



Biddeford Saco Old Orchard Beach Transit Committee

AGENDA **May 22, 2025** **4:00pm-5:00pm**

Hybrid Meeting In-Person and Remote

Saco Transportation Center

Join now via [Teams](#)

Meeting ID: 249 029 551 298 2 | Pass: h6PC34b4

Access By Phone: 1-312-667-7158

Phone ID: 811 185 397#

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes February 4, 2025	Chair	Action
5.) May 2025 Month End Financial Report	Staff	Information
6.) Committee reports	Chair	Action
7.) Executive Director Report - System Performance - Project Updates	John Savage	Information
8.) Administrative Discussion Items Upcoming Meetings: Meeting recurrence the fourth Thursday of every month Finance Committee Meeting the Monday before the BOD Meeting	Staff	Information
9.) New Business FY 2026 Budget Approval	Chair	Information
10.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee
Meeting Minutes
February 4, 2025
12:30 PM
Virtual / Remote Meeting

1. Call to Order –

Motion by John Bohenko to make Phil Hatch, Chairman Pro Tem for the Biddeford Saco Old Orchard Beach Transit Committee meeting of February 4, 2025. Seconded by Jean Saunders. Michael Foster, Adi Iriqat, Jean Saunders, Phil Hatch, and John Bohenko were all in favor. Motion passed unanimously.

Phil Hatch called the meeting to order at 12:33pm.

2. Roll Call/ Ascertain Quorum –

Members present: Philip Hatch, John Bohenko, Adi Iriqat, Jean Saunders and Michael Foster.
Absent: Kenny Blow, Doris Ortiz, Tim Fleury, Maya Atlas. Quorum has been established.
Staff present: Rod Carpenter, Kim Kennedy, Anne Austin, Nelson Perez.

3. Public Comment – Nick Adams provided public comment.

4. Approval of Previous Meeting Minutes, November 26, 2024 –

Motion by John Bohenko to approve the Transit Committee meeting minutes of November 26, 2024. Jean Saunders seconded the motion. No further discussion. Roll call vote. Jean Saunders, John Bohenko, Phil Hatch, Michael Foster, and Adi Iriqat all voted in favor. Motion passed unanimously. Minutes approved.

5. December 2024 Month End Financial Report–

Kim Kennedy, Finance Manager, reviewed the financial position through December of 2024.
Revenue: Total fare revenue has increased by 33.5%, a realized financial gain of \$26,954.
Trolley season captured \$34,000 additional, year over year, or realized growth of 36%.
Budgeted fare revenue projections are set at \$295,000. Currently at 83.32% of the budgeted goal or \$245,787 at the close of December.

Grants: With year-to-year comparisons, FTA Grant revenue/Funding has realized an increase of 169.17% or \$1,111,044. Total MDOT Grant revenue has had a significant decrease of overall funding of 30.59% or \$192,268, however, MDOT Zoom & Intercity funding has realized a loss of 54.79% or \$280,077, other funding received from MDOT has been for operating. The components of FTA Funding are as follows: Operational and Preventative Maintenance FTA Urban Grant has experienced a gain of 12.48% or \$74,911, Our Mobility FTA funding has seen an increase of 238% or \$56,248. The remainder of FTA Grant funding directly relates to our ongoing capital projects.

Expenses: Total expenses thus far this year are 51% over the previous year, or \$1,346,811, but when compared to current budget we have only utilized 44%, or \$3,981,411, of our \$9,147,663. We continue to keep at pace with our budgeted expense numbers.



Additional Information: Our auditors, RHR Smith, will be meeting with RKO. They will facilitate what needs to occur to get the FY23 single audit.

BSOOB Transit has implemented and started utilizing Bill.com for all our Accounts Payables, which is a huge win for us for several reasons. Bill.com manages all outstanding checks, a built in 1099 process, is AI developed which auto populates 90% of the information, retains invoice copies, and reports abandoned property to the State of Maine

Our NetSuite go live has been pushed out--we are looking forward to March.

