

**Casco Bay Island Transit District
Board of Directors Meeting Agenda*
Thursday, April 27, 2023 at 7:45 AM**

This meeting will be an **in-person** meeting with remote participation option available
The public is invited to participate: Video Conference Link and Call-in number are available at:
<https://www.cascobaylines.com/about-us/board/>

1. Call to Order
2. Approval of the February 23, 2023 and March 23, 2023 meeting minutes
3. Business
 - a. Consideration and action to adopt the resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions
 - b. Consideration and action to adopt the resolution authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for grants
 - c. Consideration and action regarding authorization for financial audit RFP
 - d. Consideration and action regarding FY2023 goals
4. General Information Reports
 - a. Financial Report
 - b. Committee Reports
 - c. Staff Reports
 - d. Wharf and MDOT Reports
5. General Announcements
 - a. Establish next meeting dates (all meetings at 7:45 AM unless indicated otherwise):

i. Executive Committee:	Thursday, May 4, 2023
ii. Operations Committee:	TBD
iii. Pension Committee:	Friday, May 12, 2023
iv. Finance Committee:	Wednesday, May 24, 2023
v. Board of Directors:	Thursday, May 25, 2023
vi. Planning Session	TBD
vii. Personnel Committee:	No meeting planned
viii. Sales & Marketing Committee:	No meeting planned
ix. Government Relations Committee:	No meeting planned
6. Public comment on any items not on the agenda
7. Directors comment on any items not on the agenda
8. Adjournment

Notes: *Agenda items may be taken out of order
*Public comment is limited to 3 minutes per person

Agenda Item 2

Approval of the minutes of the previous Board of Directors' meeting

CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
February 23, 2023
 In Person/Video Conference/Phone

Attendance

Webex In Person Phone Absent

Directors:

Crowley (Pres)		X		
Wentworth (1 st VP)		X		
Donovan (2 nd VP)		X		
Hoffman (Treasurer)	X (6 minutes late)			
Luedke (Clerk)	X			
Cohen (Ast. Clk)	X			
Anderson	X			
Higgins	X			
Lavanture	X			
Murray	X			
Pizey				X
Radis		X (left @ 9:24)		

Staff:

Berg		X		
Bishop	X			
Gildart		X		
Mavodones		X		
Pottle	X			
Bowie	X			

Public:

Call in user (unknown)	X			
L. Heineman	X			
P. Flynn	X			
C. Chess	X			

Guests:

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**1. Call to Order:**

- a. *The Board meeting was called to order at 7:48 AM by President Crowley*
- b. *It was noted that the meeting was being recorded*
- c. *President Crowley asked Berg to do a roll call of who was attending the meeting, which he did.*

2. Approval of the December 22, 2022 and January 26, 2023 meeting minutes

- a. *Wentworth moved to approve the December 22, 2022 and January 26, 2023 meeting minutes as presented; Radis seconded.*
- b. *President Crowley opened the floor to Board comments. There were no further comments.*
- c. *President Crowley called for a roll call vote*
- d. *Berg did a roll call vote. The motion passed unanimously (10-0; Hoffman had not joined yet))*

3. Business

- a. **Adoption of Federal Transit Administration's (FTA) FFY2023 Certifications and Assurances**
 - i. *President Crowley asked Berg to introduce the topic which he did.*
 - ii. *Donovan asked a clarifying question which Berg answered. He would like a follow up conversation with Berg to better understand some of the items.*
 - iii. *Wentworth made a motion as presented in the Board packet ("I move that the Board (i) comply with all requirements of, and (ii) confirm and adopt all necessary policies and provisions to comply with, the Federal Fiscal Year 2023 Certifications and Assurances for FTA assistance in compliance with Federal Transit Administration rules and regulations as listed in Appendix A attached hereto and described in the relevant provisions of Appendix B attached hereto and to authorize the General Manager as the company's Authorized Representative to sign and submit the Certifications and Assurances to the FTA immediately, without waiting for preparation or approval of the Minutes of this meeting."); Radis seconded.*
 - iv. *Hoffman asked about item 1.1q which states "Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201." Berg stated the District does comply with it. Three reports were submitted to the FTA clearing house 1) Financial Audit (Audited Financial Statements), Federal Compliance and 3) state compliance. Hoffman said Berg has referred to it in the past as a financial audit and she wanted to remind everyone it is a compliance audit. She reiterated the need for a financial audit which has not taken place. She stated that there has only been a compliance audit. The C&A's require a financial audit which has not happened. She would like counsel input on this. Berg could not say anything new to this other than to repeat that CBITD submitted three reports to FTA one of which was a Financial Statement audit in compliance with all the FTA requirements.*
 - v. *Wentworth repeated that Hank explained earlier that he reviewed with the lawyers who blessed it. Hoffman is not aware that the lawyers are aware of this requirement. This worries her. She would not accept the fact that the attorneys reviewed this. Berg further explained the FTA conducts a triennial review every three years which is a deep dive into ensuring compliance. The last four triennial reviews have had no findings.*
 - vi. *Crowley repeated that Berg does review this with John Lightbody. Hoffman was not sure John was specifically aware of this question. She thinks the question is important and it should be asked.*
 - vii. *Donovan respectively pointed that in the last few minutes Hoffman has questioned the knowledge of the attorneys and the truthfulness of the past audits. Where is this going? Hoffman stated attorneys are like auditors. They always specify they are dependent on what management tells them. She would not assume the attorneys know there is no financial audit. Also, when she had her one-on-one with Smith she asked if they could do a financial audit and he responded that they could.*



- viii. *President Crowley felt they needed to move on and asked if there were any other comments from the Board.*
- ix. *Luedke asked Berg if the audits submitted to FTA were available to the Board and that Hoffman has seen them. Berg replied that yes that is true and they are all on the website.*
- x. *Berg went to get a copy Financial Audit. He reiterated that three documents were submitted to FTA one which is titled Audited Financial statements and the other two were compliance reports, All of which were submitted to the FTA and made available to the public.*
- xi. *Luedke asked Hoffman if she has reviewed the audits, She replied that she doesn't pretend to be qualified to make that judgement. The question has to do with the requirements of the FTA which Berg is well aware of. She can say that the audit that has been done of CBITD is called a compliance audit and it isn't a financial audit. It could be that the financial components of the audit comply, she would like to have that explicitly identified objectively.*
- xii. *Luedke asked Berg how many times he has been through the audit process. Berg replied that he has participated in 4 triennial reviews with no finds and 12 annual audits. The same type of audit was submitted each time with no problems.*
- xiii. *Wentworth called to vote.*
- xiv. *President Crowley allowed Cohen to take the floor. Cohen asked that the financial audit be sent to Hoffman. President Crowley restated that it is already on the website.*
- xv. *President Crowley allowed Lavanture to take the floor. Lavanture asked Berg to clarify the review of counsel focused only on changes. Berg said the last review done 2 to 3 years ago was a detailed walkthrough of each item no just through the changes. The changes to FY2023 are changes to items that are not applicable to the District.*
- xvi. *President Crowley called for a roll call vote*
- xvii. *Berg did a roll call vote. The motion passed (10-1; Hoffman voted against)*
- b. *Consideration and action authorizing staff to proceed with an RFP and selection of a naval architectural firm for the Preliminary design of the Maquoit replacement vessel in accordance with the process as presented.*
 - i. *President Crowley asked Berg to introduce the topic.*
 - ii. *Berg walked through the process that was included in the package*
 - iii. *Wentworth made a motion to authorize staff to proceed with an RFP and selection of a naval architectural firm for the Preliminary design of the Maquoit replacement vessel in accordance with the process as presented. Radis seconded.*
 - iv. *President Crowley opened the floor to the public*
 - 1. *Caron Chess recalled that the Naval Architect for the new Peak's vessel had expertise for large double ended vessels and that the decision to hire them defined what the boat was going to look like. Her question is at what point does the Board get involved with the selection of the architect? Berg pointed out the Naval Architects for the Peak's vessel, Elliott Bay Design Group, do not specialize in one vessel type. They are involved with many vessel types. The decision was not based on what she claimed it was based on. Berg pointed out that the Board has input several times during the process to and ultimately has veto power several times. She said her question is more specific, does the Board get involved in the selection of the architect. Berg replied not directly.*
 - v. *President Crowley opened the floor to the Board*
 - 1. *Donovan asked about the wording of the RFP, page 8 of introduction states CBITD is looking for a designer who can handle a chapter K vessel. Why are we limiting to that? Mavodones explained the differences and history of the different vessel types.*
 - 2. *Wentworth asked if it could be "up to sub-chapter K?"*
 - 3. *Donovan concurred so there is no confusion that this is an open process. Mavodones was opened to that. Mavodones pointed out that the selection of the Architect is based on*



- qualifications, and we want someone that has a lot of experience with similar vessels. The committee rating the proposals will determine who is best qualified.
4. Pottle agreed with Mavodones. The key is that they have experience with the features called out not that features dictate the design.
 5. Hoffman strongly supported Donovan's comments and thought it would be helpful to hire a Naval Architect to initially work with VAC and public to understand the parameters and choices and build support for choices to be made. This is an RFP for a designer. Important to think about what the right process is. She will support what the Down Bay Directors want but challenged them to think if they want to hire a designer now or hire someone now to develop the specs to then hire a Naval Architect to work on.
 6. Berg pointed out there is mention of a public process in the RFP.
 7. Pottle walked through the process in more detail to help clarify things.
 8. Mavodones informed everyone that a similar process was used to design the Aucociso
 9. Cohen is concerned that the process may be broken because a majority of Peaks islanders did not want a bigger boat yet it still was approved.
 10. President Crowley stated that the Board voted on it and was the ultimate decision maker.
 11. Cohen wanted to know how the process is being improved.
 12. Berg reminded everyone that all the public feedback was shared with the Board prior to any decision being made.
 13. Wentworth said it was clear that some people didn't like the proposed Peak's vessel but it was also clear that some did. It was the elected Board that made the decision
 14. Lavanture asked what the scope of the RFP was through whole decision process? With all the comments about a variety of options it seems there is a need for a more holistic assessment of fleet requirements of the District.
 15. Berg reminded everyone KPFF did look at the fleet probably at a higher level and it is a little old at this point
 16. Pottle discussed the scope of the Naval Architect: getting through a preliminary design process resulting in a Preliminary Design Report. Typically then do another scope agreement with Naval Architect for final design but if desired, another Naval Architect could be used at this point.
 17. Anderson agreed with Lavanture that every time a new boat is required it is an opportunity to look at the operating model.
 18. Pottle shared that looking at a new model needs to take into account the existing piers are designed for a certain type of vessel. It could be a huge investment in infrastructure if facilities need to be changed. This happened when the Machigonne II was deployed. The piers are several million dollars to build for each one.
 19. Radius is comfortable with the process. The problem at the time was not the process it was the composition of the Board and there is a natural tension between Down Bay and Peaks.
 20. Donovan shared that he ran for his position because he wanted to be involved with the decisions about the Down Bay replacement vessel. Also when he came on board there was tension among the Peaks islanders. He is hopeful lessons were learned. Pottle's point about the infrastructure is well taken but the Board should be open to potential minor changes. Want to move project forward. This RFP is first step. Is confident there will be ample public input. He supports moving forward with RFP. Did have concern with limited scope but that has been answered.
 21. Wentworth thinks the Down Bay Directors voted the way the Peaks Directors voted for the Machigonne replacement.



- 22. Hoffman thinks Anderson's and Pottles comments are important. The Board should have a debate and make a decision. There are many choices to be made like faster versus more climate friendly. Wants to be sure the process is transparent with public input.
 - 23. President Crowley called for a roll call vote
 - 24. Berg did a roll call vote. The motion passed (11-0)
 - c. Consideration and action to form a Vessel Advisory ad hoc committee.
 - i. President Crowley gave the floor to Berg who suggested that the existing Down Bay Schedule ad hoc committee finish their schedule review, make a recommendation to the Operations Committee and then become the VAC with the authority to add appropriate members.
 - ii. Donovan thinks the VAC should be made up with Down Bay Directors, maybe one at large Director and Higgins.
 - iii. Radius asked if the committee can include non Directors and the answer was yes.
 - iv. Berg explained about Committee voting as stated in the by-laws. Only Director votes count toward an action. Public members opinions are noted for the record.
 - v. President Crowley asked if there was a motion
 - vi. Radius made a motion to repurpose the Down Bay Schedule Ad-Hoc committee to become the Down Bay Vessel Advisory Committee with the authority to add members, including public, as appropriate. Wentworth seconded.
 - vii. President Crowley called for a roll call vote
 - viii. Berg did a roll call vote. The motion passed (11-0)
 - d. Consideration and action to delegate responsibility to the Finance Committee to request proposals for and select an independent audit firm to perform a full financial audit of CBL financials (TBD).
 - i. This item was not ready to be addressed so it was not taken up.
- 4. **Workshops**
 - A. There were no workshops
- 5. **General Information Reports**
 - A. **Financial Report**
 - a) Treasurer Hoffman complimented Bowie on her first report to the Finance Committee and asked her to review the December Financials for the Board
 - b) Bowie shared that part of the process was an internal staff review before the Finance Committee review yesterday. Reviewed highlights of the discussion at the Finance Committee. She shared that expenses are posted when realized and are not accrued so there are often timing issues like Dry Docks. Payroll expenses were down primarily due to the vacancy in the Director Finance/HR position but was offset by the added expense of the HR consultant and search. Over in Vehicle revenue but under in passenger revenue. The Finance committee had a conversation of what should be looked.
 - c) Cohen thanked Bowie for her report. She asked if staff was looked at passenger count along with revenue. The answer was that there is often a delay on passenger count data but when it is available it is looked at it. Berg reported that Anderson volunteered to try and make the data more user friendly to identify trends. Mavodones reminded everyone that tickets are good for 60 days so there often is not a direct correlation between daily sales and daily ridership.
 - B. **Committee Reports**
 - a) Finance Committee report was given as part of the financial report.
 - b) Anderson reported that the Operations Committee discussed two things
 - i) Down Bay schedule and the ad hoc committee which met and had a productive conversation. The conclusion was that at this time there was not a need for a major overhaul of the summer schedule just some tweaks to improve it. Staff is now in the process of taking the outcome of the ad hoc committee meeting and putting together a proposed schedule to be reviewed by the ad hoc committee with a recommendation to the Ops Committee at its March meeting to then be taken up by the Board at its March meeting.



