



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

May 22, 2025

4:00 PM

Hybrid – Saco Transportation Center and Virtual

1. Call to Order – Chairman Kenny Blow called the meeting to Order at 4:00 PM.

2. Roll Call/ Ascertain Quorum –

Members present: Kenny Blow, John Bohenko, Adi Iriqat, Jean Saunders and Michael Foster.

Absent: Doris Ortiz, Phil Hatch, Tim Fleury, Maya Atlas. Quorum has been established.

Staff present: John Savage, Rod Carpenter, Anne Austin, Nelson Perez.

3. Public Comment – No public comment.

4. Approval of Previous Meeting Minutes, February 4, 2025 –

Motion by John Bohenko to approve the Transit Committee meeting minutes of February 4, 2025. Adi Iriqat seconded the motion. No further discussion. Kenny Blow, John Bohenko, Jean Saunders, Michael Foster, and Adi Iriqat all voted in favor. Motion passed unanimously. Minutes approved.

5. April 2025 Month End Financial Report–

- **Revenue** - Compared year over year, total fare revenue increased by 27.53%. This is a realized gain of \$68,658 in fare revenue.
- Seasonal revenue will remain the same until start of the trolley summer season FY25.
- Budgeted fare revenue projections are set at \$295K. Currently we have surpassed that by 107.8% or an additional 23K.
- **Grants** – Compared year over year 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. 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.
- **Expenses** – FY25 expense budget is \$4,280,915. Currently our YTD expenses are \$3,448,426. We have currently utilized 80.55% of our expense budget.
- **Audits** - Estimated time of completion for our FY23 and FY24 Single Audit will be June 10th.
- NetSuite – “Go Live” date is now July 1, 2025. We will move onto NetSuite with a complete audited trial balance, leaving all last year’s data in MUNIS. Once we complete our next Triennial, estimated summer of 2026, we will then “close the books” on MUNIS.
- 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.

6. Committee reports – Finance Subcommittee has previously reviewed the month end financials.

7. Executive Director's Report – Executive Director John Savage presented the report.

- **Ridership** - reviewed by month. Softened in April. Construction is having an impact.
- **QuickRide** - KPIs were added. Will want more shared rides.
- **Project updates** –
 - Overhead Charging Stations at STC – Next Planning Board meeting with Public Hearing. July 1—Site walk at 8:00 AM. Public Hearing at 6:00 PM.
 - Micro-Transit – Started 4/28/25. Drivers (1 FT, 1 PT) are trained and doing well. Micro-Transit ridership is continuing to grow and the feedback has been very positive. John Savage shared some testimonials.
 - Financial Software - Should go live July 1, 2025.
 - Previous Year Audits – FY23 and FY24 wrapping
 - Transit Tomorrow (GPCOG/PACTS group)– Fare systems, equipment ordered for Summer Season (MDOT \$114,000)
 - Fuel system replacement (Heads) – Awarded contract to Simard (\$260K 5307 funds). Construction planned for Fall. Members discussed options to fuel while the construction is underway.
 - Maintenance Tracking Software – Transitioning to RTA from Dossier. Go Live mid-June
 - Cash Management – Negotiated increase rate for Sweeps. Considering 6-Month CDs for increased gains.
 - Summer trolleys – Kick-off is Saturday May 24th. There is a new express service to Bentley's (Thurs – Sun). Also return of the Camp Ellis Trolley (Thurs - Sun.)
 - Recruiting /Staffing – Drivers= 12 Fulltime, 12 Part-Time, 7 Seasonal (2 on LOA.) Staff – 11 Hourly/ 7 Salary.
- **FY '26 Budget Overview** - Full budget included in the packet. John Savage reviewed the main drivers in his presentation. Committee members had no questions on the budget or packet.

8. New Business – FY 2026 Budget Approval

Motion by John Bohenko to approve the FY '26 Budget as presented. Motion seconded by Jean Saunders. Kenny Blow, John Bohenko, Jean Saunders, Michael Foster, and Adi Iriqat all voted in favor. Motion passed unanimously. Budget approved.