6. **Committee reports** – Phil Hatch shared additional members are needed for the Finance Subcommittee. Reach out to Phil if interested.
7. **Executive Director’s Report** – Interim Executive Director, Rodney Carpenter, presented the report.
 - **Ridership** - reviewed by month. December it dips, typically due to the weather, but ridership is coming back.
 - **System Performance** – On time performance has been affected by bus issues and traffic issues.
 - **BSOOB EV Charging Training** -Free workshop happening Feb 19, 2025, at the Biddeford Middle School.
 - **Project updates** –
 - Micro Grid - Final review stage, training 2/19. Did not receive an implementation award.
 - Financial Software - Should go live Feb. 28, 2025. Finishing up procedures and training.
 - Transit Tomorrow - Discussions on regional Branding (partial), fare systems, equipment ordered (MDOT \$114,000) route planning.
 - Bus 1103 – Free from Metro. Engine rebuilt has 125,000 miles.
 - Micro-Transit - Vans in house. Software training is complete. Marketing, branding, etc. This is an on-demand system. Fees are being discussed.
 - Fuel System replacement-(not tank). Preparing Bid.
 - Diesel fuel bid 80,000 gallons – watching market.
 - **Ongoing Tasks** – Discussed several topics
 - Maintenance software
 - Budget prep
 - Phoenix update – The company that bought out Proterra.
 - New attorney – Harry Center of Biddeford
 - Recertifications completed with FTA
 - Massachusetts buses 2013’s ready later in year.
8. **Administrative Discussion Items** –

Strategic Planning Workshop- Thoughts and comments— complete the Executive Director search. Look to a future strategy with new ideas and innovation.

 - Upcoming Meetings:
 - Committee Meeting, slated for March 25th, 12:30pm.
9. **New Business** – None.
10. **Executive Director Recruitment** – John Bohenko shared updates for the on-going recruitment process for Executive Director. Several candidates will be interviewed by the team next week.
11. **Adjournment** – Motion by John Bohenko to adjourn. Meeting adjourned at 1:42pm.



**BSOOB Transit Finance Subcommittee
Meeting Agenda
Monday, May 12, 2025
12:00pm – 1:30pm
Saco Transportation Center**

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Chair	Action
2.) Brief Introduction of John Savage Executive Director	John Savage	Information
3.) April Month End Financial Report	Staff	Information
4.) FY '26 Budget Presentation	Staff	Information
5.) FY '26 Budget Approval	Chair	Action
6.) Cash Management Plan Update	Staff	Information
7.) Administrative Discussion Items • Establishing Recurring Meetings:	Staff	Information
8.) Adjournment	Chair	Action

Memorandum

04/31/2025

To: BSOOB Transit Committee Members
From: Kim Kennedy, Finance Manager
Subject: Review of Financial Position as of April 31, 2025

Month End Details:

Revenue: When compared year over year, total fare revenue has increased by 27.53%, Which is a realized financial gain of \$68,658 in fare revenue. The Trolley or Seasonal revenue will remain the same until the FY25 season kicks off. The Trolleys season captured an additional \$34K. Budgeted fare revenue projections are set at \$295K currently we have surpassed that goal by 107.8%, which equates to an additional \$23K, now with 2 months remaining in our budgeted year which could provide additional fare revenue of an estimated \$50K.

Below is a snip of the Fare Revenue by Type report accompanied in this package.

Revenue		Fiscal Year Amount		
By Type and Source		2025	2024	2023
Fares				
	Urban, Shuttlebus & UNE	94,118.46	69,696.87	73,013.46
	Urban, Trolleys	129,991.47	95,254.43	119,858.77
	Zoom Express	34,848.50	30,299.66	17,238.81
	Intercity, Portland	59,064.76	54,113.68	33,928.11
	Total Fares	318,023.19	249,364.64	244,039.15

Grants: This month and going forward, I have removed the FTA capital funding. By doing this it will provide a clearer picture of operational and service grant funding. When we compared year over year, FTA Grant Funding has realized an increase of 30.55% or \$317,971. The components that make up this category are: Urban funding, Urban Mobility funding and FTA operations funding.

Total MDOT: Grant funding has had a significant decrease overall for our service funding of 43.76% or \$413,334, however we have received \$552,016, in additional support, of which \$416,237, was expended in the SMART grant capital funding and \$135,779, has been utilized to fund the Micro-Transit project. The below snip comes from the Revenue by Type report accompanied in this package.