- ii) *The second item was an update on the terminal safety issue that have been raised. The selected security firm, Taylor Made Security, has been in place for a couple of weeks and the general feedback is a measurable improvement.*

C. Staff Reports

- a) *Berg gave an update on the Board retreat scheduled for March 11; an update of the fuel lock of \$160K gallons at \$3.45 compared to latest rack price of over \$5.00 and a budget of \$4.20*
- b) *Pottle gave an update on the pier extension and new vessel, including that the prices of steel came in under what was agreed upon so there will be a credit based on the factor in the shipyard agreement.*
- c) *Pottle gave an update on the upcoming MDOT Peaks pier work.*
- d) *Mavodones gave an update on the dry docks.*
- e) *Discussion followed about AIS, Transit Tracker and the planned MDOT work on the Long Island pier.*

6. General Announcements

- A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)

- a. Executive Committee: Thursday, March 2, 2023
- b. Planning Retreat: Saturday, March 11, 2023
- c. Operations Committee: Thursday, March 16, 2023
- d. Finance Committee: Wednesday, March 22, 2023
- e. Board of Directors: Thursday, March 23, 2023
- f. Personnel Committee: No meeting planned
- g. Sales & Marketing Committee: No meeting planned
- h. Government Relations Committee: No meeting planned
- i. Pension Committee: No meeting planned

7. Public Comment

- A. President Crowley opened the floor for public comments on items not on the agenda

- a) *Chess mentioned how helpful it was to have a small committee with all the parties to look at the schedule. Would like to see this happen more often. She is hoping the Board members read the Down Bay Naval Architect RFP.*

8. Directors Comment

- A. President Crowley opened the floor for Director comments on items not on the agenda

- a) *Donovan suggested putting the RFP on the website. Pottle reported that is plan.*

9. Adjournment

- A. *Donovan moved to adjourn the meeting; Wentworth seconded.*
- B. *The motion passed unanimously (10-0; Radis had left)*

Respectfully submitted by: _____
James Luedke, Clerk

CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
March 23, 2023
 In Person/Video Conference/Phone

Attendance

Webex In Person Phone Absent

Directors:

Crowley (Pres)		X		
Wentworth (1 st VP)		X		
Donovan (2 nd VP)		X		
Hoffman (Treasurer)	X			
Luedke (Clerk)	X			
Cohen (Ast. Clk)		X		
Anderson	X			
Lavanture	X			
Murray		X		
Pizey		X		
Radis		X		

Staff:

Berg		X		
Bishop		X (left early)		
Gildart		X		
Mavodones		X (stepped out)		
Pottle	X			
Bowie		X		
Mills			X	
J. James	X			

Public:

Call in user (unknown)			X	
L. Heineman	X			
P. Flynn	X			
C. Chess	X			

Guests:

M. Buescher (Drummond Woodsum)		X		
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**1. Call to Order:**

- a. *The Board meeting was called to order at 7:48 AM by President Crowley*
- b. *It was noted that the meeting was being recorded*
- c. *President Crowley asked Berg to do a roll call of who was attending the meeting, which he did.*

2. Approval of the February 23, 2023 meeting minutes

- a. *Hoffman asked about the minutes under the financial report section on page 5. She recalls Bowie explaining about posting dry dock expense and she would like that added to the minutes. It was decided that Berg would look into and postpone the vote on the February minutes until the April Board agenda.*

4. Workshops (Taken out of order)

- a. FOAA (Freedom of Access Act) and Board Orientation training with Michael Buescher from Drummond Woodsum
 - i. *President Crowley welcomed Michael Buescher from Drummond Woodsum who then provided training of Maine's Freedom of Access Act (Presentation attached)*

4. Business

- a. Consideration and action to modify the Down Bay Summer sailing schedule
 - i. *President Crowley asked ad hoc Down Bay schedule committee chair Donovan to introduce the topic which he did.*
 1. *Operations committee discussed and acted on information from the ad-hoc committee. The committee agreed on a recommendation to the Board which is included in the Board packet and displayed during the meeting. Donovan walked through the changes. The consensus was it is not perfect but it is manageable and an improvement from last year.*
 2. *Great input from all who participated in the ad-hoc committee*
 3. *It was noted that there was not enough information to accurately determine the financial impact but the feeling was it would be wash.*
 4. *Anderson thanked Donovan for taking the leadership on this. Anderson asked if this revised schedule helped providing opportunities for staff training. Donovan replied that Mavodones would best to answer that but he had to step out. Donovan's understanding is that it would help. C. Gildart shared that consideration for training really needs to happen on the shoulder season before the summer schedule starts.*
 5. *Hoffman also thanked Donovan for taking the leadership on this. Hoffman encouraged looking at expense reductions in the bigger picture.*
 6. *Donovan agreed suggested this be done with further analysis of the schedule*
 7. *Wentworth shared that the ad-hoc committee made a decision early on to not try to completely revamp the schedule but to instead look at incremental improvements that can be made.*
 - ii. *Wentworth made a motion to accept the summer down bay schedule as presented; Cohen seconded.*
 - iii. *President Crowley opened the floor to the public*
 1. *There were no comments*
 - iv. *President Crowley opened the floor to the Board*
 1. *Cohen thanked Donovan and asked if the ad-hoc committee could reconvene to address cost and look at an overhaul of the schedule. Donovan felt they it was outside the charter of the ad-hoc committee and would require further Board action.*
 2. *Luedke asked if call in users were asked if they had any comments. Berg replied they were asked and no hands were raised but just to be sure Berg unmuted the call in users and asked again. There were no comments.*
 3. *Luedke reported he received one complaint from a health care worker about the change of stops on the 8:00 AM Portland departure. There is a 7:45AM departure but they sometimes miss it depending on when they got off their shift. The next available service is 9:00 AM.*



4. Crowley discussed the Chebeague/Cliff sequencing and felt as long as there is a plan to be able to accommodate the few who need a reverse sequencing, he was okay with it. Wentworth agreed.
5. Mavodones reported that the captain has discretion and usually enough time to add that stop when needed. Will work with Crowley and Wentworth on how to best get information to people.
6. Crowley felt that not offering the late-night boat to Chebeague and Cliff didn't seem equitable.
7. Donovan said he understands the issue but there were some crew issues and a decision had to be made and ridership numbers didn't support going past Long all the time.
8. Crowley said we should move forward with the Operations Committee recommendation but the issue he brings up needs to be reconsidered at some point.
9. Luedke agreed with Crowley and wanted to thank Donovan and Mavodones for all their work on this.
10. Cohen wants to prioritize health care workers.
- v. President Crowley called for a roll call vote
- vi. Berg did a roll call vote. The motion passed (10-0)
- vii. Donovan shared that there were five items not taken up by the ad-hoc committee that should be discussed at some point:
 1. Extending the summer schedule into fall
 2. Look at the inner bay schedule and how it can help the Peaks Island pressure
 3. Freight issues need more study
 4. How to publish which boats are primarily freight and which boats are primarily passengers
 5. Financial implications
 6. Wacky Wednesday (reduced vehicle price for Peaks Island)
- b. Consideration and action to extend the Peaks Island Residential Boarding to be from Memorial Day weekend to Columbus Day Weekend for service between 9:15AM – 7:15PM on weekdays & holiday weekends
 - i. President Crowley asked Berg to introduce the topic. Which he did.
 - ii. President Crowley asked if there was a motion
 - iii. Radis made a motion to extend the Peaks Island Residential Boarding to be from Memorial Day weekend to Columbus Day Weekend for service between 9:15AM – 7:15PM on weekdays & holiday weekends; Donovan seconded.
 - iv. President Crowley opened the floor to the public
 1. There were none
 - v. President Crowley opened the floor to the Board
 1. Hoffman thanked staff for proposing the recommendations. Encouraged over communication of the process. Asked that the deckhands implement the program consistently
 2. Radis proposed an amendment to have this be effective until changed instead of for just this year. Berg clarified that was the intent of the motion made since there was no time limit include in the motion.
 3. Pizey asked why this was for Peaks only. Berg explained that the purpose was to ensure that Peaks Island residents get on board a vessel in very crowded situations. There currently is not a similar need for the Down Bay service.
 - vi. President Crowley called for a roll call vote
 - vii. Berg did a roll call vote. The motion passed (10-0)
5. **Workshops**
 - A. There were no workshops

**6. General Information Reports****A. Financial Report**

a) *Due to the time constraints there was no financial report*

B. Committee Reports

a) *Due to the time constraints there were no committee reports*

C. Staff Reports

a) *Due to the time constraints there were no committee reports*

b) *Donovan asked for written summary reports moving forward to help manage time. Berg agreed.*

7. General Announcements

A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)

a. Finance Committee: **Wednesday April 5, 2023**

b. Executive Committee: Thursday, April 6, 2023

c. Operations Committee: Thursday, April 20, 2023

d. Finance Committee: Wednesday, April 26, 2023

e. Board of Directors: Thursday, April 27, 2023

f. Planning Session TBD

g. Personnel Committee: No meeting planned

h. Sales & Marketing Committee: No meeting planned

i. Government Relations Committee: No meeting planned

j. Pension Committee: No meeting planned

8. Public Comment

A. President Crowley opened the floor for public comments on items not on the agenda

a) *There were no comments*

9. Directors Comment

A. President Crowley opened the floor for Director comments on items not on the agenda

a) *There were no comments*

10. Adjournment

A. *Wentworth moved to adjourn the meeting; Pizey seconded.*

B. *The motion passed unanimously (9-0; Murray left early)*

Respectfully submitted by: _____

James Luedke, Clerk

CASCO BAY ISLAND TRANSIT DISTRICT BOARD

MAINE FREEDOM OF ACCESS ACT TRAINING

Presented by:
Michael Buescher

March 23, 2023

What is the Maine Freedom of Access Act and who needs to be trained?

- The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies.
- Public access officers and certain officials subject to this section must complete a course of training on the requirements of the FOAA. 1 M.R.S. § 412.
- At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:
 - the general legal requirements regarding public records and public proceedings
 - the procedures and requirements regarding complying with a request for a public record
 - the penalties and other consequences for failure to comply with the law
- Officials and public access officers can meet the training requirement by conducting a thorough review of the material in this FAQ section of the State's Freedom of Access website or by completing another training course that includes all of this information but may include additional information.
- FOAA FAQ's are available at: <https://www.maine.gov/foaa/faq/index.shtml>

What is a Public Record?

- Maine law broadly defines a “public record” as “[a]ny written, printed or graphic matter . . . or electronic data compilation from which information can be obtained . . . that is in the possession or custody of an agency or public official of this State or any of its political subdivisions . . . and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business.” 1 M.R.S.A. § 402 (3).
- The definition excludes information that is designated as confidential, such as privileged communications and employee records.
- Information contained in emails and on social networking sites / blogs that a school board member has received or prepared in connection with public or governmental business (*i.e.*, information about the school district) is likely a public record
- Communications using gmail.com, other personal email accounts, or text messages are public records if they relate to CBITD business.

Public Access Officer

- A public access officer must be designated to serve as the contact person for an agency, county, municipality, school administrative unit and regional or other political subdivision for public records requests. An existing employee is designated public access officer and is responsible for ensuring that public record requests are acknowledged within five working days of receiving the request and that a good faith estimate of when the response to the request will be complete is provided.

Public Inspection and Copying of Records

- The provisions of the Freedom of Access Act dealing with access to records may be summarized as follows:
- Inspection of records. Any person may inspect any public record during “reasonable office hours” and a fee for inspection cannot be charged unless the public record cannot be inspected without “being converted or compiled.” Permitted fees can be charged only as described under the subsection entitled “costs” below.
- Copying of public records. Any person may copy a public record “during reasonable office hours” or request a copy of that record. The records request need not be made in person or in writing, and the statute requires that CBITD “shall mail the copy upon request.” Actual mailing fees may be charged.

Inspection and Copying

cont'd

- Acknowledgement, clarification and time estimates. CBITD is required to acknowledge receipt of a request within five working days of receiving the request. They may also request clarification if the request is not clear. In addition, within a reasonable period of time after receiving the request, CBITD is required to provide (1) a “good faith, non-binding estimate” of the time within which the school will comply with the request; and (2) a cost estimate as described below. CBITD must then make a “good faith effort to fully respond to the request” within the estimated time.
- Refusals or denials. If CBITD refuses permission to inspect or copy a public record, the statute requires that the unit provide written notice of that denial, stating the reason for the denial, within “5 working days of receipt of the request for the inspection or copying.” Failure to comply with this requirement is considered a failure to allow inspection and may be appealed to court.
- Scheduling. The inspection, conversion of electronic documents, or copying of public records may be scheduled to occur at any time that will not “delay or inconvenience” the regular activities of CBITD. Inspection may occur during regular office hours; if CBITD does not have regular office hours, the name and telephone number of a contact person must be posted in a conspicuous public place.

Inspection and Copying

cont'd

- No requirement to create new records. Because the Freedom of Access Act is designed to provide access to documents that already exist, and not to require schools to create documents in response to requests for information, the statute specifically provides that CBITD is “not required to create a record that does not exist.”
- Electronic records. This subsection of the Freedom of Access Act is designed to take into account the advent of electronic records, rather than simply the paper documents which were the only records in existence when the statute was first enacted in 1959. As to electronic records, the statute provides that:
 - CBITD must provide access to an electronically stored public record either as a printed document or “in the medium in which the record is stored, at the option of the person making the request.”
 - The only exception to this requirement is that CBITD is not required to provide access to an electronic document as a computer file if the unit does not have the ability to separate confidential information contained in that electronic file.
 - If in order to provide access to an electronic record, conversion of that record into a form that can be seen, heard or read electronically is required, fees may be charged to cover the conversion as provided in the subsection dealing with costs, summarized below.
 - The requirement that electronic documents must be provided in the medium in which they are stored does not include a requirement that a person be provided with access to a computer terminal.
-

Inspection and Copying

cont'd

- **Costs.** CBITD may charge no more than \$0.10 per 8x11 black and white page to cover the cost of copying. In addition, CBITD may charge an hourly fee of up to \$25.00 per hour, after the first two hours of staff time, to cover the actual cost of searching for, retrieving, and compiling public records. The term “compiling” includes reviewing and redacting confidential information. CBITD may also charge “the actual cost” to convert a public record into a form which is susceptible of either visual or oral comprehension, or into a usable format. CBITD may also charge for the actual mailing costs to mail a record. Finally, CBITD may require payment of all costs before the public record is provided to the requester. 1 M.R.S.A. § 408-A(8)(F).
- **Cost estimates.** CBITD is required, after a public records request is made, to provide not only an estimate of the time necessary to complete the request (see discussion above) but also an estimate of the total cost to satisfy the request. If the estimate of the total cost is greater than \$30.00, the requestor must be informed before proceeding. If the estimate is greater than \$100.00, payment in advance may be required.
- A request may be granted by informing the person seeking access that the records will be available for inspection and copying at a specified date, time and location. Note that the law does not require that the records be made available for inspection within five working days. Rather, the law makes it clear that the right to inspect and copy records must be granted within a “reasonable” period of time, and may be scheduled for a time that will not “delay or inconvenience” the regular activities of the CBITD.

Inspection and Copying

cont'd

- If a request is to be denied, CBITD must provide a written statement of the reasons for the denial. There is a difference between providing access to records and meetings, which is required, and researching and compiling requested information, which as noted above is not required (but may, in some cases, be advisable).
- If a request to inspect public documents is denied, or not responded to within five days, the person may challenge that decision by filing an appropriate action in superior court. Such an appeal must be filed within 30 calendar days of the denial. The court then conducts a trial to determine whether the denial was for just and proper cause. If it was not for good cause, the CBITD will be required to disclose the records as requested.

