



## Biddeford Saco Old Orchard Beach Transit Committee

### AGENDA

February 4, 2025

Remote Only: Teams Link Below

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Meeting ID: 298 466 672 13 | Pass: t5Gm4k

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**12:30 PM – 2:00 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"><li>November 2024</li></ul>	Chair	Action
5.) December 2024 Month End Financial Report	Staff	Information
6.) Committee reports	Chair	Action
7.) Executive Director Report <ul style="list-style-type: none"><li>System Performance</li><li>Administrative Independence</li><li>Project Updates</li></ul>	Rod Carpenter	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"><li>Upcoming Meetings: Strategic Planning Workshop, Thoughts and comments Committee Meeting, March 25<sup>th</sup>, 12:30p</li></ul>	Staff	Information
9.) New Business	Chair	Information
10.) Executive Director Recruitment	Chair	Action
11.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**November 26, 2024**

**12:30 PM**

**Virtual / Remote Meeting**

1. **Call to Order** – Vice Chair Doris Ortiz called the meeting to order at 12:35pm.
2. **Roll Call/ Ascertain Quorum** - Members present: Doris Ortiz, John Bohenko, Tim Fleury, Adi Iriqat, Phil Hatch, Jean Saunders and Michael Foster. Absent: Kenny Blow, Maya Atlas.  
Quorum has been established.  
Staff present: Rod Carpenter, Kim Kennedy, Trahmel Milashouskas, Anne Austin, Nelson Perez.
3. **Public Comment** – Nick Adams provided public comment.
4. **Approval of Previous Meeting Minutes, September 24, 2024 –**

**Motion by Phil Hatch to approve the Transit Committee meeting minutes of September 24, 2024. Adi Iriqat seconded the motion. No further discussion. Roll call vote. Jean Saunders, John Bohenko, Phil Hatch, Tim Fleury, Michael Foster, Adi Iriqat, and Doris Ortiz all voted in favor. Motion passed unanimously. Minutes approved.**

5. **Consider Adoption of Procurement Policy Updates–** (reordered from Agenda Item #6 to #5)

Trahmel Milashouskas, Grant & Procurement Coordinator, reviewed the request being made to the Board to approve the Procurement Policy micro purchase threshold increase and adding required Buy America certifications to the Procurement Policy. With approval, the agency is authorized to procure goods and services up to \$50,000 through Micro Purchase directives within the Procurement Policy and Buy America certifications for procurements will be within code of the FTA circulars.

The recommendation, as outlined for the Board, is the Transit Committee approve these revisions to the Procurement Policy, where Micro Purchases will include all procurement up to \$50,000 and Small Purchases from \$50,001 to \$250,000 effective immediately. Build America Buy America Certifications will be within the policy following FTA guidelines.

**Motion by Phil Hatch to adopt the Procurement Policy as amended. John Bohenko seconded the motion. Roll call vote. Jean Saunders, Phil Hatch, John Bohenko, Tim Fleury, Michael Foster, Adi Iriqat, and Doris Ortiz all voted in favor. Motion passed unanimously.**

6. **October 2024 Month End Financial Report** (reordered from Agenda item #5 to #6.)

Kim Kennedy, Finance Manager, reviewed the financial position through October of 2024.

- **Revenue:** With a year-to-year comparison, fare revenue has increased by 35.9%, a significant contributor was our strong Trolley Season, which captured an additional \$34K however, if you pull the additional trolley capture out general fare revenue has increased by 13.47%. Budgeted



fare revenue projections are set at \$295K currently we have reached 71% of our budgeted goal at the close of October.