Grants				
FTA, Operating & Prev. Maint.	1,231,725.00	1,004,164.30	1,522,312.03	
FTA, Mobility Management	127,210.00	36,799.00	30,129.00	
TOTAL FTA FUNDING	1,358,935.00	1,040,963.30	1,552,441.03	
MDOT, Zoom Express	120,967.42	152,960.58	301,833.33	
MDOT, Intercity, Portland	304,069.38	644,625.36	739,881.98	
MDOT, Urban Support	110,138.00	153,923.60	110,622.36	
MDOT, Capital Projects	-	-	-	
TOTAL MDOT FUNDING	535,174.80	951,509.54	1,152,337.67	
MDOT, Special Items	552,021.16	-	-	
Total Grants	2,446,130.96	2,943,982.38	3,857,116.37	

Expenses: By removing the Capital projects, we see a more accurate snapshot. FY25 expense budget is \$4,280,915, currently our YTD expenses are \$3,448,426, so we have currently utilized 80.55% of our expense budget.

Additional Information: BSOOB Transit is working through the audits, an estimated time of completion for our FY23 and FY24 Single will be June 10th.

Our NetSuite “Go Live” will now be July 1, 2025. We will move onto NetSuite with a complete audited trial balance, leaving all prior year’s data in MUNIS, once we complete our next Triennial, estimated timeframe Summer 2026, we will then be able to close the “books” on MUNIS. We are also working with RHR Smith to clean and organize our Fixed Assets providing the ability to go into NetSuite with a fully functioning and accurate CIP module. I have also asked RHR Smith to calculate an updated indirect cost, the current percentage of 32.32%, has been utilized since 2017, They will also review our Cost Allocations.

