOOB staff to refine long-term goals, support, conduct bi-annual Business Reviews, provide additional training, and improve usage and value of the Swiftly Dashboard and real-time passenger information.

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March 6, 2023

Senator Ben Chipman  
Representative Lynne Williams  
Joint Standing Committee on Transportation  
State House Room 126  
100 State House Station  
Augusta, ME 04333

**Re: Public Transportation Funding in LD 258, Biennial Budget for Fiscal Years 2024-2025 and LD 259, Highway Fund for Fiscal Years 2024-2025**

Dear Senator Chipman, Representative Williams, and Honorable Members of the Joint Standing Committee on Transportation:

On behalf of the Maine Transit Association (MTA), we are submitting the following request for increased state funding for ongoing public transportation operations.

Under federal legislation passed for the COVID pandemic, transit agencies have been receiving substantial funding support for their operating budgets for the past 2 years. **This funding ends later this year, so transit agencies will need to find replacement funds before the end of this calendar year.** The Federal Transit Administration will continue to provide 50% of the operating budgets, so the state and local governments must provide the remainder. In Maine, the state share of this funding has been quite low and has not changed for many years. As explained below, **we request an increase from the current \$1.15 million to \$6.78 million**, which would help agencies manage looming deficits, maintain service levels, and achieve greater funding equity across modes.

#### *Rising Costs and Declining Revenues*

These 20 agencies collectively receive \$1,147,845 from the State of Maine to support operating activities and local match needs. This figure has been flat for five years while agencies have been absorbing a perfect storm of shocks.

Operating costs have substantially increased as a result of the COVID-19 pandemic and subsequent effects of record high inflation, rising wages, and labor shortages. The rate of ridership and fare revenue recovery since 2020 while promising, will not reach pre-pandemic levels before federal emergency funding is exhausted this year.

This situation risks the loss of local match capacity for some agencies, creates the prospect of fiscal cliffs for many others during the next 10-24 months, and presents the very real possibility of service reductions that will jeopardize access to mobility by many of our most vulnerable residents.

### *Improve Funding Distribution Equity*

MDOT's annual \$1.1 million allocation of state funding to the 20 statewide public transportation agencies is comparatively small.

Maine DOT provides \$2 million per year to the Northern New England Passenger Rail Authority which contracts with Amtrak to provide the Downeaster. The Federal Transit Administration (FTA)'s National Transit Database indicates that the Maine State Ferry System expended \$5,610,892 in state funding as part of its 2021 fiscal year.

MTA does not seek any change to the level of investments in the state's rail and state operated ferry systems. And, MTA recognizes that different transportation modes have different cost structures, and varying access to sources of local, federal, and directly generated revenues.

However, MTA requests a substantial step toward establishing reasonable funding equity in the state's support for public transportation operations.

Table 1 presents statistics that indicate the absolute and relative levels of investment in public transportation systems statewide. In terms of funding per capita, funding per boarding, and as a percentage of total funding, the state investment in Maine's 20 public transportation agencies is dwarfed by the levels of investment in rail and ferry systems.

Table 1: State Funding Statistics by Mode

Current Funding Amounts & Statistics	Public Transportation Agencies (20)	Northern NE Pass. Rail Auth.	Maine State Ferry System*	Total
<b>2021 State Funding</b>	<b>\$ 1,147,845</b>	<b>\$ 2,000,000</b>	<b>\$ 5,610,892</b>	<b>8,758,737</b>
<i>Percentage of State Funding</i>	13%	23%	64%	100%
<b>Ridership Totals (2022)</b>	<b>4,530,356</b>	<b>476,804</b>	<b>428,740</b>	<b>5,435,900</b>
<i>Ridership Percentages (2022)</i>	83%	9%	8%	100%
<i>State Funding per Boarding</i>	\$ 0.25	\$ 4.19	\$ 13.09	\$ 1.61
<b>State Population (2020)</b>	<b>1,362,359</b>	<b>1,362,359</b>	<b>1,362,359</b>	<b>1,362,359</b>
<i>Funding per capita</i>	\$ 0.84	\$ 1.47	\$ 4.12	\$ 6.43
<b>Cost per Hour (NTD)</b>	<b>\$ 108.00</b>	<b>\$ 302.66</b>	<b>\$ 938.28</b>	
<i>PT Agencies Cost per Hour as % of Rail</i>	36%			
<i>PT Agencies Cost per Hour as % of MSFS</i>	12%			

\* MSFS amount represents state funding expended on operations in FY 2021 (Source: FTA's National Transit Database).

Based on information sourced from FTA's 2021 National Transit Database, the average cost per hour for the public transportation agencies is \$108.00 (excluding non-state operated ferry systems). This represents 36% of the rail cost per hour (\$302.66), and 12% of the state operated ferry cost per hour (\$938.28). MTA recognizes that the operating costs for rail and ferry systems are orders of magnitude greater than the bus and demand response systems for understandable reasons.

