



Biddeford Saco Old Orchard Beach Transit Committee

AGENDA

April 17, 2025

In person Saco Transportation center

3:00 PM – 5:00 PM

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 <ul style="list-style-type: none">February 4, 2025	Chair	Action
5.) March 2025 Month End Financial Report	Staff	Information
6.) Committee reports Finance: audit status, 2026 budget	Chair	Action
7.) Executive Director Report <ul style="list-style-type: none">System PerformanceAdministrative IndependenceProject Updates	Rod Carpenter	Information
8.) Administrative Discussion Items <ul style="list-style-type: none">Upcoming Meetings: Committee Meeting, May 27th, 12:30p	Staff	Information
9.) New Business	Chair	Information
10.) Executive Director Recruitment	Chair	Information
11.) 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.

Memorandum

03/31/2024

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

Month End Details:

Revenue: When compared year over year, total fare revenue has increased by 28.23%, Which is a realized financial gain of \$31,227.27 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 1.58%, with 3 months remaining in our budgeted year. We are surpassing FY23 and FY24 in fare revenue, the snip below comes from the Revenue by Type report accompanied in this package.

Revenue		Fiscal Year Amount		
By Type and Source		2025	2024	2023
Fares				
	Urban, Shuttlebus & UNE	84,580.25	62,668.99	73,013.46
	Urban, Trolleys	129,991.47	95,254.43	119,858.77
	Zoom Express	32,458.47	26,133.25	17,238.81
	Intercity, Portland	52,622.20	49,631.41	33,928.11
	Total Fares	299,652.39	233,688.08	244,039.15

Grants: When compared year over year, FTA Grant Funding has realized an increase of 90.72% or \$1,055,477. The components that make up this category is: Urban funding, Urban Mobility funding and FTA operating funding.

Total MDOT: Grant funding has had a significant decrease overall for our route funding of 46.32% or \$417,057, however we have received \$552,016, in additional support, of which \$313,557, was expended in the SMART grant capital funding and \$238,439, of that \$102,660, has been utilized for part of the SMART project, the remainder is assisting with the Micro-Transit project \$135,779. The below snip come from the Revenue by Type report accompanied in this package.

Revenue		Fiscal Year Amount		
By Type and Source		2025	2024	2023
Grants				
	FTA, Operating & Prev. Maint.	1,030,948.00	1,004,164.30	1,522,312.03
	FTA, Mobility Management	117,559.00	32,420.00	30,129.00
	FTA, Capital & Planniing	1,070,459.51	126,905.00	341,615.00
	TOTAL FTA FUNDING	2,218,966.51	1,163,489.30	1,894,056.03
	MDOT, Zoom Express	103,822.31	152,960.58	301,833.33
	MDOT, Intercity, Portland	269,433.93	604,689.69	739,881.98
	MDOT, Urban Support	110,138.00	142,801.40	110,622.36
	MDOT, Capital Projects	-	-	-
	TOTAL MDOT FUNDING	483,394.24	900,451.67	1,152,337.67
	MDOT, Special Items	552,016.16	-	-
	Total Grants	3,254,376.91	2,964,392.64	4,198,731.37

Expenses: Total expenses thus far this year are 102% over prior year, or \$2,690,730, but when compared to current budget we have only utilized 58%, or \$5,325,331, of our \$9,147,663.

Additional Information: BSOOB Transit is working through the audits, currently we are doing FY23, FY24 and FY25, the goal is to have all single audit completed by July 30, 2025, with the FY23 & FY24 complete by the middle of May.

Our NetSuite “Go Live” will now be July 1, 2025. We will move onto NetSuite with a complete audited trial balance, leaving all prior years 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.