- **Grants:** With year-to-year comparisons, FTA Grant revenue/Funding has realized an increase of 160.82% or \$704,316, while MDOT Grant revenue has had a significant decrease of funding of 22.58% or \$90,577. Leaving combined grant funding with an increase of 138.24% or \$613,740. The components of FTA Funding is as follows: Operational FTA Grant funding has experienced a loss of 10.08% or \$40,701, this loss directly relates to the amount ARPA funding that was utilized in prior year. Our Mobility FTA funding has seen an increase of 154% or \$14,771. The remainder of FTA Grant funding directly relates to our ongoing capital projects.
- **Expenses:** Total expenses thus far this year are 173% over prior year, or \$1,738,909, but when compared to current budget we have only extended 30%, or \$2,742,601, of our \$9,147,663. We continue to remain at pace with our budgeted expense numbers.
- **Additional Information:** BSOOB Transit had meetings in October concerning our annual health care renewal for FY25, increases have not yet been set, however, we can expect an increase in health care cost of 12% – 15%. Additional considerations concerning the variance of the ATU 457 contracted increase of the employer expense from a 3% contribution to a 4% employer contribution, the increase did not extend to the Administrative Dept, the associated annual cost based on the administrative budget would be \$6,805, the driver management section would roughly be an additional \$7,500.

Unfortunately, we have had to replace an engine for bus # 2091, which is still at Cummings with an estimated cost of \$35,000.

We are still performing a manual check run and have decided to utilize Bill.com to assist with this process. Bill.com will then become integrated with our NetSuite program. With Bill.com we will not be required to handle any outstanding checks, report abandoned property to the State of Maine, and our 1099 process will be facilitated through Bill.com. Our Go Live date with NetSuite is January 1<sup>st</sup>.

FY25 municipal billing was finalized by the end of September, and except for Biddeford all are paid, or current as of the end of October.

## 7. **Executive Director's Report** – Interim Executive Director, Rodney Carpenter, presented the report.

- **Ridership** - is showing an increase.
- **System Performance** – On time performance on some routes is slightly down. Construction occurring, affecting performance.
- **Project updates** –
  - Bus Wash - Completed and in use, will evaluate water consumption.
  - Micro Grid - Final review stage and waiting on implementation award.
  - Financial Software - Should go live January 1, 2025. Finishing up cost allocation, assets, training.
  - Transit Tomorrow - Discussions on regional Branding (partial), fare systems and route Planning.
  - Fence and security - Completed and working very well.
  - Bus 2091 - Engine replacement.
  - Micro-Transit - Vans in house. Started software training.



Budget Amendment – Request to have a retirement catch up to make administration whole with ATU by approving a 3% agency contribution to 4% agency contribution for Administration. \$12,000 annually. Start January 1<sup>st</sup>, 2025, \$6,000 this budget. This should be automatic side by side with ATU increases, meaning when the employer contribution increases for ATU, the same amount will increase for Administration.

**Motion by John Bohenko to proceed with the recommendation to bring the employer contribution for Administration, up from 3 to 4% January 1, 2025 to match side by side with ATU increases. Seconded by Phil Hatch. Roll call vote. John Bohenko, Phil Hatch, Jean Saunders, Adi Iriqat, Tim Fleury, Michael Foster, and Doris Ortiz all voted in favor. Motion passed unanimously.**

**8. Administrative Discussion Items –**

- Upcoming Meetings:
  - Strategic Planning Workshop, 12/2, 8:30am @ STC (Saco Transportation Center)
  - Committee Meeting, January 28th, 12:30pm (virtual)

**9. New Business – None.**

**10. Executive Director Recruitment –** John Bohenko shared updates for the on-going recruitment process for Executive Director.

**11. Adjournment –** Motion by John Bohenko to adjourn. Seconded by Phil Hatch. All were in favor. Meeting adjourned at 1:31pm.

## Memorandum

01/24/2025

To: BSOOB Transit Committee Members  
From: Kim Kennedy, Finance Manager  
Subject: Review of Financial Position as of December 31, 2024

### Month End Details:

**Revenue:** With a year-to-year comparison, fare revenue has increased by 33.50%, which is a 2% decrease from October., a significant contributor was our strong Trolley Season, which captured an additional \$34K however, if you pull the additional trolley capture out general fare revenue has increased by 11.47%. Budgeted fare revenue projections are set at \$295K currently we have reached 83.32% of our 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 funding 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 prior 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 remain at pace with our budgeted expense numbers.

**Additional Information:** 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. report abandoned property to the State of Maine

Our NetSuite go live has unfortunately been pushed out, we are looking to March.