BSOOB Transit Committee Meeting

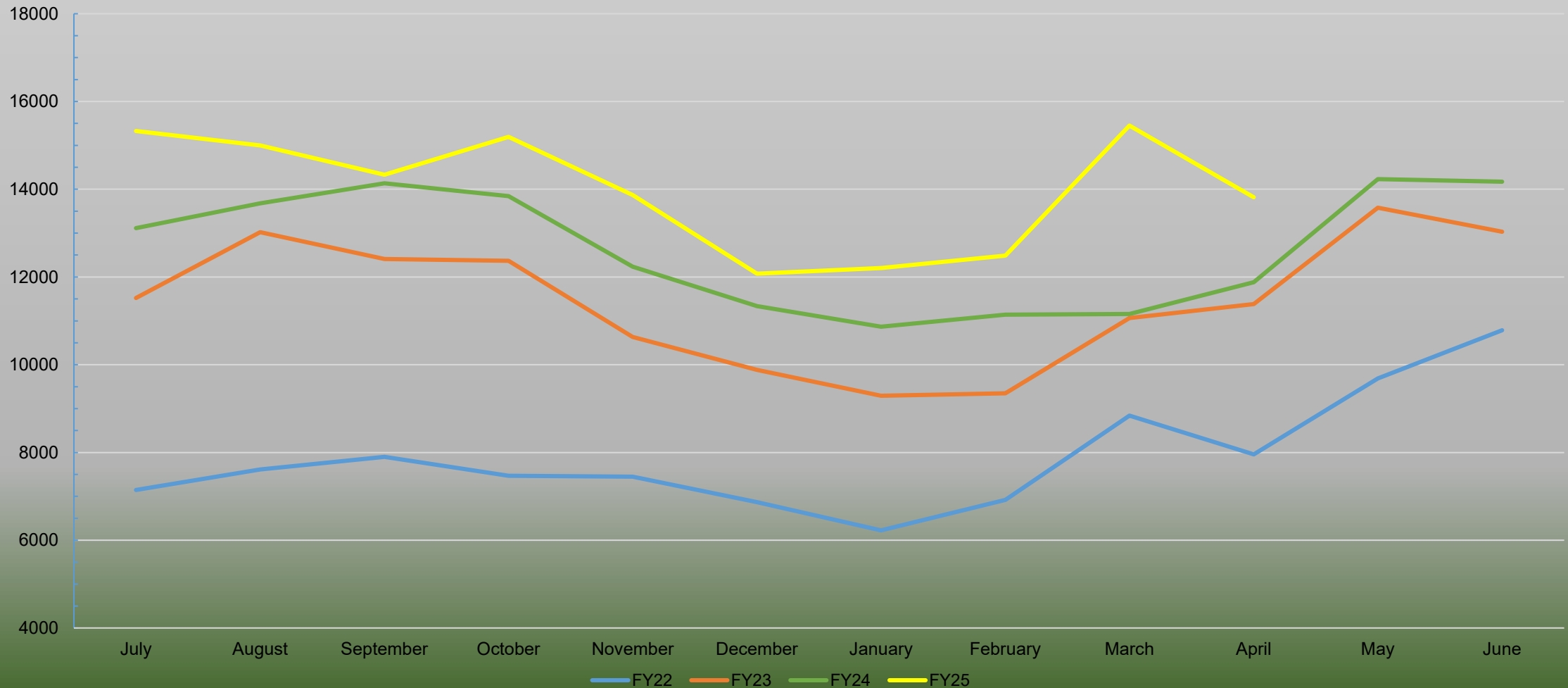
May 22, 2025

4:00PM Saco Transit Center



Monthly Ridership Comparison

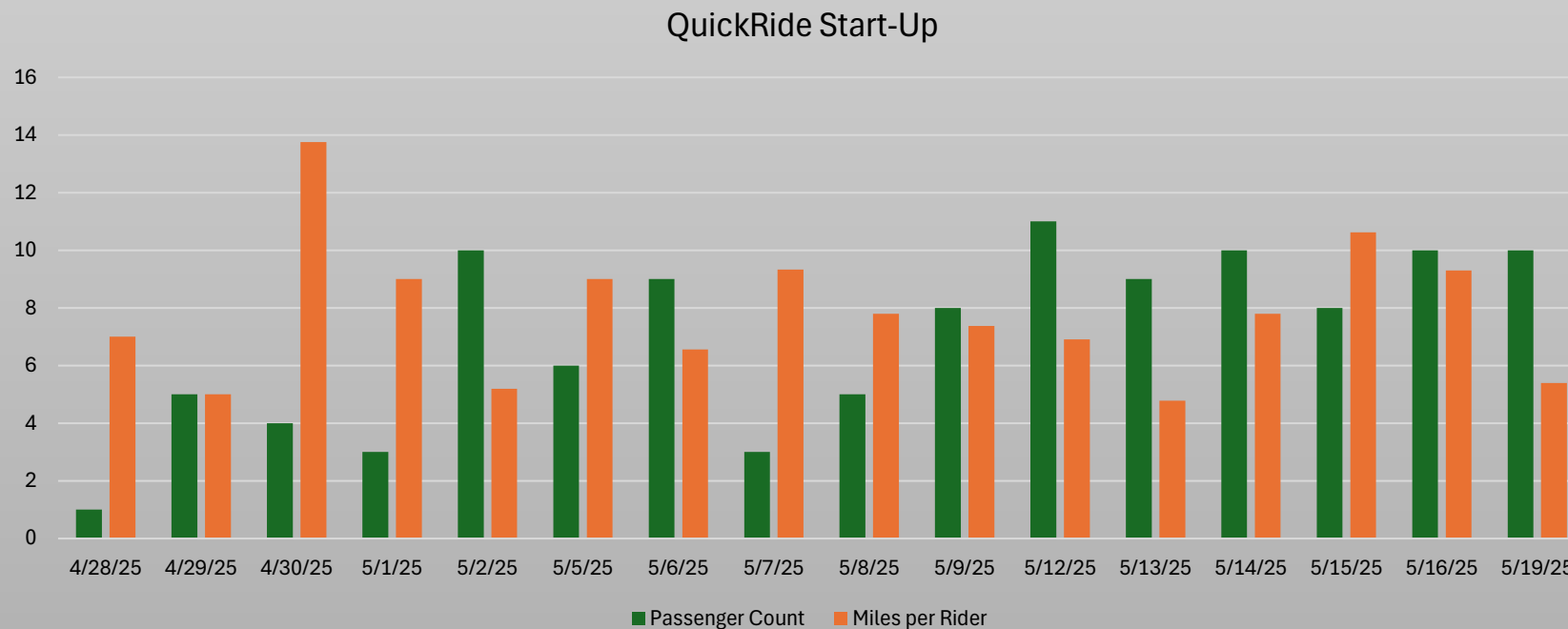
FY Fixed Route Ridership



On Time Performance



QuickRide KPIs



Projects update

- Micro Grid- No Update
- Overhead Charging Stations at STC
 - Next Planning Board meeting with Public Hearing
 - July 1- Site Walk 8:00am, Public Hearing 6:00pm
- Micro-Transit
 - Started 4/28
 - Drivers are Trained and doing well
 - Ridership Continuing to Grow
 - Feedback has been very positive
- Financial Software
 - Should go live July 1st, 2025
- Previous Year Audits FYI '23 & '24 wrapping
- Transit Tomorrow
 - Fare systems, equipment ordered for Summer Season (MDOT \$114,000)



- Fuel system replacement (Heads)
 - Awarded Contract to Simard (\$260K 5307 funds)
- Maintenance Tracking Software
 - Transitioning to RTA from Dosier
 - Go Live mid-June
- Cash Management
 - Negotiated increase rate for Sweeps
 - Considering 6-month CDs for increased gains
- Summer Trolley's
 - Kick off this Saturday
 - New express service to Bentley's (Th-Su)
 - Return of the Camp Ellis Trolley (Th-Su)
- Recruiting/Staffing
 - Drivers- 12 FT / 12 PT / 7 Seasonal (2 LOA) OPEN- 2
 - Staff- 11 Hourly / 7 Salary



QuickRide Feedback



Juliette Bishop-Biddeford age-in her 90's

"Great first ride, thank you"

Steve Mondor (Donald Mondor's son) -OOB

"So far, the QuickRide program has been great. It is super convenient to book out the days we need in advance and your team has been great with communicating if the ride will be early or a bit later than the scheduled time. This service has been a real stress reliever for our family, and it is a very cost-effective way that is helping my dad get to and from his necessary health appointments."