Unduly Burdensome Requests

The Legislature amended the Freedom of Access Act in 2015 to provide an avenue for public entities to seek protection from a request for inspection or copying that is “unduly burdensome or oppressive.” In order to deny a request for public records on this basis, CBITD must provide the party requesting the record with notice of intent to file a complaint for an order of protection that must be provided at least 10 days prior to filing a complaint with the court. CBITD must then file a complaint in superior court within 30 days of receipt of the request for inspection or copying. If the court finds that CBITD has demonstrated good cause to limit or deny the request, the court will enter an order that the CBITD need not comply with the request, or that it has satisfied its obligation under the law. If the court finds that CBITD has not demonstrated good cause to limit or deny the request, the court will order that the records must be provided by a specified date.

Public Meetings

- The intent of the FOAA is to ensure that the actions of public entities are “taken openly and that the records of their actions be open to public inspection and their deliberations be conducted openly.” 1 M.R.S.A. § 401
- Maine law defines “public proceedings” as “the transactions of any functions affecting any or all citizens of the State by . . . any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision.” 1 M.R.S.A. § 402 (2). All public proceedings must be:
 - open to the public, and
 - any person must be permitted to attend any public proceeding, and
 - public notice must be given for all meetings of a board consisting of three or more persons in ample time to allow public attendance, and in a manner reasonably calculated to notify the general public within the school community.

Executive Sessions

- Certain subjects can be discussed behind closed doors. However, such discussions cannot be used to undermine the purpose of the Freedom of Access Act
- 3/5 vote of those present must vote to enter executive session
- Statutory reference required (ex. 1 M.R.S.A. § 405.6.A to discuss a personnel issue)
- Subject must be limited to that set out in the board's vote to enter executive session
- No votes can be taken in executive session (no need for a motion to leave executive session)

Executive Sessions

continued

- The Freedom of Access Act permits executive session deliberations to consider records made confidential by statute. The employee records statute requires that much information about employees be kept confidential. Disclosure of information required to be kept confidential also may violate an individual's privacy rights. Protection against violating an individual's right to privacy and protecting an employee's reputation is thus a function of executive sessions.

Emergency Meetings

- Public notice of an emergency meeting must be provided to local representatives of the media, whenever practicable. The notice must include the time and location of the meeting and be provided by the same or faster means used to notify the members of the public body or agency conducting the public proceeding. 1 M.R.S. § 406. The requirements that the meeting be open to the public, that any person be permitted to attend and that a record of the meeting be made and open for public inspection still apply. 1 M.R.S. § 403.

Can members of a body communicate with one another by e-mail outside of a public proceeding?

- The law does not prohibit communications outside of public proceedings between members of a public body unless those communications are used to defeat the purposes of the FOAA. 1 M.R.S. § 401.
- E-mail or other communication among the members of a body that is used as a substitute for deliberations or decisions which should properly take place at a public meeting may likely be considered a "meeting" in violation of the statutory requirements for open meetings and public notice. "Public proceedings" are defined in part as "the transactions of any functions affecting any or all citizens of the State..." 1 M.R.S. § 402. The underlying purpose of the FOAA is that public proceedings be conducted openly and that deliberations and actions be taken openly; clandestine meetings should not be used to defeat the purpose of the law. 1 M.R.S. § 401. Public proceedings must be conducted in public and any person must be permitted to attend and observe the body's proceeding although executive sessions are permitted under certain circumstances. 1 M.R.S. § 403. In addition, public notice must be given for a public proceeding if the proceeding is a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406.
- Members of a body should refrain from the use of e-mail as a substitute for deliberating or deciding substantive matters properly confined to public proceedings. E-mail is permissible to communicate with other members about non-substantive matters such as scheduling meetings, developing agendas and disseminating information and reports.
- Even when sent or received using a member's personal computer or e-mail account, e-mail may be considered a public record. 1 M.R.S. § 402(3). As a result, members of a body should be aware that all e-mails and e-mail attachments relating to the member's participation are likely public records subject to public inspection under the FOAA.

Can people record public proceedings?

Yes. The FOAA allows individuals to make written, taped or filmed records of a public proceeding, or to broadcast the proceedings live, provided the action does not interfere with the orderly conduct of the proceedings. The body or agency holding the proceeding can make reasonable rules or regulations to govern these activities so long as the rules or regulations do not defeat the purpose of the FOAA. 1 M.R.S. § 404.

Records of Public Proceedings

- Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.
- The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee. 1 M.R.S. § 407(1), (2).

Violations

- FOAA imposes a civil penalty of not more than \$500.00 for every willful violation of the Act. The penalty is assessed against the governmental entity rather than against individual officers or employees.
- In addition, the Freedom of Access Act allows a court to award reasonable attorneys' fees and litigation costs in successful Freedom of Access appeals. The statute allows fee awards to a "substantially" prevailing plaintiff who appeals a public records denial or illegal action, but only if the court determines that the refusal or action was committed "in bad faith." While the statute does not define bad faith, the summary of an earlier bill to allow attorneys' fees introduced in the 122nd Legislature in 2006 explained the term "bad faith" as follows: "[b]eing unsure whether a requested record is a public record is not sufficient to rise to the level of bad faith nor would a legitimate, but mistaken, belief that the record requested is confidential."

Questions?

NOTES REGARDING DRAFT PROPOSED 2023 SUMMER SCHEDULE CHANGES

(developed following Ad-hoc Committee meeting) – 03.16.23 Rev

5:00 AM	No change
5:30 AM	No change
7:15 AM	Eliminate trip
7:45 AM	Add outbound passenger stops at Little Diamond and Great Diamond
8:00 AM	Eliminate outbound passenger stops at Little Diamond, Great Diamond and Diamond Cove
9:00 AM	Add Inner Bay trip with outbound and inbound stops at Little Diamond, Great Diamond, Diamond Cove and Long
10:00 AM	No change
11:00 AM	No change
12:00 PM	No change
1:15 PM	Departure times are 15 minutes later
3:00 PM	Becomes a Down Bay trip instead of Inner Bay trip, adding outbound and inbound stops at Chebeague and Cliff.
3:15 PM	Departure times are 15 minutes later
4:00 PM	Eliminate trip
4:15 PM	Now onboard the Maquoit. Island departures slightly later to allow for outbound freight and ensure vessel arrives back in Portland following the 1745 Down Bay departure
5:45 PM	No change
6:00 PM	No change
7:45 PM	No change
9:00 PM	Portland and all inbound departure times are 15 minutes earlier
10:15 PM	Add Inner Bay trip with outbound stops at Little Diamond, Greg Diamond, Diamond Cove and Long <u>(FRIDAYS & SATURDAYS ONLY)</u>

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DRAFT Down Bay Summer Schdule 2023 **DRAFT**

June 17 - September 4

Chebeague Is /	
Daily	
Depart Portland	
AM	5:00
	8:00
	10:00
PM	12:00
	3:00
	6:00
	9:00
Depart Cliff	
AM	6:15
	9:40
	11:25
PM	1:35
	4:15
	7:00
	10:10
Depart Chebeague	
AM	6:00
	9:20
	11:40
PM	2:00
	4:30
	7:15
	10:20

Long Island	
Daily	
Depart Portland	
AM	5:00
	5:30
	7:45
	8:00
	9:00
	10:00
	11:00
PM	12:00
	1:15
	3:00
	3:15
	4:15
	6:00
	7:45
	9:00
	10:15
Depart Long	
AM	6:05
	6:40
	8:40
	9:55
PM	12:00
	2:10
	2:20
	4:10
	5:15
	7:35
	9:15
	10:40

*Fri & Sat only**Except Sat & Sun*

Diamond Cove	
Daily	
Depart Portland	
AM	5:30
	7:45
	8:00
	9:00
	10:00
	11:00
PM	12:00
	1:15
	3:00
	3:15
	4:15
	5:45
	7:45
	9:00
	10:15
Depart Diamond Cove	
AM	6:20
	8:25
	9:40
PM	11:40
	1:55
	3:55
	4:55
	6:25
	7:50
	9:30
	10:50

Great Diamond	
Daily	
Depart Portland	
AM	5:00
	7:45
	9:00
	10:00
	11:00
PM	12:00
	1:15
	3:00
	3:15
	4:15
	5:45
	7:45
	9:00
	10:15
Depart Great Diamond	
AM	6:55
	8:55
	10:10
PM	12:15
	2:25
	4:25
	5:30
	6:40
	8:05
	9:40
	11:00

Little Diamond	
Daily	
Depart Portland	
AM	5:00
	7:45
	9:00
	10:00
	11:00
PM	12:00
	1:15
	3:00
	3:15
	4:15
	5:45
	7:45
	9:00
	10:15
Depart Little Diamond	
AM	7:00
	9:00
	10:15
PM	12:20
	2:30
	4:30
	5:35
	6:45
	8:10
	9:45
	11:05

03.16.2023

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DRAFT Down Bay Summer Schedule 2023 (June 17 - September 4) DRAFT**PROPOSED SCHEDULE DRAFT2**

Day of Week	Route	Departure Times DRAFT												Portland Arrival est.
		Portland Departure	Little Diamond	Great Diamond	Diamond Cove	Long Island	Chebeague Island	Cliff Island	Chebeague Island	Long Island	Diamond Cove	Great Diamond	Little Diamond	
Daily	Down Bay (DB)	5:00 AM	D	D		D	6:00	6:15		6:40		6:55	7:00	7:15
M-F	Inner Bay (IB)	5:30 AM								6:05	6:20			6:55
Daily	Inner Bay (IB)	7:45 AM	D	D	8:25					8:40		8:55	9:00	9:15
Daily	Down Bay (DB)	8:00 AM			D	D	9:20	9:40						10:35
Daily	Inner Bay (IB)	9:00 AM	D	D	9:40	9:55						10:10	10:15	10:30
Daily	Down Bay (DB)	10:00 AM	D	D	D	D		11:25	11:40					12:25
Daily	Inner Bay (IB)	11:00 AM	D	D	11:40	12:00						12:15	12:20	12:35
Daily	Down Bay (DB)	12:00 PM	D	D	D	D		1:35	2:00	2:20				2:50
Daily	Inner Bay (IB)	1:15 AM	D	D	1:55					2:10		2:25	2:30	2:45
Daily	Down Bay (DB)	3:00 PM	D	D	D	D		4:15	4:30					5:15
Daily	Inner Bay (IB)	3:15 PM	D	D	3:55	4:10						4:25	4:30	4:45
Daily	Inner Bay (IB)	4:15 PM	D	D	4:55					5:15		5:30	5:35	5:50
Daily	Down Bay (DB)	5:45 PM	D	D							6:25	6:40	6:45	7:00
Daily	Inner Bay (IB)	6:00 PM				D		7:00	7:15	7:35	7:50	8:05	8:10	8:25
Daily	Inner Bay (IB)	7:45 PM	D	D	D					9:15	9:30	9:40	9:45	10:00
Daily	Down Bay (DB)	9:00PM	D	D	D	D		10:10	10:20	10:40	10:50	11:00	11:05	11:20
F & S	Inner Bay (IB)	10:15 AM	D	D	D	D								11:20
		Outbound: D = Stops only to Discharge passengers and/or freight if needed						Inbound: Times are regular scheduled inbound departure times						

Refer to www.cascobaylines.com for official schedule

03.16.2023

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Agenda Item 3a

Authorization for Banking

Agenda #3a
Authorization of Banking

Action: Act on resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions.

Motion: I move that the Board adopt the resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions.

Resolved: That each of the District's President, Treasurer and General Manager, acting singly, be and hereby is authorized and directed to conduct all banking and other financial activities that the District may require, including but not limited to deposits in, withdrawals from, and checks drawn on all bank accounts of the District (provided, however, that signature of two of those three individuals shall be required for any withdrawal, check, or money transfer greater than \$10,000), negotiating all loans and loan modifications on behalf of the District, in each case using such standard bank forms and resolutions as any of them deems necessary, to execute such documents that may be required in connection therewith, and to file copies of such standard bank forms with the records of the District, and further that this authorization shall continue in effect until rescinded or modified by further action of the Board of Directors.

Agenda Item 3b

Authorization for Grants

Agenda #3b
Authorization of Grant Applications, Execution, and Approval of Draw Downs

Action: Act on resolution(s) authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for Grants.

Motion: I move that the Board adopt the resolution(s) authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for Grants.

Resolved: That from time to time the District apply for such grants, awards, and similar revenue sources (collectively "Grants") as the District's President and General Manager think appropriate, including but not limited to (a) grants for Capital Preventive Maintenance and other capital projects from the Federal Transit Administration or the Maine Department of Transportation, and (b) grants that require a match from the District or other sources.

Resolved: That the District's President and General Manger, acting singly, are authorized to prepare, execute, and file all applications for such Grants, to negotiate and deliver any and all documents that either of them may find necessary or convenient in connection with such Grants, to obtain all necessary regulatory and any other approvals, if any, for such Grants, to approve the draw down of funds from said Grants, and to provide any required match from District funds if no other source available (provided that such match from District funds does not require an amendment to the District's budget).

Agenda Item 3c

***Consideration and action regarding
Authorization for Financial Audit RFP***

Agenda #3c
Authorization for Financial Audit RFP

Action: Act on the resolution to delegate responsibility to the District's Finance Committee to request proposals for and select an independent audit firm to perform a review in Year 1 (FY 2022) of Audited financial statements and full Financial & Compliance Audits in Years 2 and 3 (FY 2023 and FY 2024) of CBL financials.

Motion: I move that the Board adopt the resolution to delegate responsibility to the District's Finance Committee to request proposals for and select an independent audit firm to perform a review in Year 1 (FY 2022) of Audited financial statements and full Financial & Compliance Audits in Years 2 and 3 (FY 2023 and FY 2024) of CBL financials.

Resolved: That the District's Finance Committee shall issue an RFP to:

- 1) conduct a review of FY 2022 Audited financial statements including Schedule of Expenditures of Federal Awards (SEFA) and Schedule of Expenditures of Department Agreements (SEDA), with particular focus on District policies, procedures and controls, as well as a presentation of performance vs. budget.
- 2) Conduct financial and compliance audits of FY 2023 and FY 2024 financial statements. The auditor shall also perform a Single Audit in accordance with Uniform Guidance.

Agenda Item 4

Reports:

Financial

Committee

Staff



Casco Bay Lines
P.O. Box 4656
56 Commercial St.
Portland, ME 04112

FY 2023 Financial Notes:
For the Month of February 2023

February revenues were behind budget by less than 1% and expenses were higher than budget by 19%. As compared to February 2022, revenues were 2.6% lower than in Feb 2022 and expenses were higher than in Feb 2022 by 32.5%. Operating results for February 2023 were 25.5% behind budget at - \$546K and were also unfavorable to February of last year by 46%. Grant revenues were capped at the loss for the month and were 25.5% above budget.

Revenue Assessment:

Current Month:

February Operating Revenue of \$140.5K closed .7% under budgeted amounts and 2.6% below the same period last fiscal year.

- Scheduled passenger revenues of \$45K were 31.3% lower than budget and flat compared to the same period last year.
- Vehicle revenues of \$57.5K closed 68.5% higher than budget and flat compared to the same period last year.
- Freight revenues were \$23.7K and closed 10.5% below budget and 14.3% lower than the same period last year.
- Group sales closed 1.1% below budget and were slightly higher, 5.5%, than the same period last year.