9. Administrative Discussion Items –

- Upcoming Meetings:
 - Meeting recurrence the 4th Thursday of every month.
 - Finance Subcommittee Meeting the Monday before the BOD Meeting.

Committee members discussed time for Thursday Board meetings. Consensus for 3:00PM. Calendar invites will be sent.

10. Adjournment – Motion by John Bohenko to adjourn. Seconded by Jean Saunders. Meeting adjourned at 4:34pm.

BSOOB Transit Committee Meeting

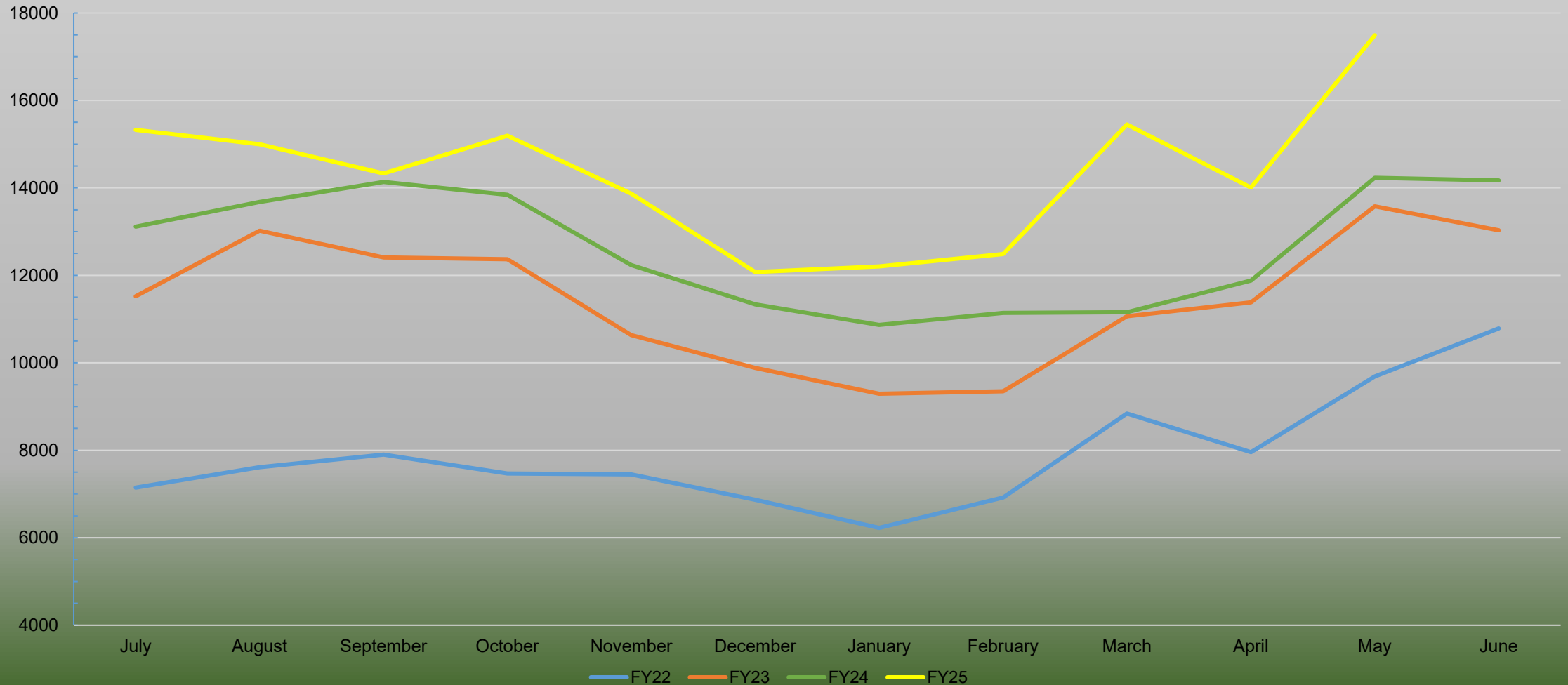
June 26, 2025

3:00PM Saco Transportation Center

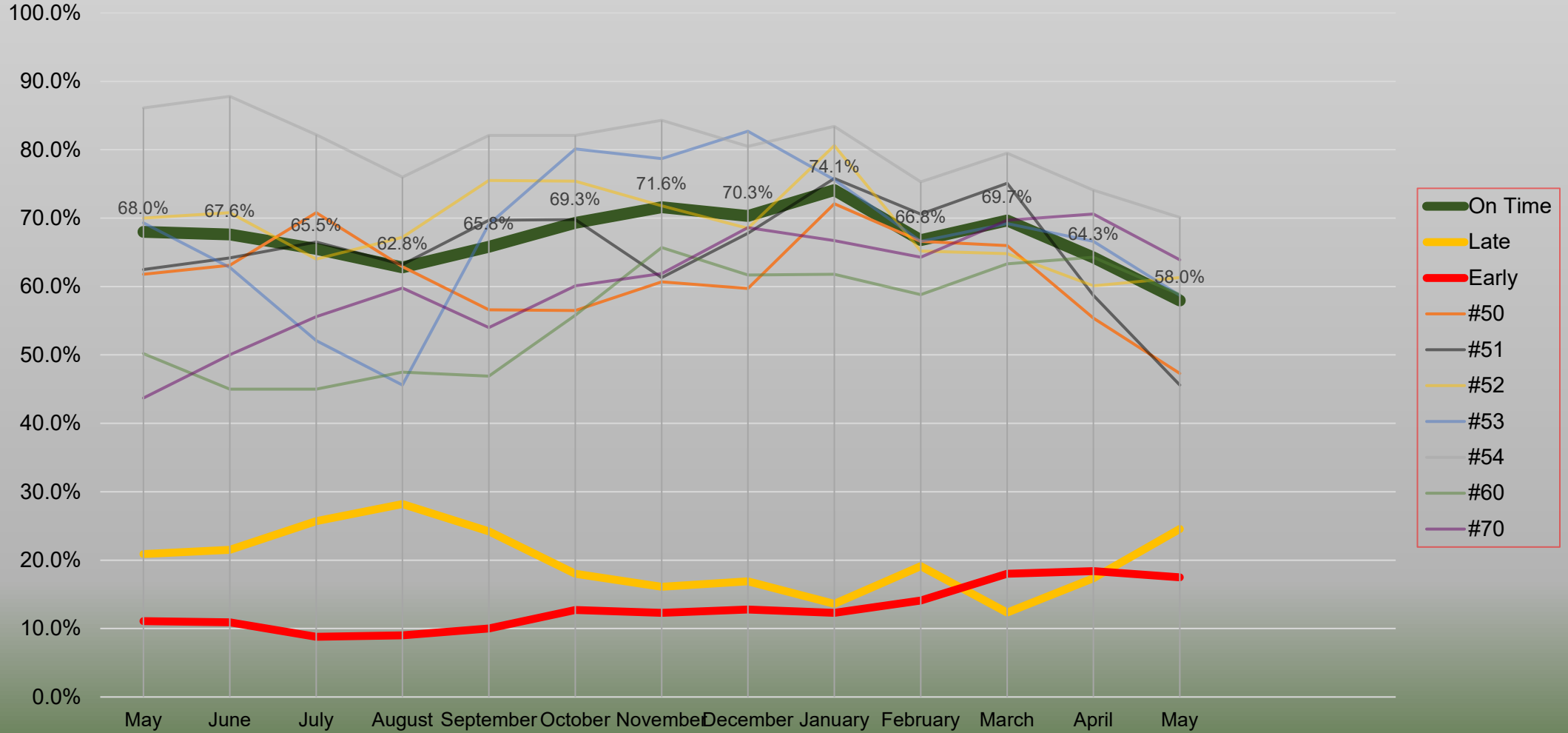


Monthly Ridership Comparison

FY Fixed Route Ridership