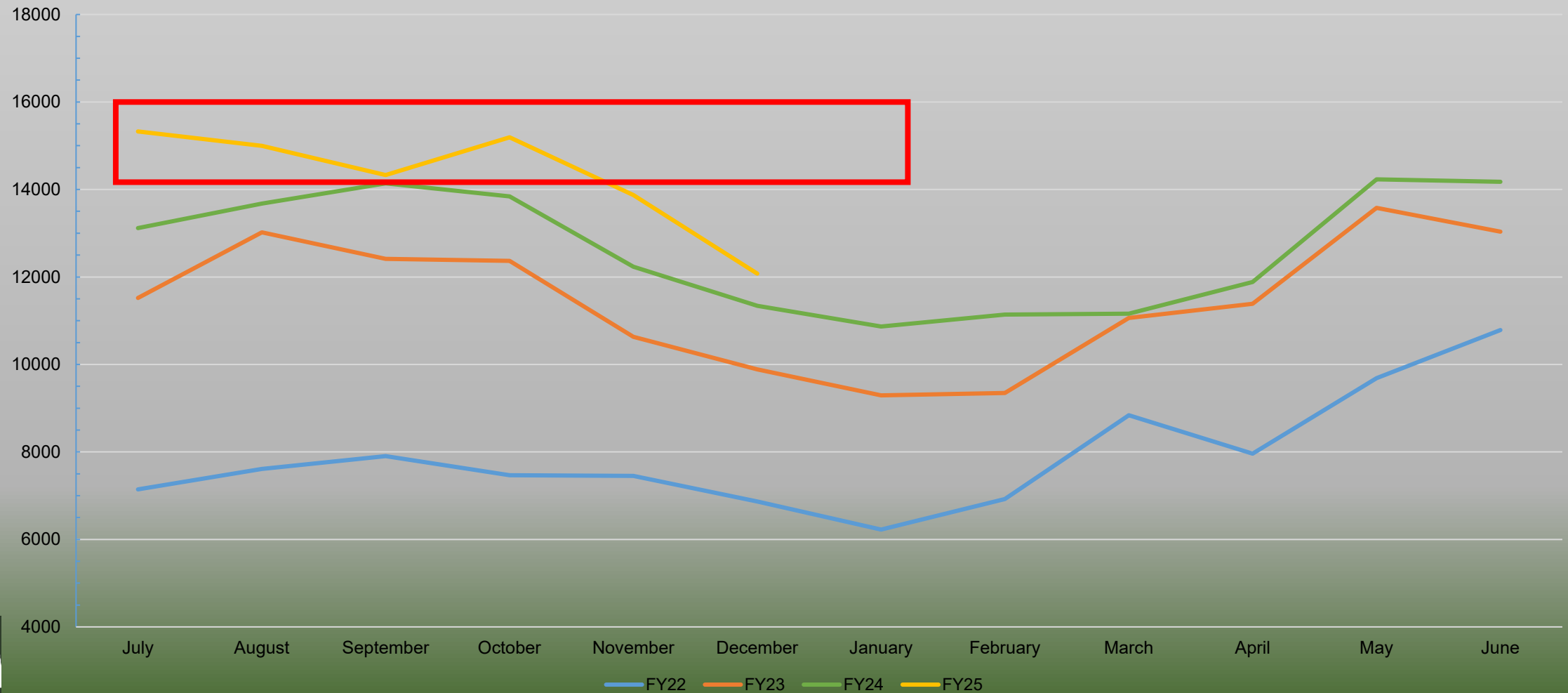
# BSOOB Transit Committee Meeting

February 4, 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 February 28th, 2025
  - Finishing up procedures & Training
- Transit Tomorrow
  - Discussions on regional Branding (partial)
  - Fare systems, equipment ordered (MDOT \$114,000) route planning



- Bus 1103
  - Free from Metro, Engine 125,000
- Micro-Transit
  - Vans in house
  - software training complete
  - Marketing, branding, etc.
- Fuel system replacement (not tank)
  - Preparing Bid
- Diesel fuel Bid 80,000 gallons
  - Watching Market