Year to date (YTD):

YTD Operating Revenue was \$1.098M and was 1% ahead of budget and 5.4% below the same period last fiscal year.

- Scheduled passenger revenues YTD of \$382K were 14.6% below budget and were down 10% compared to last fiscal YTD.
- Vehicle revenues YTD of \$371K are higher than budget by 37.5% and flat compared to last fiscal YTD.
- Freight revenues YTD of \$226K were 8.7% below budget and 18% behind last fiscal YTD.
- Group sales YTD of \$95K closed 4.3% behind budget and significantly higher, 21% above the same period last fiscal YTD.

Expense Assessment:

Current Month:

February expenses of \$687K were 19% over budget and were 32.5% higher than February of last year. The primary cause for the over-budget performance was timing of invoicing for Bay Mist drydock, repairs on Aucocisco and Wabanaki, and fuel costs.

Personnel expenses were 13.7% under budget and 2.5% below February of last year.

Operations expenses were 5.4% below budget and 61% higher than February of last year due to data processing, travel and human resources consulting expenses.

Year to date (YTD):

YTD Expenses were 8.9% under budget and were 6.71% higher than last fiscal YTD.

- Personnel expenses YTD were 12.5% below budget and 1.0% below last fiscal YTD.
- Vessel maintenance was 6.3% under budget and 12% higher than last fiscal YTD.
 - o Bay Mist drydock expense currently stands at \$331K and was budgeted at \$485K, this is a timing difference.
 - o Fuel expense YTD budgeted at \$443K and as of Feb YTD is at \$512K.
- Operations expenses were 2.5% over budget and 25% over last fiscal YTD.
 - o Barge subcontracting is up 22K over last fiscal YTD, Professional services including HR consulting is up \$44K over last fiscal YTD – this includes \$29K for Human Resources consulting services.
- Terminal expenses were 5.5% above budget and 20% higher than last fiscal YTD.
 - o This includes \$15K for terminal security services that were unbudgeted.
- Sales expenses YTD were 47.6% below budget and 6% above last YTD.

Operating Surplus/Loss:

Current Month:

Operating result of -\$546K was 25.5% unfavorable to budget and 46% unfavorable to the same period last year, which was -\$374K.

Year to date (YTD):

YTD operating result of -\$2.33M was 15% favorable to budget and 13.5% unfavorable to last YTD where the result was -2.058M.

Grant Revenues:

Current Month:

Grant revenue of \$546K for the month was capped at the loss for February and as a result were 25.5% favorable to budget and 54.2% favorable to February of last year.

Year to date (YTD):

Grant revenue YTD of \$2.33M is 13% below budget, and 14.5% higher than last fiscal YTD.

Surplus/Loss:

Current Month:

Break-even for the month of February compared to break-even budget.

Year to date (YTD):

Our current YTD result is break-even compared to February break-even budget.

Line of Credit Balance: Currently \$0 with an available credit balance of \$2,000,000

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	FEBRUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
REVENUES											
SCH SERVICE	\$ 4,818,749	\$ 133,060	\$ 133,208	\$ 148	0.1%	\$ 964,746	\$ 979,096	\$ 14,350	1.5%	\$ 1,072,880	-8.7%
GR SALES	\$ 956,726	\$ 4,295	\$ 4,248	\$ (47)	-1.1%	\$ 99,512	\$ 95,271	\$ (4,241)	-4.3%	\$ 78,687	21.1%
MISC	\$ 51,390	\$ 4,150	\$ 3,092	\$ (1,058)	-25.5%	\$ 23,340	\$ 24,003	\$ 663	2.8%	\$ 8,282	189.8%
TOTAL REVENUES	\$ 5,826,865	\$ 141,505	\$ 140,548	\$ (957)	-0.7%	\$ 1,087,598	\$ 1,098,370	\$ 10,772	1.0%	\$ 1,159,849	-5.3%
EXPENSES											
PERSONNEL	\$ 5,218,694	\$ 358,660	\$ 309,555	\$ 49,105	13.7%	\$ 1,947,953	\$ 1,704,835	\$ 243,118	12.5%	\$ 1,721,297	1.0%
VESSELS	\$ 3,017,969	\$ 98,093	\$ 261,046	\$ (162,953)	-166.1%	\$ 1,146,355	\$ 1,074,401	\$ 71,954	6.3%	\$ 958,599	-12.1%
OPERATIONS	\$ 975,827	\$ 72,295	\$ 68,376	\$ 3,919	5.4%	\$ 407,578	\$ 417,608	\$ (10,030)	-2.5%	\$ 334,690	-24.8%
TERMINAL	\$ 418,616	\$ 37,386	\$ 46,817	\$ (9,431)	-25.2%	\$ 182,581	\$ 192,639	\$ (10,058)	-5.5%	\$ 160,120	-20.3%
SALES	\$ 357,320	\$ 10,350	\$ 1,162	\$ 9,188	88.8%	\$ 88,325	\$ 46,252	\$ 42,073	47.6%	\$ 43,520	-6.3%
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
PROVISION FOR DEF RED	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 9,988,426	\$ 576,784	\$ 686,956	\$ (110,172)	-19.1%	\$ 3,772,792	\$ 3,435,735	\$ 337,057	8.9%	\$ 3,218,226	-6.8%
OPERATING SURPLUS/LOSS	\$ (4,161,561)	\$ (435,279)	\$ (546,408)	\$ (111,129)	25.5%	\$ (2,685,194)	\$ (2,337,365)	\$ 347,829	13.0%	\$ (2,058,377)	-13.6%
OP GRANT REVENUES											
FTA PM REVENUE	\$ 198,420	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 4,358	0.0%
FTA RURAL REVENUE	\$ 300,000	\$ 42,200	\$ 137,148	\$ 94,948	0.0%	\$ 189,100	\$ 586,678	\$ 397,578	210.2%	\$ 493,798	18.8%
FTA OPERATING REVENUE	\$ 3,594,697	\$ 393,079	\$ 409,260	\$ 16,181	0.0%	\$ 2,427,650	\$ 1,750,687	\$ (676,963)	-27.9%	\$ 1,473,536	18.8%
STATE SUBSIDY REVENUE	\$ 68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ -	\$ (68,444)	-100.0%	\$ 68,444	0.0%
TOTAL OP GRANT RESERVES	\$ 4,161,561	\$ 435,279	\$ 546,408	\$ 111,129	0.0%	\$ 2,685,194	\$ 2,337,365	\$ (347,829)	-13.0%	\$ 2,040,136	14.6%
SURPLUS/LOSS	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ (18,241)	100.0%

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	FEBRUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
REVENUES											
PASSENGER	\$ 2,529,205	\$ 65,794	\$ 45,393	\$ (20,401)	-31.0%	\$ 447,334	\$ 382,108	\$ (65,226)	-14.6%	\$ 425,381	-10.2%
VEHICLE	\$ 1,231,864	\$ 34,179	\$ 57,580	\$ 23,401	68.5%	\$ 269,756	\$ 370,811	\$ 101,055	37.5%	\$ 370,896	0.0%
FREIGHT	\$ 978,480	\$ 26,487	\$ 23,709	\$ (2,778)	-10.5%	\$ 214,656	\$ 190,600	\$ (24,056)	-11.2%	\$ 243,436	-21.7%
MAIL	\$ 79,200	\$ 6,600	\$ 6,526	\$ (74)	-1.1%	\$ 33,000	\$ 35,577	\$ 2,577	7.8%	\$ 33,167	7.3%
TOTAL	\$ 4,818,749	\$ 133,060	\$ 133,208	\$ 148	0.1%	\$ 964,746	\$ 979,096	\$ 14,350	1.5%	\$ 1,072,880	-8.7%
GR SALES											
TOURS	\$ 522,503	\$ 1,527	\$ 3,699	\$ 2,172	142.2%	\$ 61,384	\$ 64,076	\$ 2,692	4.4%	\$ 61,344	0.0%
CHARTERS	\$ 224,500	\$ -	\$ -	\$ -	0.0%	\$ 20,000	\$ 7,650	\$ (12,350)	0.0%	\$ 2,450	0.0%
CATERING	\$ 168,550	\$ -	\$ -	\$ -	0.0%	\$ 3,500	\$ 10,512	\$ 7,012	0.0%	\$ 3,989	0.0%
VENDING	\$ 8,000	\$ 500	\$ 174	\$ (326)	-65.2%	\$ 2,750	\$ 3,150	\$ 400	14.5%	\$ 708	344.9%
PROMOTIONAL	\$ 9,000	\$ -	\$ 375	\$ 375	0.0%	\$ 3,250	\$ 795	\$ (2,455)	-75.5%	\$ 1,871	0.0%
ADVERTISING	\$ 24,173	\$ 2,268	\$ -	\$ (2,268)	-100.0%	\$ 8,628	\$ 5,400	\$ (3,228)	-37.4%	\$ 8,325	0.0%
TOTAL	\$ 956,726	\$ 4,295	\$ 4,248	\$ (47)	-1.1%	\$ 99,512	\$ 95,271	\$ (4,241)	-4.3%	\$ 78,687	21.1%
OTHER INCOME											
MISC	\$ 11,140	\$ 950	\$ -	\$ (950)	-100.0%	\$ 4,990	\$ 1,368	\$ (3,622)	-72.6%	\$ 5,186	-73.6%
INTEREST	\$ 40,250	\$ 3,200	\$ 3,092	\$ (108)	-3.4%	\$ 18,350	\$ 22,635	\$ 4,285	23.4%	\$ 3,096	631.1%
TOTAL	\$ 51,390	\$ 4,150	\$ 3,092	\$ (1,058)	-25.5%	\$ 23,340	\$ 24,003	\$ 663	2.8%	\$ 8,282	189.8%
						\$ -					
TOTAL OP REVENUES	\$ 5,826,865	\$ 141,505	\$ 140,548	\$ (957)	-0.7%	\$ 1,087,598	\$ 1,098,370	\$ 10,772	1.0%	\$ 1,159,849	-5.3%

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	FEBRUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
EXPENSES											
PERSONNEL											
PAYROLL	\$ 3,780,027	\$ 244,817	\$ 238,056	\$ 6,761	2.8%	\$ 1,362,695	\$ 1,254,698	\$ 107,997	7.9%	\$ 1,242,037	-1.0%
TAXES	\$ 289,175	\$ 18,730	\$ 17,489	\$ 1,241	6.6%	\$ 104,248	\$ 92,883	\$ 11,365	10.9%	\$ 91,205	-1.8%
EMPLOYEE INSURANCE	\$ 630,127	\$ 53,821	\$ 25,707	\$ 28,114	52.2%	\$ 253,385	\$ 173,832	\$ 79,553	31.4%	\$ 199,673	12.9%
EMPLOYEE RELATED EXP	\$ 40,038	\$ 1,348	\$ (2,947)	\$ 4,295	318.6%	\$ 27,906	\$ 9,784	\$ 18,122	64.9%	\$ 9,147	-7.0%
PENSION	\$ 479,327	\$ 39,944	\$ 31,250	\$ 8,694	21.8%	\$ 199,719	\$ 173,638	\$ 26,081	13.1%	\$ 179,235	3.1%
TOTAL	\$ 5,218,694	\$ 358,660	\$ 309,555	\$ 49,105	13.7%	\$ 1,947,953	\$ 1,704,835	\$ 243,118	12.5%	\$ 1,721,297	1.0%
VESSELS											
REPAIRS	\$ 1,814,668	\$ 31,276	\$ 177,211	\$ (145,935)	-466.6%	\$ 669,976	\$ 529,900	\$ 140,076	20.9%	\$ 697,538	24.0%
FUEL	\$ 1,124,101	\$ 60,217	\$ 77,354	\$ (17,137)	-28.5%	\$ 443,379	\$ 512,095	\$ (68,716)	-15.5%	\$ 229,763	-122.9%
INSURANCE	\$ 79,200	\$ 6,600	\$ 6,481	\$ 119	1.8%	\$ 33,000	\$ 32,406	\$ 594	1.8%	\$ 31,298	-3.5%
TOTAL	\$ 3,017,969	\$ 98,093	\$ 261,046	\$ (162,953)	-166.1%	\$ 1,146,355	\$ 1,074,401	\$ 71,954	6.3%	\$ 958,599	-12.1%
OPERATIONS											
TELEPHONE	\$ 22,440	\$ 1,870	\$ 2,261	\$ (391)	-20.9%	\$ 9,350	\$ 11,651	\$ (2,301)	-24.6%	\$ 10,654	-9.4%
MAIL AGENT	\$ 11,220	\$ 935	\$ 935	\$ -	0.0%	\$ 4,675	\$ 4,675	\$ -	0.0%	\$ 4,675	0.0%
OFFICE	\$ 341,111	\$ 18,311	\$ 29,511	\$ (11,200)	-61.2%	\$ 189,841	\$ 194,762	\$ (4,921)	-2.6%	\$ 198,424	1.8%
CREDIT CARD	\$ 169,795	\$ 6,384	\$ 4,911	\$ 1,473	23.1%	\$ 52,512	\$ 50,551	\$ 1,961	3.7%	\$ 54,809	7.8%
POSTAGE	\$ 5,760	\$ 480	\$ 818	\$ (338)	-70.4%	\$ 2,400	\$ 2,343	\$ 57	2.4%	\$ 1,999	-17.2%
TRAVEL	\$ 46,000	\$ 8,200	\$ 2,878	\$ 5,322	64.9%	\$ 22,200	\$ 2,055	\$ 20,145	90.7%	\$ 434	0.0%
DAMAGES	\$ 22,950	\$ -	\$ 20	\$ (20)	0.0%	\$ 9,450	\$ 5,717	\$ 3,733	39.5%	\$ 3,446	-65.9%
OTHER INSURANCES	\$ 29,880	\$ 2,490	\$ 4,371	\$ (1,881)	-75.5%	\$ 12,450	\$ 21,857	\$ (9,407)	-75.6%	\$ 19,665	-11.1%
MISCELLANEOUS	\$ 13,901	\$ 800	\$ 171	\$ 629	78.6%	\$ 2,300	\$ 2,148	\$ 152	6.6%	\$ 2,815	23.7%
BARGE SUBCONTRACTING	\$ 143,000	\$ 21,000	\$ -	\$ 21,000	0.0%	\$ 22,000	\$ 25,935	\$ (3,935)	-17.9%	\$ 3,300	0.0%
PROFESSIONAL	\$ 100,080	\$ 7,920	\$ 16,249	\$ (8,329)	-105.2%	\$ 48,720	\$ 64,983	\$ (16,263)	-33.4%	\$ 20,496	-217.1%
DUES & PUC	\$ 20,975	\$ -	\$ 202	\$ (202)	0.0%	\$ 4,450	\$ 10,858	\$ (6,408)	0.0%	\$ 2,906	-273.6%
UNIFORMS	\$ 36,165	\$ 1,280	\$ 4,962	\$ (3,682)	-287.7%	\$ 20,005	\$ 18,011	\$ 1,994	10.0%	\$ 8,258	-118.1%
TRAINING	\$ 12,550	\$ 2,625	\$ 1,086	\$ 1,539	58.6%	\$ 7,225	\$ 2,062	\$ 5,163	71.5%	\$ 2,808	0.0%
TOTAL	\$ 975,827	\$ 72,295	\$ 68,376	\$ 3,920	5.4%	\$ 407,578	\$ 417,608	\$ (10,030)	-2.5%	\$ 334,690	-24.8%