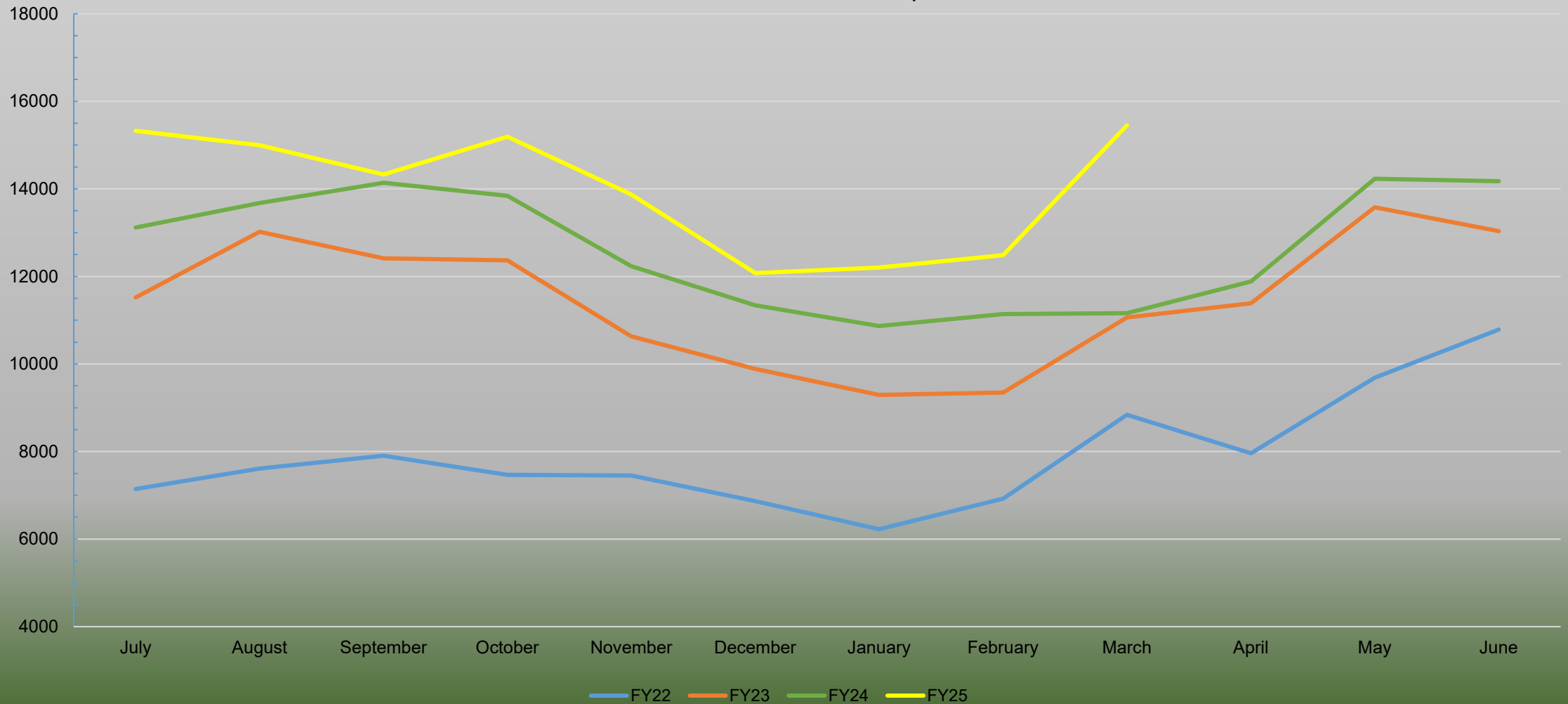
BSOOB Transit Committee Meeting

April 17, 2025



Monthly Ridership Comparison

FY Fixed Route Ridership



On Time Performance



Projects update

- Micro Grid
 - Final review stage, Training Feb 19th
 - Did not receive implementation award
- Financial Software
 - Should go live July 1st, 2025
 - Finishing up Audits, Assets, GL codes, procedures & Training
- Transit Tomorrow
 - Discussions on regional Branding (partial) ongoing
 - Fare systems, equipment ordered (MDOT \$114,000) route planning



- Bus 2609
 - Free from Metro, Engine 125,000 (in service)
- Micro-Transit
 - Vans in house (ready for service)
 - software training complete
 - Marketing, branding, etc.
 - Kick off 4/28/2025
- Fuel system replacement (not tank)
 - Out to Bid Gaftec, Simard, Portland Pump
- Diesel fuel Bid 80,000 gallons
 - Awarded to Dennis Burke 2.3842 per gallon



- Camp Ellis Trolley

DEPART CAMP ELLIS	DEPART OOB	DEPART BENTLEYS	DEPART OOB to CE
1:30	1:45	2:30	3:15
3:30	3:45	4:30	5:15
5:30	5:45	6:30	7:15
7:30	7:45	8:30	*9:15 Drop off only
9:30	9:45	10:30	11:15 Drop off only

Miles for a Run	13.5
# of Daily Runs	5
	67.5
Diesel Per Gallon	\$ 2.38
# of Daily Gallons	6
	\$ 14.31
Weekly Hours	41
Drivers Wages	\$ 27.00
	\$ 1,189.47
# of Trolley Weeks	13
# of Weekly Service Days	4
	52
Cost of Run	\$ 16,207.00

STC stop option ???????