Yet, it is also the case that the state's 20 public transportation agencies (excluding rail and state ferry) provided over 4.5 million boardings in 2021. These 20 agencies provided 83% of all public transit trips taken in Maine that year. This represents a level of public utilization that is orders of magnitude higher than rail



and ferry services. And the Maine people taking these trips are far more likely to be senior citizens, have lower incomes, be living with disabilities, and/or a part of historically disadvantaged communities. For these reasons, MTA recommends that state funding for public transportation agencies be benchmarked to the state's rail funding commitment by using the following method.

1. Calculate the percentage difference between costs per hour for public transportation agencies, excluding non-state ferry (\$108.00), and rail services (\$302.66) which comes to 36%.
2. Multiply this percentage (36%) by the current state funding per rail boarding (\$4.21) which comes to \$1.50.
3. Multiply the revised state funding per public transportation boarding (\$1.50) by 2022 total ridership (4,530,356) which comes to \$6,780,960.

**Under this method, funding for the state's public transportation agencies (not including rail and state operated ferry systems) would be \$6,780,960.** MTA also recommends the following supporting policies:

- Apply a 2.0% annual escalator for a five-year period, at which point, the methodology and data should be re-evaluated and any appropriate changes made.
- Distribute funding using the current method with the stipulation that state funding support for operations shall not exceed 20% of urban agencies' total annual operating budget, and 30% of rural agencies' total operating budget.

With this increase, MTA and its members welcome the need for enhanced accountability for how these funds are expended to ensure the state's investment is helping to stabilize the current availability and reliability of statewide mobility.

Thank you for your attention to this matter, and we are available to discuss funding with the Committee. Please contact us or our legislative counsel, Bill Ferdinand, at Eaton Peabody (207-622-3747 or [bferdinand@eatonpeabody.com](mailto:bferdinand@eatonpeabody.com)).

Respectfully,

**Greg Jordan**  
**MTA Board President**  
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C: Maine DOT Commissioner Bruce Van Note  
Joint Standing Committee on Appropriations and Financial Affairs



March 6, 2023

Mr. Bruce Van Note  
Commissioner  
Maine Department of Transportation  
24 Child Street  
Augusta, ME 04330

**Re: Recommendations on Statewide Strategic Transit Plan**

**Dear Commissioner Van Note:**

On behalf of the Maine Transit Association, we are submitting the following proposed changes to the Statewide Strategic Transit Plan (SSTP).

We appreciate the work performed by the Maine Department of Transportation (MDOT) to develop the SSTP and see it as an important foundation for strengthening MDOT's capacity to support public transportation across the state. The SSTP emphasizes infrastructure (e.g., fleet electrification, facilities, and integrated technology deployment) and systems of support that the state is uniquely qualified to provide (e.g., addressing labor challenges, aggregated asset management, cooperative procurement, DHHS coordination).

In addition, MTA recommends that Maine DOT include within the final SSTP a clear strategic goal to identify and develop a framework for serving statewide essential mobility needs. In support of that goal, MTA recommends completion of the following objectives no later than May 2024.

1. Define essential statewide mobility needs;
2. Establish minimum and target standards for serving statewide mobility needs in both rural and urban geographies for which the state has clear interests in assisting;
3. Evaluate the degree to which regions and/or existing services are meeting minimum standards;
4. Catalog planned improvements and programs of projects already contemplated by transit agencies and/or regions.
5. Complete scenario planning and operating/capital cost estimates (using a 5-year planning horizon) on service delivery strategies and capital projects that would address mobility gaps – rank order most effective and cost-efficient strategies that achieve standards.
6. Clearly catalog all existing funding options, and develop a funding framework with a transparent distribution process that allocates state and state directed federal funding to addressing mobility gaps and achieving state standards.

7. Develop a 5-year implementation plan for allocating state funding.

MTA recommends that a **Steering Committee** of the Public Transit Advisory Council (PTAC) be created to provide guidance and direction on the completion of these objectives as well as the SSTP in general.

Further, MTA recommends that the PTAC provide an interim report to the legislature's Transportation Committee in January 2024, and that the PTAC provide a final report to the Transportation Committee and full legislature by January 2025.

Additionally, MTA recommends the SSTP incorporate the following objectives with goals for implementation in 2023:

1. Provide state transit planning assistance to rural regions/counties.
2. Establish a statewide mobility management program with staff in each region that helps individuals navigate the transportation system, while also working to make the system more coordinated and easier to access.
3. Coordinate interdepartmental and interdisciplinary collaborations aimed at integrating public transportation with social services, affordable housing, economic and community development, and climate action.

MTA is eager and available to talk with you, provide further information, and answer questions about these proposals. Please feel free to contact me or our government relations team at Eaton Peabody with the contact information below.

In closing, thank you for all that you do to improve transportation across the state of Maine. We understand the realities of limited funding, competing interests, and the need to set and maintain priorities. We appreciate your partnership and consideration of these requests.

Respectfully,

**Greg Jordan**  
**MTA Board President**  
Executive Director  
Greater Portland Transit District  
Direct Line: 207-517-3025  
E-mail: [gjordan@gpmetro.org](mailto:gjordan@gpmetro.org)

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