**CBITD Revenues and Expenses
Summary**

FY2023 BUDGET	FEBRUARY					FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
	PROJECTED	ACTUAL	VARIANCE	VARIANCE %		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
EXPENSES											
TERMINAL											
UTILITIES	\$ 88,863	\$ 10,876	\$ 11,860	\$ (984)	-9.0%	\$ 42,545	\$ 38,391	\$ 4,154	9.8%	\$ 33,810	-13.5%
JANITORIAL	\$ 120,438	\$ 9,720	\$ 7,346	\$ 2,374	24.4%	\$ 49,500	\$ 45,373	\$ 4,127	8.3%	\$ 38,128	-19.0%
RENT	\$ 35,940	\$ 2,995	\$ 2,995	\$ -	0.0%	\$ 14,975	\$ 14,977	\$ (2)	0.0%	\$ 14,977	0.0%
MAINTENANCE	\$ 173,375	\$ 13,795	\$ 24,616	\$ (10,821)	-78.4%	\$ 75,561	\$ 93,898	\$ (18,337)	-24.3%	\$ 73,205	-28.3%
TOTAL	\$ 418,616	\$ 37,386	\$ 46,817	\$ (9,431)	-25.2%	\$ 182,581	\$ 192,639	\$ (10,058)	-5.5%	\$ 160,120	-20.3%
SALES											
ADVERTISING	\$ 210,765	\$ 10,350	\$ 1,162	\$ 9,188	88.8%	\$ 65,100	\$ 32,388	\$ 32,712	50.2%	\$ 39,351	17.7%
CATERING	\$ 146,555	\$ -	\$ -	\$ -	0.0%	\$ 23,225	\$ 13,864	\$ 9,361	0.0%	\$ 4,169	0.0%
TOTAL	\$ 357,320	\$ 10,350	\$ 1,162	\$ 9,188	88.8%	\$ 88,325	\$ 46,252	\$ 42,073	47.6%	\$ 43,520	-6.3%
DEBT SERVICE											
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.00
	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 9,988,426	\$ 576,784	\$ 686,956	\$ (110,172)	-19.1%	\$ 3,772,792	\$ 3,435,735	\$ 337,057	8.9%	\$ 3,218,226	-6.8%
TOTAL OP REVENUES	\$ 5,826,865	\$ 141,505	\$ 140,548	\$ (957)	-0.7%	\$ 1,087,598	\$ 1,098,370	\$ (10,772)	-1.0%	\$ 1,159,849	-5.3%
OP SURPLUS/LOSS	\$ (4,161,561)	\$ (435,279)	\$ (546,408)	\$ (111,129)	-25.5%	\$ (2,685,194)	\$ (2,337,365)	\$ 347,829	13.0%	\$ (2,058,377)	-13.6%
OP GRANT REVENUES											
FTA PREVENTATIVE MAINT	\$ 198,420	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 4,358	0.0%
FTA RURAL REVENUE	\$ 300,000	\$ 42,200	\$ 137,148	\$ 94,948	0.0%	\$ 189,100	\$ 586,678	\$ 397,578	210.2%	\$ 493,798	18.8%
FTA OPERATING REVENUE	\$ 3,594,697	\$ 393,079	\$ 409,260	\$ 16,181	0.0%	\$ 2,427,650	\$ 1,750,687	\$ (676,963)	-27.9%	\$ 1,473,536	18.8%
STATE SUBSIDY REVENUE	\$ 68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ -	\$ (68,444)	-100.0%	\$ 68,444	0.0%
TOTAL	\$ 4,161,561	\$ 435,279	\$ 546,408	\$ 111,129	0.0%	\$ 2,685,194	\$ 2,337,365	\$ (347,829)	-13.0%	\$ 2,040,136	14.6%
SURPLUS/LOSS	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ (18,241)	100.0%

Casco Bay Island Transit District	Budget 2023	February 2023 Budget	February 2023 Actual	YTD Budget 2/28/23	YTD Actual 2/28/23	YTD Actual 2/28/22	% Change
1. REVENUES: SCHEDULED SERVICE							
PASSENGER - PEAKS	1,724,029	44,397	29,922	305,747	257,037	299,469	-14.2%
PASSENGER-LD	45,831	633	289	5,071	4,326	4,634	-6.6%
PASSENGER - GD	91,401	2,407	2,433	18,945	20,534	20,668	-0.6%
PASSENGER -D COVE	199,967	3,425	2,463	24,751	18,355	18,882	-2.8%
PASSENGER-LONG	321,535	10,461	7,344	66,422	55,753	54,243	2.8%
PASSENGER -CHEB	35,364	462	607	2,402	5,221	5,341	-2.2%
PASSENGER -CLIFF	75,340	2,484	1,136	15,241	10,356	12,018	-13.8%
ANIMALS	35,738	1,525	1,199	8,755	10,526	10,126	4.0%
TICKET	2,529,205	65,794	45,393	447,334	382,108	425,381	-10.2%
VEHICLES - DOWNBAY	14,901	280	443	1,682	975	4,104	-76.2%
VEHICLES - PEAKS	1,216,963	33,899	57,137	268,074	369,836	366,792	0.8%
VEHICLE	1,231,864	34,179	57,580	269,756	370,811	370,896	0.0%
FREIGHT - PEAKS	414,614	13,470	10,679	103,772	87,276	115,062	-24.1%
FREIGHT -LD	18,653	162	178	1,604	2,592	1,882	37.7%
FREIGHT -GD	29,368	629	658	5,272	5,626	6,792	-17.2%
FREIGHT -DCOVE	59,831	728	1,168	9,006	8,241	12,882	-36.0%
FREIGHT -LONG	157,862	4,828	4,301	36,123	30,114	40,945	-26.5%
FREIGHT -CHEB	159,308	4,693	5,279	36,320	39,418	44,001	-10.4%
FREIGHT -CLIFF	48,619	1,523	799	11,341	5,557	11,598	-52.1%
UPFREIGHT	24,837	132	274	5,404	4,996	4,126	21.1%
BIKES	65,388	322	373	5,814	6,780	6,148	10.3%
MAIL	79,200	6,600	6,526	33,000	35,577	33,167	7.3%
FREIGHT	1,057,680	33,087	30,235	247,656	226,177	276,603	-18.2%
1. REVENUES: SCHEDULED SERVICE TOTAL	4,818,749	133,060	133,208	964,746	979,096	1,072,880	-8.7%
2. REVENUES: GROUP TOURS AND SALES							
BAILEY ISLAND RUN	0	0	0	0	0	0	0.0%
BAILEY NATURE RUN	0	0	0	0	0	0	0.0%
MAILBOAT RUN	322,913	1,527	2,398	50,241	43,364	38,708	12.0%
SUNSET RUN	79,434	0	17	7,039	3,644	2,750	32.5%
DIAMOND PASS RUN	114,443	0	1,284	4,104	17,068	19,886	-14.2%
MOONLIGHT RUN	5,713	0	0	0	0	0	0.0%
TOUR	522,503	1,527	3,699	61,384	64,076	61,344	4.5%
CHARTERS	197,500	0	0	20,000	7,650	2,450	212.2%
CONCERT CRUISES	27,000	0	0	0	0	0	0.0%
BAR	88,250	0	0	3,500	1,722	1,989	-13.4%
LOBSTER BAKES	80,300	0	0	0	8,790	2,000	664.5%
CHARTER AND CATERING	393,050	0	0	23,500	18,162	6,439	283.0%
ADVERTISING	24,173	2,268	0	8,628	5,400	8,325	-35.1%
VENDING	8,000	500	174	2,750	3,150	708	344.9%
PROMOTIONAL ITEMS	9,000	0	61	3,250	795	1,871	-57.5%
GROUP SALES OTHER	0	0	314	0	3,688	0	0.0%
GROUP SALES OTHER	41,173	2,768	549	14,628	13,033	10,904	19.5%
2. REVENUES: GROUP TOURS AND SALES TOTAL	956,726	4,295	4,248	99,512	95,271	78,687	29.3%
3. REVENUES: OTHER INCOME							
OTHER MISC INCOME	11,140	950	0	4,990	1,368	5,186	-73.6%
INTEREST INCOME	40,250	3,200	3,092	18,350	22,635	3,096	631.1%
MISC INCOME	51,390	4,150	3,092	23,340	24,003	8,282	189.8%
3. REVENUES: OTHER INCOME TOTAL	51,390	4,150	3,092	23,340	24,003	8,282	189.8%
TOTAL REVENUES	5,826,865	141,505	140,548	1,087,598	1,098,370	1,159,849	-4.7%

Casco Bay Island Transit District	Budget 2023	February 2023 Budget	February 2023 Actual	YTD Budget 2/28/23	YTD Actual 2/28/23	YTD Actual 2/28/22	% Change
5. EXPENSE: PERSONNEL							
ADMINISTRATIVE	503,393	38,069	38,245	208,362	175,740	178,228	-1.4%
ADMINISTRATIVE	503,393	38,069	38,245	208,362	175,740	178,228	-1.4%
CAPTAINS - REGULAR	121,121	2,602	1,529	12,925	8,151	12,276	-33.6%
CAPTAINS - OVERTIME	38,816	959	211	4,898	3,043	4,797	-36.6%
UNION DECKHANDS - REGULAR	706,701	50,799	55,516	281,067	272,463	265,091	2.8%
UNION DECKHANDS - OVERTIME	209,021	11,526	9,941	66,654	64,406	61,985	3.9%
NONUNION DH - REGULAR	235,950	9,055	7,808	45,066	55,011	40,166	37.0%
NONUNION DH - OVERTIME	51,165	1,257	87	7,666	4,448	6,907	-35.6%
SR CAPTAINS - REGULAR	634,896	46,456	44,096	252,463	238,060	238,298	-0.1%
SR CAPTAINS - OVERTIME	93,160	4,539	6,602	33,301	34,972	30,937	13.0%
CREWS	2,090,830	127,193	125,790	704,040	680,554	660,457	3.0%
MAINTENANCE - REGULAR	215,071	15,972	14,968	83,853	79,329	73,234	8.3%
MAINTENANCE - OVERTIME	11,904	140	1,185	1,900	3,355	2,910	15.3%
MAINTENANCE	226,975	16,112	16,153	85,753	82,684	76,144	8.6%
SALES WAGES	111,218	6,899	6,899	37,971	36,954	33,545	10.2%
OPS AGENTS - REGULAR	354,311	24,801	19,729	153,750	111,457	146,206	-23.8%
OPS AGENTS - OVERTIME	56,014	3,851	1,593	20,273	17,766	18,864	-5.8%
OPS AGENTS	410,325	28,652	21,322	174,023	129,223	165,070	-21.7%
TICKET OFFICE - REGULAR	215,632	11,602	13,190	65,943	68,190	54,688	24.7%
TICKET OFFICE - OVERTIME	12,414	42	156	1,301	2,391	1,074	122.6%
TICKET OFFICE	228,046	11,644	13,346	67,244	70,581	55,762	26.6%
OPERATIONS MANAGEMENT	209,240	16,248	16,301	85,302	78,962	72,831	8.4%
Payroll-Salaries	3,780,027	244,817	238,056	1,362,695	1,254,698	1,242,037	-1.0%
FICA ADMINISTRATIVE	38,507	2,912	2,846	15,939	12,961	12,699	2.1%
FICA - OPS AGENTS	31,392	2,192	1,586	13,313	9,719	12,449	-21.9%
FICA UNION DECKHANDS	70,053	4,768	4,875	26,601	25,419	25,164	1.0%
FICA NONUNION DECKHANDS	21,966	789	604	4,035	4,549	3,601	26.3%
FICA SR CAPTAINS	67,933	4,174	3,685	23,225	20,129	19,547	3.0%
FICA CREW	159,952	9,731	9,164	53,861	50,097	48,312	3.7%
FICA MAINTENACE	17,365	1,233	1,156	6,561	6,115	5,582	9.5%
FICA - SALES	8,509	528	507	2,905	2,734	2,523	8.4%
FICA - TICKET OFFICE	17,445	891	1,021	5,143	5,399	4,270	26.4%
FICA - OPERATIONS MANAGEMENT	16,005	1,243	1,209	6,526	5,858	5,381	8.9%
STATE UNEMPLOYMENT	0	0	0	0	0	-11	-100.0%
Taxes	289,175	18,730	17,489	104,248	92,883	91,205	-1.0%
HEALTH INSURANCE ADMINISTRATIVE	81,317	6,949	486	32,678	20,795	27,766	-25.1%
DENTAL INSURANCE ADMINISTRATIVE	6,233	529	168	2,528	1,565	1,879	-16.7%
LIFE INSURANCE ADMINISTRATIVE	254	22	16	104	75	71	5.6%
ADMINISTRATIVE	87,804	7,500	670	35,310	22,435	29,716	-24.5%
HEALTH INSURANCE CREW	322,905	27,592	15,910	129,758	95,572	101,183	-5.5%
DENTAL INSURANCE CREW	25,186	2,138	1,473	10,216	7,523	10,347	-27.3%
LIFE INSURANCE CREW	1,247	106	71	506	348	343	1.5%
CREW	349,338	29,836	17,454	140,480	103,443	111,873	-7.5%
HEALTH INSURANCE MAINTENANCE	19,121	1,634	1,092	7,684	6,089	6,336	-3.9%
DENTAL INSURANCE MAINTENANCE	3,625	308	218	1,471	1,088	1,062	2.4%
LIFE INSURANCE MAINTENANCE	153	13	9	62	46	39	17.9%
MAINTENANCE	22,899	1,955	1,319	9,217	7,223	7,437	-2.9%
HEALTH INSURANCE SALES	17,666	1,510	1,075	7,100	6,248	6,405	-2.5%
DENTAL INSURANCE SALES	534	45	35	216	177	173	2.3%
LIFE INSURANCE SALES	51	4	3	20	14	12	16.7%
SALES	18,251	1,559	1,113	7,336	6,439	6,590	-2.3%