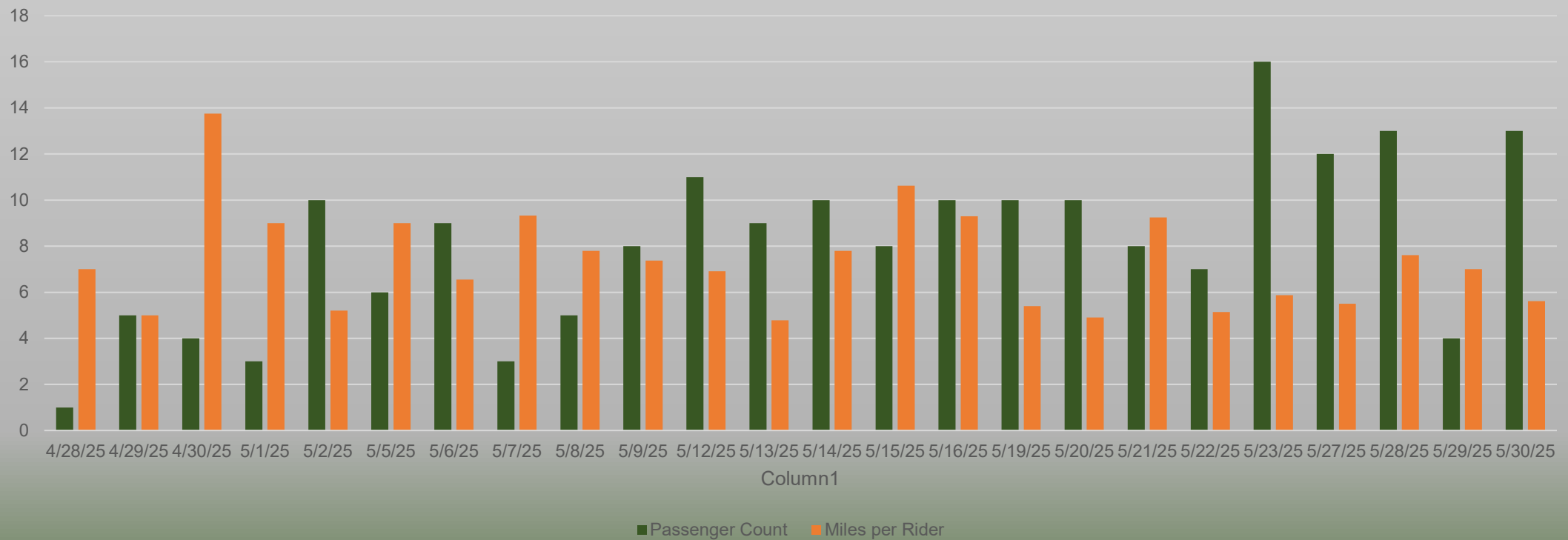


On Time Performance



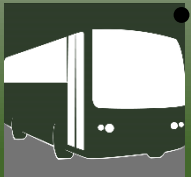
QuickRide KPIs

QuickRide Start-Up



Projects update

- Micro Grid- No Update
- Overhead Charging Stations at STC
 - Saco River Conservation Commission Approval
 - Next Planning Board meeting with Public Hearing
 - July 1- Site Walk 8:00am, Public Hearing 6:00pm
- Upcoming Bus Purchases
 - LoNo 3 Battery Electric Buses
 - NOFO LoNo 4/Bus & Bus Facilities- Hybrid Electric Buses
- Micro-Transit
 - Ridership Continuing to Grow
 - Miles per rider is decreasing due to increase utilization
- Financial Software
 - In final testing phase for July 1 “Go Live”
- Previous Year Audits FYI ‘23 & ‘24 completed waiting for final report



- Fuel system replacement (Heads)
 - Awarded Contract to Simard (\$260K 5307 funds)
- Maintenance Tracking Software
 - Transitioning to RTA from Dosier
 - “Go Live” July 1, 2025
- Cash Management
 - Negotiated increase rate for Sweeps
- Summer Trolley's
 - Monitoring Ridership
 - Initial reports are showing a reduction
- Recruiting/Staffing
 - 1 FT Driver pending Resignation (6/28)
 - 1 FT Driver Acquired CDL License- 1 Retest upcoming
 - 1 Offer Letter Pending Acceptance
 - Drivers- 12 FT / 12 PT / 7 Seasonal (2 LOA) OPEN- 2
 - Staff- 11 Hourly / 7 Salary