Much appreciated.

Sandra Berquist-OOB age 87

"The QR van is so comfortable and easy to access, not having to wait for the bus is so helpful. I used the Will Call to get picked up when I was ready, and that was way easier than trying to figure out how long my appointment would take when I booked the ride."

Maggie Carter-Saco

"Love it, Love it, Love it, I can't wait for my next ride, it's way easier than the bus. Thank you"

Christina Dawley -Biddeford

"I love it, it makes life so much easier especially with a bad hip."



FY '26 Budget Overview



Revenue Type	FY26 Budget	FY25 Budget
Municipal Contributions	945,000.00	865,000.00
Prior Years Local Match Carry Forward	621,271.06	674,369.50
Contract Stops	277,000.00	185,000.00
Advertising	100,000.00	100,000.00
FTA Non-Capital Grants	2,109,209.00	1,592,597.00
FTA Capital Grants	3,951,576.00	4,180,279.00
MEDOT Non-Capital Grants	710,000.00	666,371.00
MEDOT Capital Grants	234,000.00	489,046.00
Other Operating Income	86,500.00	100,000.00
Fare Revenue	335,000.00	295,000.00
Total Revenue	9,369,556.06	9,147,662.50

Expense Type	FY26 Budget	FY25 Budget
Employee Expenses		
Wages	2,206,550.00	2,063,271.24
Benefits & Taxes	779,245.00	814,397.26
Vehicle Expenses		
Fuel Expenses	204,760.00	310,300.00
Maintenance and Repairs	504,000.00	323,000.00
Insurance	200,000.00	220,000.00
Non-Vehicle Overhead Expenses	706,750.00	799,950.00
Capital Expenses		
Bus Replacements	3,200,000.00	2,408,154.00
Fuel Systems Upgrade	250,000.00	350,000.00
Overhead Electrical Chargers	1,270,000.00	1,360,590.00
Systems Implementation	45,000.00	-
Total Expenses	9,366,305.00	8,649,662.50

Surplus/Shortfall	3,251.06	498,000.00
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