Casco Bay Island Transit District	Budget 2023	February 2023 Budget	February 2023 Actual	YTD Budget 2/28/23	YTD Actual 2/28/23	YTD Actual 2/28/22	% Change
HEALTH INSURANCE OPS AGENTS	110,441	9,437	3,363	44,380	25,641	35,238	-27.2%
DENTAL INSURANCE OPS AGENTS	4,897	416	445	1,987	1,622	1,737	-6.6%
LIFE INSURANCE OPS AGENTS	356	30	12	144	71	70	1.4%
OPS AGENTS	115,694	9,883	3,820	46,511	27,334	37,045	-26.2%
HEALTH INSURANCE OPERATIONS MANAGEMENT	34,424	2,942	1,075	13,834	6,248	6,458	-3.3%
DENTAL INSURANCE OPERATIONS MANAGEMENT	1,603	136	250	650	681	527	29.2%
LIFE INSURANCE OPERATIONS MANAGEMENT	114	10	6	47	29	27	7.4%
OPERATIONS MANAGEMENT	36,141	3,088	1,331	14,531	6,958	7,012	-0.8%
Employee Insurance	630,127	53,821	25,707	253,385	173,832	199,673	-1.0%
Employee Related Expense	40,038	1,348	-2,947	27,906	9,784	9,147	-1.0%
Pension	479,327	39,944	31,250	199,719	173,638	179,235	-1.0%
5. EXPENSE: PERSONNEL TOTAL	5,218,694	358,660	309,555	1,947,953	1,704,835	1,721,297	-1.0%
6. EXPENSE: VESSEL							
GENERAL REPAIR SHOP	8,950	450	1,170	5,800	6,431	3,144	104.5%
GENERAL	8,950	450	1,170	5,800	6,431	3,144	104.5%
GENERAL REPAIR MACHIGONNE	78,840	6,264	2,197	31,320	33,763	14,719	129.4%
DRYDOCK MACHIGONNE	450,000	0	0	0	0	0	0.0%
DIVING MACHIGONNE	21,800	0	0	3,400	360	8,888	-95.9%
OIL CHANGE MACHIGONNE	26,136	1,620	3,502	8,640	13,124	14,045	-6.6%
MACHIGONNE	576,776	7,884	5,699	43,360	47,247	37,652	25.5%
GENERAL REPAIRS MAQUOIT	98,560	7,840	3,892	39,200	18,163	24,695	-26.5%
DRYDOCK MAQUOIT	0	0	0	0	21,850	430	4981.4%
DIVING MAQUOIT	23,700	0	0	3,600	0	9,504	-100.0%
OIL CHANGE MAQUOIT	32,508	2,592	5,051	12,744	15,475	13,564	14.1%
MAQUOIT	154,768	10,432	8,943	55,544	55,488	48,193	15.1%
GENERAL REPAIRS BAY MIST	41,800	2,200	1,148	14,300	7,146	3,594	98.8%
DRYDOCK BAY MIST	485,000	0	129,425	485,000	331,068	0	0.0%
DIVING BAY MIST	9,400	0	0	1,900	0	6,079	-100.0%
OIL CHANGE BAY MIST	5,616	0	0	432	930	0	0.0%
BAY MIST	541,816	2,200	130,573	501,632	339,144	9,673	3406.1%
GENERAL REPAIRS AUCO	69,300	3,850	11,544	21,230	18,923	17,916	5.6%
DRYDOCK AUCO	325,000	0	0	0	0	0	0.0%
DIVING AUCO	23,300	0	0	5,000	0	9,970	-100.0%
OIL CHANGE AUCO	21,600	2,160	1,365	9,720	5,032	14,407	-65.1%
AUCOCISCO	439,200	6,010	12,909	35,950	23,955	42,293	-43.4%
GENERAL REPAIRS WABANAKI	46,438	2,140	11,199	16,050	36,797	44,634	-17.6%
DRYDOCK WABANAKI	0	0	0	0	0	497,928	-100.0%
DIVING WABANAKI	20,800	0	0	3,000	0	10,004	-100.0%
OIL CHANGE WABANAKI	25,920	2,160	6,718	8,640	20,838	4,017	418.7%
WABANAKI	93,158	4,300	17,917	27,690	57,635	556,583	-89.6%
Repairs	1,814,668	31,276	177,211	669,976	529,900	697,538	12.1%
FUEL MACHIGONNE	332,812	27,060	14,866	150,618	132,517	60,775	118.0%
FUEL MAQUOIT	346,159	0	22,139	123,985	147,285	68,043	116.5%
FUEL BAY MIST	34,118	796	2,380	10,261	5,156	4,608	11.9%
FUEL AUCOCISCO	210,543	4,029	5,316	87,679	42,490	68,809	-38.2%
FUEL WABANAKI	200,469	28,332	32,653	70,836	184,647	27,528	570.8%
Fuel	1,124,101	60,217	77,354	443,379	512,095	229,763	12.1%
Insurance Boat	79,200	6,600	6,481	33,000	32,406	31,298	12.1%
6. EXPENSE: VESSEL TOTAL	3,017,969	98,093	261,046	1,146,355	1,074,401	958,599	12.1%

Casco Bay Island Transit District	Budget 2023	February 2023 Budget	February 2023 Actual	YTD Budget 2/28/23	YTD Actual 2/28/23	YTD Actual 2/28/22	% Change
7. EXPENSE: OPERATIONS							
Telephone	22,440	1,870	2,261	9,350	11,651	10,654	24.8%
Mail Agent	11,220	935	935	4,675	4,675	4,675	24.8%
DATA PROCESSING	205,398	9,246	27,133	140,671	157,172	159,167	-1.3%
TICKET FORMS & SUPPLIES	12,700	2,500	0	2,500	0	0	0.0%
MEETING MEALS	1,350	150	373	300	799	289	176.5%
OFFICE SUPPLIES	15,900	2,200	371	6,400	6,929	7,843	-11.7%
ARMORED CAR	7,920	660	0	3,300	0	1,583	-100.0%
CREW MEALS	15,083	150	56	2,545	1,429	1,999	-28.5%
TWIC CARDS	3,000	250	0	1,250	368	1,002	-63.3%
MISC	22,200	1,850	329	9,250	9,444	10,955	-13.8%
EMPLOYEE RECOGNITION	44,300	200	200	18,100	12,976	11,591	11.9%
INTERNET	13,260	1,105	1,049	5,525	5,645	3,995	41.3%
Office	341,111	18,311	29,511	189,841	194,762	198,424	24.8%
Credit Card	169,795	6,384	4,911	52,512	50,551	54,809	24.8%
Postage	5,760	480	818	2,400	2,343	1,999	24.8%
Travel	46,000	8,200	2,878	22,200	2,055	434	24.8%
EMPLOYEE INJURIES	9,450	0	0	6,500	3,256	997	226.6%
EMPLOYEE LOST TIME	500	0	0	250	0	0	0.0%
FREIGHT DAMAGES	7,300	0	20	700	1,232	796	54.8%
CUSTOMER INJURIES	1,200	0	0	0	0	0	0.0%
DAMAGES CARS	4,500	0	0	2,000	1,229	1,653	-25.7%
Damages	22,950	0	20	9,450	5,717	3,446	24.8%
Other Insurances	29,880	2,490	4,371	12,450	21,857	19,665	24.8%
VAN	2,800	800	132	1,400	1,041	834	24.8%
OVER/SHORT	0	0	39	0	-1,084	137	-891.2%
METRO PASSES	0	0	0	0	0	0	0.0%
LOST PASSES	0	0	0	0	0	-16	-100.0%
NEWSPAPER ADS	1,000	0	0	400	756	1,425	-46.9%
WATER TAXI	1,600	0	0	500	1,435	435	229.9%
REGGAE SECURITY	8,501	0	0	0	0	0	0.0%
Miscellaneous	13,901	800	171	2,300	2,148	2,815	24.8%
Barge Subcontracting	143,000	21,000	0	22,000	25,935	3,300	24.8%
LEGAL	55,200	4,600	2,440	23,000	11,198	13,968	-19.8%
HUMAN PERFORMANCE	14,980	1,070	1,750	6,420	4,900	5,250	-6.7%
PHYSICALS	4,800	0	192	0	1,705	-36	-4836.1%
DRUG TESTS	5,900	250	701	1,300	1,567	1,314	19.3%
ACCOUNTANTS	14,400	0	1,500	13,200	4,700	0	0.0%
OTHER	4,000	2,000	971	4,000	11,942	0	0.0%
ELECTION EXPENSE	800	0	0	800	160	0	0.0%
HUMAN RESOURCES	0	0	8,695	0	28,811	0	0.0%
Professional	100,080	7,920	16,249	48,720	64,983	20,496	24.8%
Dues & PUC	20,975	0	202	4,450	10,858	2,906	24.8%
Uniforms	23,685	680	4,261	16,255	15,119	7,455	24.8%
Boots	12,480	600	701	3,750	2,892	803	24.8%
Training	12,550	2,625	1,086	7,225	2,062	2,808	24.8%
7. EXPENSE: OPERATIONS TOTAL	975,827	72,295	68,376	407,578	417,608	334,690	24.8%
8. EXPENSE: TERMINAL							
UTILITIES TERMINAL	47,521	4,276	8,319	20,837	24,600	22,554	9.1%
WATER	9,898	402	517	2,589	4,097	4,522	-9.4%
TERMINAL HEAT	29,644	6,048	2,848	18,369	8,921	6,090	46.5%
UTILITIES PEAKS	1,800	150	176	750	773	644	20.0%
Utilities	88,863	10,876	11,860	42,545	38,391	33,810	20.7%

Casco Bay Island Transit District	Budget 2023	February 2023 Budget	February 2023 Actual	YTD Budget 2/28/23	YTD Actual 2/28/23	YTD Actual 2/28/22	% Change
JANITORIAL TERMINAL ROUTINE	109,440	9,120	7,346	45,600	38,128	38,128	0.0%
JANITORIAL PEAKS	10,998	600	0	3,900	7,245	0	0.0%
Janitorial	120,438	9,720	7,346	49,500	45,373	38,128	20.7%
Rent	35,940	2,995	2,995	14,975	14,977	14,977	20.7%
FIRE ALARM	10,800	900	787	4,500	1,756	6,451	-72.8%
PEST CONTROL	1,325	110	112	551	585	469	24.7%
TRASH	11,245	785	1,086	4,290	5,303	3,991	32.9%
PAPER & CLEANING SUPPLIES	36,100	2,150	1,598	11,600	11,138	15,274	-27.1%
FREIGHT EQUIPMENT AND SUPPLIES	10,400	0	0	2,000	3,692	8,665	-57.4%
RUG RENTAL	5,435	450	287	2,250	1,693	1,077	57.2%
MISC	48,440	3,300	17,786	20,900	38,555	12,608	205.8%
PROPANE	9,630	600	452	3,170	3,037	3,061	-0.8%
FORKLIFT	6,000	500	2,026	2,500	3,022	6,749	-55.2%
POWER WASHING	4,400	0	0	1,200	0	0	0.0%
PIER & TRANSFER BRIDGE	8,000	0	482	3,200	13,362	3,095	350.1%
PLOWING TERMINAL	5,400	1,800	0	5,400	4,085	3,965	3.0%
PLOWING PEAKS	16,200	3,200	0	14,000	7,670	7,800	-1.7%
Maintenance	173,375	13,795	24,616	75,561	93,898	73,205	20.7%
8. EXPENSE: TERMINAL TOTAL	418,616	37,386	46,817	182,581	192,639	160,120	20.7%
9. EXPENSE: SALES							
BROCHURE	6,000	0	0	6,000	495	835	-40.7%
SAILING SCHEDULE	9,800	0	0	4,200	1,384	1,461	-5.3%
PUBLICATIONS	6,060	500	0	3,250	3,355	3,342	0.4%
ADVERTISING	3,000	0	0	750	841	1,600	-47.4%
OTHER ADVERTISING EXPENSE	6,955	250	0	900	425	1,400	-69.6%
ONLINE ADVERTISING	3,600	300	388	1,500	1,800	1,767	1.9%
RADIO ADS	41,000	0	0	0	0	0	0.0%
WEBSITE	28,800	2,400	0	12,000	0	0	0.0%
KIOSK	9,000	500	0	2,500	276	348	-20.7%
MARKETING	91,800	6,400	774	32,000	23,812	28,598	-16.7%
SPECIAL EVENT CRUISES	4,750	0	0	2,000	0	0	0.0%
Advertising	210,765	10,350	1,162	65,100	32,388	39,351	6.3%
BEVERAGES	28,900	0	0	1,250	-181	576	-131.4%
OTHER BAR EXPENSE	17,930	0	0	7,000	1,696	3,361	-49.5%
SECURITY	14,675	0	0	1,775	0	232	-100.0%
BAR EXPENSE	61,505	0	0	10,025	1,515	4,169	-63.7%
LOBSTER BAKES	69,300	0	0	13,200	12,349	0	0.0%
CONCERT CRUISES	15,750	0	0	0	0	0	0.0%
Catering	146,555	0	0	23,225	13,864	4,169	6.3%
9. EXPENSE: SALES TOTAL	357,320	10,350	1,162	88,325	46,252	43,520	6.3%
TOTAL EXPENSE	9,988,426	576,784	686,956	3,772,792	3,435,735	3,218,226	6.8%
NET OPER INCOME (LOSS) TOTAL	-4,161,561	-435,279	-546,408	-2,685,194	-2,337,365	-2,058,377	13.3%
FTA PM REVENUE	198,420	0	0	0	0	4,358	-100.0%
FTA RURAL REVENUE	300,000	42,200	137,148	189,100	586,678	493,798	-100.0%
FTA OPERATING REVENUE	3,594,697	393,079	409,260	2,427,650	1,750,687	1,473,536	-100.0%
STATE SUBSIDY REVENUE	68,444	0	0	68,444	0	68,444	-100.0%
TOTAL	4,161,561	435,279	546,408	2,685,194	2,337,365	2,040,136	-100.0%
SURPLUS/LOSS TOTAL	0	0	0	0	0	-18,241	12680.6%

§ Note: CBITD monthly Income Statements exclude General Fund balance deposit and depreciation expense for the current fiscal year. CBITD estimates these line items for the September statement only, and reports them on the Audited Financial Statement, which can be found at www.cascobaylines.com



Casco Bay Island Transit District

Cash Balances

As of: February 28, 2023

Gorham Savings Bank Operating Account			
February 1 - Opening Balance	\$ 184,000.00		
	<i>Deposits/Credits</i>	\$ 2,676,637.82	
	<i>Withdrawals/Debits</i>	\$ 2,676,637.82	
February 28 - Closing Balance			\$ 184,000.00
Gorham Savings Demand Deposit Account			
February 1 - Opening Balance	\$ 640,507.46		
	<i>Deposits/Credits</i>	\$ 1,249,904.00	
	<i>Withdrawals/Debits</i>	\$ 1,304,296.30	
February 28 - Closing Balance			\$ 586,115.16
Gorham Savings Restricted Funds			
February 1 - Opening Balance	\$ 1,612,573.54		
	<i>Deposits/Credits</i>	\$ 2,222.21	
	<i>Withdrawals/Debits</i>	\$ -	
February 28 - Closing Balance			\$ 1,614,795.75
Total Cash On Hand			
February 1 - Opening Balance	\$ 2,437,081.00		
February 28 - Closing Balance			\$ 2,384,910.91
Net Change in Cash Position - Month of February		-52,170.09	

Maintenance Fund Balance	\$ 350,914.68
Capital Reserve Fund Balance	\$ 654,244.59
Garage Excess Fund Balance	\$ 559,172.03
Garage Maintenance Fund Balance	\$ 50,464.45
	<u>\$ 1,614,795.75</u>

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	JANUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
REVENUES											
SCH SERVICE	\$ 4,818,749	\$ 136,192	\$ 150,446	\$ 14,254	10.5%	\$ 831,686	\$ 845,763	\$ 14,077	1.7%	\$ 937,578	-9.8%
GR SALES	\$ 956,726	\$ 5,645	\$ 9,219	\$ 3,574	63.3%	\$ 95,217	\$ 91,024	\$ (4,193)	-4.4%	\$ 72,595	25.4%
MISC	\$ 51,390	\$ 4,500	\$ 4,089	\$ (411)	-9.1%	\$ 19,190	\$ 20,910	\$ 1,720	9.0%	\$ 6,240	235.1%
TOTAL REVENUES	\$ 5,826,865	\$ 146,337	\$ 163,754	\$ 17,417	11.9%	\$ 946,093	\$ 957,697	\$ 11,604	1.2%	\$ 1,016,413	-5.8%
EXPENSES											
PERSONNEL	\$ 5,218,694	\$ 399,216	\$ 323,179	\$ 76,037	19.0%	\$ 1,589,293	\$ 1,395,523	\$ 193,770	12.2%	\$ 1,403,756	0.6%
VESSELS	\$ 3,017,969	\$ 360,333	\$ 388,519	\$ (28,186)	-7.8%	\$ 1,048,262	\$ 813,352	\$ 234,910	22.4%	\$ 848,293	4.1%
OPERATIONS	\$ 975,827	\$ 134,340	\$ 138,726	\$ (4,386)	-3.3%	\$ 335,283	\$ 349,217	\$ (13,934)	-4.2%	\$ 292,221	-19.5%
TERMINAL	\$ 418,616	\$ 43,646	\$ 62,984	\$ (19,338)	-44.3%	\$ 145,197	\$ 145,670	\$ (473)	-0.3%	\$ 124,833	-16.7%
SALES	\$ 357,320	\$ 20,500	\$ 14,060	\$ 6,440	31.4%	\$ 77,975	\$ 44,888	\$ 33,087	42.4%	\$ 30,848	-45.5%
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
PROVISION FOR DEF RED	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 9,988,426	\$ 958,035	\$ 927,468	\$ 30,567	3.2%	\$ 3,196,010	\$ 2,748,650	\$ 447,360	14.0%	\$ 2,699,951	-1.8%
OPERATING SURPLUS/LOSS	\$ (4,161,561)	\$ (811,696)	\$ (763,720)	\$ 47,976	5.9%	\$ (2,249,915)	\$ (1,790,957)	\$ 458,958	20.4%	\$ (1,683,538)	-6.4%
OP GRANT REVENUES											
FTA PM REVENUE	\$ 198,420	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 4,358	0.0%
FTA RURAL REVENUE	\$ 300,000	\$ 40,100	\$ 191,694	\$ 151,594	0.0%	\$ 146,900	\$ 449,530	\$ 302,630	206.0%	\$ 404,863	11.0%
FTA OPERATING REVENUE	\$ 3,594,697	\$ 771,596	\$ 572,026	\$ (199,570)	0.0%	\$ 2,034,571	\$ 1,341,427	\$ (693,144)	-34.1%	\$ 1,208,149	11.0%
STATE SUBSIDY REVENUE	\$ 68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ -	\$ (68,444)	-100.0%	\$ 68,444	0.0%
TOTAL OP GRANT RESERVES	\$ 4,161,561	\$ 811,696	\$ 763,720	\$ (47,976)	0.0%	\$ 2,249,915	\$ 1,790,957	\$ (458,958)	-20.4%	\$ 1,685,814	6.2%
SURPLUS/LOSS	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 2,276	-100.0%

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	JANUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
REVENUES											
PASSENGER	\$ 2,529,205	\$ 68,318	\$ 50,939	\$ (17,379)	-25.4%	\$ 381,540	\$ 336,715	\$ (44,825)	-11.7%	\$ 380,239	-11.4%
VEHICLE	\$ 1,231,864	\$ 35,295	\$ 62,183	\$ 26,888	76.2%	\$ 235,577	\$ 313,232	\$ 77,655	33.0%	\$ 314,601	-0.4%
FREIGHT	\$ 978,480	\$ 25,979	\$ 30,024	\$ 4,045	15.6%	\$ 188,169	\$ 166,765	\$ (21,404)	-11.4%	\$ 215,759	-22.7%
MAIL	\$ 79,200	\$ 6,600	\$ 7,300	\$ 700	10.6%	\$ 26,400	\$ 29,051	\$ 2,651	10.0%	\$ 26,979	7.7%
TOTAL	\$ 4,818,749	\$ 136,192	\$ 150,446	\$ 14,254	10.5%	\$ 831,686	\$ 845,763	\$ 14,077	1.7%	\$ 937,578	-9.8%
GR SALES											
TOURS	\$ 522,503	\$ 1,527	\$ 3,183	\$ 1,656	108.4%	\$ 59,857	\$ 60,377	\$ 520	0.9%	\$ 57,398	0.0%
CHARTERS	\$ 224,500	\$ -	\$ -	\$ -	0.0%	\$ 20,000	\$ 7,650	\$ (12,350)	0.0%	\$ 2,450	0.0%
CATERING	\$ 168,550	\$ -	\$ -	\$ -	0.0%	\$ 3,500	\$ 10,512	\$ 7,012	0.0%	\$ 1,989	0.0%
VENDING	\$ 8,000	\$ 500	\$ 198	\$ (302)	-60.4%	\$ 2,250	\$ 2,977	\$ 727	32.3%	\$ 606	391.3%
PROMOTIONAL	\$ 9,000	\$ 1,350	\$ 28	\$ (1,322)	0.0%	\$ 3,250	\$ 734	\$ (2,516)	-77.4%	\$ 1,827	0.0%
ADVERTISING	\$ 24,173	\$ 2,268	\$ 5,400	\$ 3,132	138.1%	\$ 6,360	\$ 5,400	\$ (960)	-15.1%	\$ 8,325	0.0%
TOTAL	\$ 956,726	\$ 5,645	\$ 9,219	\$ 3,574	63.3%	\$ 95,217	\$ 91,024	\$ (4,193)	-4.4%	\$ 72,595	25.4%
OTHER INCOME											
MISC	\$ 11,140	\$ 1,000	\$ -	\$ (1,000)	-100.0%	\$ 4,040	\$ 1,368	\$ (2,672)	-66.1%	\$ 3,591	-61.9%
INTEREST	\$ 40,250	\$ 3,500	\$ 4,089	\$ 589	16.8%	\$ 15,150	\$ 19,542	\$ 4,392	29.0%	\$ 2,649	637.7%
TOTAL	\$ 51,390	\$ 4,500	\$ 4,089	\$ (411)	-9.1%	\$ 19,190	\$ 20,910	\$ 1,720	9.0%	\$ 6,240	235.1%
						\$ -					
TOTAL OP REVENUES	\$ 5,826,865	\$ 146,337	\$ 163,754	\$ 17,417	11.9%	\$ 946,093	\$ 957,697	\$ 11,604	1.2%	\$ 1,016,413	-5.8%

**CBITD Revenues and Expenses
Summary**

	FY2023 BUDGET	JANUARY				FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
EXPENSES											
PERSONNEL											
PAYROLL	\$ 3,780,027	\$ 282,492	\$ 236,661	\$ 45,831	16.2%	\$ 1,117,878	\$ 1,016,638	\$ 101,240	9.1%	\$ 1,020,000	0.3%
TAXES	\$ 289,175	\$ 21,611	\$ 17,435	\$ 4,176	19.3%	\$ 85,518	\$ 75,394	\$ 10,124	11.8%	\$ 74,948	-0.6%
EMPLOYEE INSURANCE	\$ 630,127	\$ 53,821	\$ 36,013	\$ 17,808	33.1%	\$ 199,564	\$ 148,123	\$ 51,441	25.8%	\$ 158,397	6.5%
EMPLOYEE RELATED EXP	\$ 40,038	\$ 1,348	\$ 1,820	\$ (472)	-35.0%	\$ 26,558	\$ 12,980	\$ 13,578	51.1%	\$ 7,721	-68.1%
PENSION	\$ 479,327	\$ 39,944	\$ 31,250	\$ 8,694	21.8%	\$ 159,775	\$ 142,388	\$ 17,387	10.9%	\$ 142,690	0.2%
TOTAL	\$ 5,218,694	\$ 399,216	\$ 323,179	\$ 76,037	19.0%	\$ 1,589,293	\$ 1,395,523	\$ 193,770	12.2%	\$ 1,403,756	0.6%
VESSELS											
REPAIRS	\$ 1,814,668	\$ 251,056	\$ 256,616	\$ (5,560)	-2.2%	\$ 638,700	\$ 352,687	\$ 286,013	44.8%	\$ 637,725	44.7%
FUEL	\$ 1,124,101	\$ 102,677	\$ 125,422	\$ (22,745)	-22.2%	\$ 383,162	\$ 434,740	\$ (51,578)	-13.5%	\$ 185,530	-134.3%
INSURANCE	\$ 79,200	\$ 6,600	\$ 6,481	\$ 119	1.8%	\$ 26,400	\$ 25,925	\$ 475	1.8%	\$ 25,038	-3.5%
TOTAL	\$ 3,017,969	\$ 360,333	\$ 388,519	\$ (28,186)	-7.8%	\$ 1,048,262	\$ 813,352	\$ 234,910	22.4%	\$ 848,293	4.1%
OPERATIONS											
TELEPHONE	\$ 22,440	\$ 1,870	\$ 2,264	\$ (394)	-21.1%	\$ 7,480	\$ 9,390	\$ (1,910)	-25.5%	\$ 8,438	-11.3%
MAIL AGENT	\$ 11,220	\$ 935	\$ 935	\$ -	0.0%	\$ 3,740	\$ 3,740	\$ -	0.0%	\$ 3,740	0.0%
OFFICE	\$ 341,111	\$ 95,586	\$ 106,115	\$ (10,529)	-11.0%	\$ 171,530	\$ 164,684	\$ 6,846	4.0%	\$ 180,267	8.6%
CREDIT CARD	\$ 169,795	\$ 6,384	\$ 6,511	\$ (127)	-2.0%	\$ 46,128	\$ 45,640	\$ 488	1.1%	\$ 49,293	7.4%
POSTAGE	\$ 5,760	\$ 480	\$ 201	\$ 279	58.1%	\$ 1,920	\$ 1,497	\$ 423	22.0%	\$ 1,380	-8.5%
TRAVEL	\$ 46,000	\$ 2,800	\$ 30	\$ 2,770	98.9%	\$ 14,000	\$ (244)	\$ 14,244	101.7%	\$ 375	0.0%
DAMAGES	\$ 22,950	\$ -	\$ -	\$ -	0.0%	\$ 9,450	\$ 5,696	\$ 3,754	39.7%	\$ 3,410	-67.0%
OTHER INSURANCES	\$ 29,880	\$ 2,490	\$ 4,371	\$ (1,881)	-75.5%	\$ 9,960	\$ 17,485	\$ (7,525)	-75.6%	\$ 15,732	-11.1%
MISCELLANEOUS	\$ 13,901	\$ 200	\$ 1,136	\$ (936)	-468.0%	\$ 1,500	\$ 1,977	\$ (477)	-31.8%	\$ 1,455	-35.9%
BARGE SUBCONTRACTING	\$ 143,000	\$ -	\$ -	\$ -	0.0%	\$ 1,000	\$ 25,935	\$ (24,935)	-2493.5%	\$ 2,200	0.0%
PROFESSIONAL	\$ 100,080	\$ 21,705	\$ 14,315	\$ 7,390	34.0%	\$ 40,800	\$ 48,735	\$ (7,935)	-19.4%	\$ 11,980	-306.8%
DUES & PUC	\$ 20,975	\$ 175	\$ 225	\$ (50)	0.0%	\$ 4,450	\$ 10,656	\$ (6,206)	0.0%	\$ 2,906	-266.7%
UNIFORMS	\$ 36,165	\$ 1,265	\$ 2,497	\$ (1,232)	-97.4%	\$ 18,725	\$ 13,050	\$ 5,675	30.3%	\$ 8,237	-58.4%
TRAINING	\$ 12,550	\$ 450	\$ 126	\$ 324	72.0%	\$ 4,600	\$ 976	\$ 3,624	78.8%	\$ 2,808	0.0%
TOTAL	\$ 975,827	\$ 134,340	\$ 138,726	\$ (4,386)	-3.3%	\$ 335,283	\$ 349,217	\$ (13,934)	-4.2%	\$ 292,221	-19.5%

**CBITD Revenues and Expenses
Summary**

FY2023 BUDGET	JANUARY					FISCAL YEAR TO DATE				PREVIOUS	FY23 vs. FY22
	PROJECTED	ACTUAL	VARIANCE	VARIANCE %		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
EXPENSES											
TERMINAL											
UTILITIES	\$ 88,863	\$ 10,186	\$ 11,037	\$ (851)	-8.4%	\$ 31,671	\$ 26,529	\$ 5,142	16.2%	\$ 23,197	-14.4%
JANITORIAL	\$ 120,438	\$ 9,870	\$ 14,972	\$ (5,102)	-51.7%	\$ 39,780	\$ 38,027	\$ 1,753	4.4%	\$ 30,783	-23.5%
RENT	\$ 35,940	\$ 2,995	\$ 2,995	\$ -	0.0%	\$ 11,980	\$ 11,981	\$ (1)	0.0%	\$ 11,982	0.0%
MAINTENANCE	\$ 173,375	\$ 20,595	\$ 33,980	\$ (13,385)	-65.0%	\$ 61,766	\$ 69,133	\$ (7,367)	-11.9%	\$ 58,871	-17.4%
TOTAL	\$ 418,616	\$ 43,646	\$ 62,984	\$ (19,338)	-44.3%	\$ 145,197	\$ 145,670	\$ (473)	-0.3%	\$ 124,833	-16.7%
SALES											
ADVERTISING	\$ 210,765	\$ 18,000	\$ 14,060	\$ 3,940	21.9%	\$ 54,750	\$ 31,024	\$ 23,726	43.3%	\$ 26,679	-16.3%
CATERING	\$ 146,555	\$ 2,500	\$ -	\$ 2,500	0.0%	\$ 23,225	\$ 13,864	\$ 9,361	0.0%	\$ 4,169	0.0%
TOTAL	\$ 357,320	\$ 20,500	\$ 14,060	\$ 6,440	31.4%	\$ 77,975	\$ 44,888	\$ 33,087	42.4%	\$ 30,848	-45.5%
DEBT SERVICE											
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.00
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 9,988,426	\$ 958,035	\$ 927,468	\$ 30,567	3.2%	\$ 3,196,010	\$ 2,748,650	\$ 447,360	14.0%	\$ 2,699,951	-1.8%
TOTAL OP REVENUES	\$ 5,826,865	\$ 146,337	\$ 163,754	\$ 17,417	11.9%	\$ 946,093	\$ 957,697	\$ (11,604)	-1.2%	\$ 1,016,413	-5.8%
OP SURPLUS/LOSS	\$ (4,161,561)	\$ (811,696)	\$ (763,720)	\$ 47,984	5.9%	\$ (2,249,915)	\$ (1,790,957)	\$ 458,958	20.4%	\$ (1,683,538)	-6.4%
OP GRANT REVENUES											
FTA PREVENTATIVE MAINT	\$ 198,420	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 4,358	0.0%
FTA RURAL REVENUE	\$ 300,000	\$ 40,100	\$ 191,694	\$ 151,594	0.0%	\$ 146,900	\$ 449,530	\$ 302,630	206.0%	\$ 404,863	11.0%
FTA OPERATING REVENUE	\$ 3,594,697	\$ 771,596	\$ 572,026	\$ (199,570)	0.0%	\$ 2,034,571	\$ 1,341,427	\$ (693,144)	-34.1%	\$ 1,208,149	11.0%
STATE SUBSIDY REVENUE	\$ 68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ -	\$ (68,444)	-100.0%	\$ 68,444	0.0%
TOTAL	\$ 4,161,561	\$ 811,696	\$ 763,720	\$ (47,976)	0.0%	\$ 2,249,915	\$ 1,790,957	\$ (458,958)	-20.4%	\$ 1,685,814	6.2%
SURPLUS/LOSS	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 2,276	-100.0%

Casco Bay Island Transit District	Budget 2023	January 2023 Budget	January 2023 Actual	YTD Budget 1/31/23	YTD Actual 1/31/23	YTD Actual 1/31/22	% Change
1. REVENUES: SCHEDULED SERVICE							
PASSENGER - PEAKS	1,724,029	47,879	32,529	261,350	227,114	271,405	-16.3%
PASSENGER-LD	45,831	843	456	4,438	4,037	4,189	-3.6%
PASSENGER - GD	91,401	2,540	3,220	16,538	18,101	17,828	1.5%
PASSENGER -D COVE	199,967	3,215	2,462	21,326	15,893	16,272	-2.3%
PASSENGER-LONG	321,535	9,335	8,663	55,961	48,409	46,841	3.3%
PASSENGER -CHEB	35,364	421	666	1,940	4,614	4,568	1.0%
PASSENGER -CLIFF	75,340	2,727	1,378	12,757	9,220	10,379	-11.2%
ANIMALS	35,738	1,358	1,565	7,230	9,327	8,757	6.5%
TICKET	2,529,205	68,318	50,939	381,540	336,715	380,239	-11.4%
VEHICLES - DOWNBAY	14,901	373	532	1,402	532	3,927	-86.5%
VEHICLES - PEAKS	1,216,963	34,922	61,651	234,175	312,700	310,674	0.7%
VEHICLE	1,231,864	35,295	62,183	235,577	313,232	314,601	-0.4%
FREIGHT - PEAKS	414,614	11,553	13,638	90,302	76,529	101,694	-24.7%
FREIGHT -LD	18,653	86	235	1,442	2,414	1,616	49.4%
FREIGHT -GD	29,368	832	720	4,643	4,950	6,187	-19.7%
FREIGHT -DCOVE	59,831	687	1,536	8,278	7,073	11,230	-37.0%
FREIGHT -LONG	157,862	4,255	4,418	31,295	25,813	37,068	-30.4%
FREIGHT -CHEB	159,308	5,308	7,390	31,627	34,105	37,872	-9.9%
FREIGHT -CLIFF	48,619	2,813	1,224	9,818	4,751	10,177	-53.2%
UPFREIGHT	24,837	246	326	5,272	4,722	4,059	16.3%
BIKES	65,388	199	537	5,492	6,408	5,856	9.4%
MAIL	79,200	6,600	7,300	26,400	29,051	26,979	7.7%
FREIGHT	1,057,680	32,579	37,324	214,569	195,816	242,738	-19.3%
1. REVENUES: SCHEDULED SERVICE TOTAL	4,818,749	136,192	150,446	831,686	845,763	937,578	-9.8%
2. REVENUES: GROUP TOURS AND SALES							
BAILEY ISLAND RUN	0	0	0	0	0	0	0.0%
BAILEY NATURE RUN	0	0	0	0	0	0	0.0%
MAILBOAT RUN	322,913	1,527	2,315	48,714	40,965	36,620	11.9%
SUNSET RUN	79,434	0	0	7,039	3,628	2,184	66.1%
DIAMOND PASS RUN	114,443	0	868	4,104	15,784	18,594	-15.1%
MOONLIGHT RUN	5,713	0	0	0	0	0	0.0%
TOUR	522,503	1,527	3,183	59,857	60,377	57,398	5.2%
CHARTERS	197,500	0	0	20,000	7,650	2,450	212.2%
CONCERT CRUISES	27,000	0	0	0	0	0	0.0%
BAR	88,250	0	0	3,500	1,722	1,989	-13.4%
LOBSTER BAKES	80,300	0	0	0	8,790	0	0.0%
CHARTER AND CATERING	393,050	0	0	23,500	18,162	4,439	309.1%
ADVERTISING	24,173	2,268	5,400	6,360	5,400	8,325	-35.1%
VENDING	8,000	500	198	2,250	2,977	606	391.1%
PROMOTIONAL ITEMS	9,000	1,350	28	3,250	734	1,827	-59.8%
GROUP SALES OTHER	0	0	410	0	3,374	0	0.0%
GROUP SALES OTHER	41,173	4,118	6,036	11,860	12,485	10,758	16.0%
2. REVENUES: GROUP TOURS AND SALES TOTAL	956,726	5,645	9,219	95,217	91,024	72,595	25.4%
3. REVENUES: OTHER INCOME							
OTHER MISC INCOME	11,140	1,000	0	4,040	1,368	3,591	-61.9%
INTEREST INCOME	40,250	3,500	4,089	15,150	19,542	2,649	637.7%
MISC INCOME	51,390	4,500	4,089	19,190	20,910	6,240	235.1%
3. REVENUES: OTHER INCOME TOTAL	51,390	4,500	4,089	19,190	20,910	6,240	235.1%
TOTAL REVENUES	5,826,865	146,337	163,754	946,093	957,697	1,016,413	-5.8%

Casco Bay Island Transit District	Budget 2023	January 2023 Budget	January 2023 Actual	YTD Budget 1/31/23	YTD Actual 1/31/23	YTD Actual 1/31/22	% Change
5. EXPENSE: PERSONNEL							
ADMINISTRATIVE	503,393	46,569	26,935	170,293	137,494	145,470	-5.5%
ADMINISTRATIVE	503,393	46,569	26,935	170,293	137,494	145,470	-5.5%
CAPTAINS - REGULAR	121,121	3,170	845	10,323	6,622	9,824	-32.6%
CAPTAINS - OVERTIME	38,816	2,134	433	3,939	2,832	3,892	-27.2%
UNION DECKHANDS - REGULAR	706,701	56,049	56,015	230,268	216,947	217,204	-0.1%
UNION DECKHANDS - OVERTIME	209,021	17,480	14,130	55,128	54,464	51,120	6.5%
NONUNION DH - REGULAR	235,950	9,871	10,208	36,011	47,202	32,104	47.0%
NONUNION DH - OVERTIME	51,165	3,300	1,252	6,409	4,360	5,788	-24.7%
SR CAPTAINS - REGULAR	634,896	48,189	45,776	206,007	193,963	194,505	-0.3%
SR CAPTAINS - OVERTIME	93,160	7,570	6,518	28,762	28,370	26,657	6.4%
CREWS	2,090,830	147,763	135,177	576,847	554,760	541,094	2.5%
MAINTENANCE - REGULAR	215,071	15,972	15,141	67,881	64,361	59,386	8.4%
MAINTENANCE - OVERTIME	11,904	345	458	1,760	2,171	2,004	8.3%
MAINTENANCE	226,975	16,317	15,599	69,641	66,532	61,390	8.4%
SALES WAGES	111,218	6,899	6,949	31,072	30,055	27,244	10.3%
OPS AGENTS - REGULAR	354,311	28,007	18,369	128,949	91,728	124,227	-26.2%
OPS AGENTS - OVERTIME	56,014	5,181	2,398	16,422	16,173	15,558	4.0%
OPS AGENTS	410,325	33,188	20,767	145,371	107,901	139,785	-22.8%
TICKET OFFICE - REGULAR	215,632	15,287	15,676	54,341	55,000	45,020	22.2%
TICKET OFFICE - OVERTIME	12,414	221	776	1,259	2,235	1,039	115.1%
TICKET OFFICE	228,046	15,508	16,452	55,600	57,235	46,059	24.3%
OPERATIONS MANAGEMENT WAGES	209,240	16,248	14,782	69,054	62,661	58,958	6.3%
Payroll-Salaries	3,780,027	282,492	236,661	1,117,878	1,016,638	1,020,000	-0.6%
FICA ADMINISTRATIVE	38,507	3,563	1,984	13,027	10,115	10,327	-2.1%
FICA - OPS AGENTS	31,392	2,539	1,569	11,121	8,134	10,578	-23.1%
FICA UNION DECKHANDS	70,053	5,625	5,210	21,833	20,544	20,596	-0.3%
FICA NONUNION DECKHANDS	21,966	1,008	877	3,246	3,945	2,899	36.1%
FICA SR CAPTAINS	67,933	4,671	3,819	19,051	16,444	16,135	1.9%
FICA CREW	159,952	11,304	9,906	44,130	40,933	39,630	3.3%
FICA MAINTENANCE	17,365	1,248	1,114	5,328	4,959	4,500	10.2%
FICA - SALES	8,509	528	512	2,377	2,227	2,051	8.6%
FICA - TICKET OFFICE	17,445	1,186	1,259	4,252	4,378	3,527	24.1%
FICA - OPERATIONS MANAGEMENT	16,005	1,243	1,093	5,283	4,649	4,346	7.0%
STATE UNEMPLOYMENT	0	0	0	0	0	-11	-100.0%
Taxes	289,175	21,611	17,435	85,518	75,394	74,948	-0.6%
HEALTH INSURANCE ADMINISTRATIVE	81,317	6,949	5,506	25,729	20,308	22,116	-8.2%
DENTAL INSURANCE ADMINISTRATIVE	6,233	529	349	1,999	1,397	1,494	-6.5%
LIFE INSURANCE ADMINISTRATIVE	254	22	16	82	58	54	7.4%
ADMINISTRATIVE	87,804	7,500	5,871	27,810	21,763	23,664	-8.0%
HEALTH INSURANCE CREW	322,905	27,592	19,279	102,166	79,661	78,926	0.9%
DENTAL INSURANCE CREW	25,186	2,138	1,508	8,078	6,051	8,644	-30.0%
LIFE INSURANCE CREW	1,247	106	71	400	276	261	5.7%
CREW	349,338	29,836	20,858	110,644	85,988	87,831	-2.1%
HEALTH INSURANCE MAINTENANCE	19,121	1,634	1,193	6,050	4,997	5,015	-0.4%
DENTAL INSURANCE MAINTENANCE	3,625	308	218	1,163	870	845	3.0%
LIFE INSURANCE MAINTENANCE	153	13	9	49	37	30	23.3%
MAINTENANCE	22,899	1,955	1,420	7,262	5,904	5,890	0.2%
HEALTH INSURANCE SALES	17,666	1,510	1,210	5,590	5,173	5,137	0.7%
DENTAL INSURANCE SALES	534	45	35	171	142	138	2.9%
LIFE INSURANCE SALES	51	4	3	16	11	10	10.0%
SALES	18,251	1,559	1,248	5,777	5,326	5,285	0.8%

Casco Bay Island Transit District	Budget 2023	January 2023 Budget	January 2023 Actual	YTD Budget 1/31/23	YTD Actual 1/31/23	YTD Actual 1/31/22	% Change
HEALTH INSURANCE OPS AGENTS	110,441	9,437	4,977	34,943	22,278	28,625	-22.2%
DENTAL INSURANCE OPS AGENTS	4,897	416	303	1,571	1,177	1,467	-19.8%
LIFE INSURANCE OPS AGENTS	356	30	12	114	59	58	1.7%
OPS AGENTS	115,694	9,883	5,292	36,628	23,514	30,150	-22.0%
HEALTH INSURANCE OPERATIONS MANAGEMENT	34,424	2,942	1,210	10,892	5,173	5,137	0.7%
DENTAL INSURANCE OPERATIONS MANAGEMENT	1,603	136	108	514	432	419	3.1%
LIFE INSURANCE OPERATIONS MANAGEMENT	114	10	6	37	23	21	9.5%
OPERATIONS MANAGEMENT	36,141	3,088	1,324	11,443	5,628	5,577	
Employee Insurance	630,127	53,821	36,013	199,564	148,123	158,397	-0.6%
Employee Related Expense	40,038	1,348	1,820	26,558	12,980	7,721	-0.6%
Pension	479,327	39,944	31,250	159,775	142,388	142,690	-0.6%
5. EXPENSE: PERSONNEL TOTAL	5,218,694	399,216	323,179	1,589,293	1,395,523	1,403,756	-0.6%
6. EXPENSE: VESSEL							
GENERAL REPAIR SHOP	8,950	450	2,448	5,350	5,261	3,018	74.3%
GENERAL	8,950	450	2,448	5,350	5,261	3,018	74.3%
GENERAL REPAIR MACHIGONNE	78,840	6,264	18,519	25,056	31,565	10,624	197.1%
DRYDOCK MACHIGONNE	450,000	0	0	0	0	0	0.0%
DIVING MACHIGONNE	21,800	0	0	3,400	360	8,888	-95.9%
OIL CHANGE MACHIGONNE	26,136	1,620	0	7,020	9,622	8,774	9.7%
MACHIGONNE	576,776	7,884	18,519	35,476	41,547	28,286	46.9%
GENERAL REPAIRS MAQUOIT	98,560	7,840	4,715	31,360	14,271	24,029	-40.6%
DRYDOCK MAQUOIT	0	0	21,850	0	21,850	430	4981.4%
DIVING MAQUOIT	23,700	0	0	3,600	0	9,504	-100.0%
OIL CHANGE MAQUOIT	32,508	2,592	808	10,152	10,424	6,508	60.2%
MAQUOIT	154,768	10,432	27,373	45,112	46,545	40,471	15.0%
GENERAL REPAIRS BAY MIST	41,800	1,650	493	12,100	5,997	3,434	74.7%
DRYDOCK BAY MIST	485,000	220,000	201,643	485,000	201,643	0	0.0%
DIVING BAY MIST	9,400	0	0	1,900	0	6,079	-100.0%
OIL CHANGE BAY MIST	5,616	0	0	432	930	0	0.0%
BAY MIST	541,816	221,650	202,136	499,432	208,570	9,513	2092.5%
GENERAL REPAIRS AUCO	69,300	4,180	2,247	17,380	7,379	15,176	-51.4%
DRYDOCK AUCO	325,000	0	0	0	0	0	0.0%
DIVING AUCO	23,300	0	0	5,000	0	9,970	-100.0%
OIL CHANGE AUCO	21,600	2,160	0	7,560	3,667	7,105	-48.4%
AUCOCISCO	439,200	6,340	2,247	29,940	11,046	32,251	-65.7%
GENERAL REPAIRS WABANAKI	46,438	2,140	1,848	13,910	25,598	27,252	-6.1%
DRYDOCK WABANAKI	0	0	0	0	0	483,899	-100.0%
DIVING WABANAKI	20,800	0	0	3,000	0	10,004	-100.0%
OIL CHANGE WABANAKI	25,920	2,160	2,045	6,480	14,120	3,031	365.9%
WABANAKI	93,158	4,300	3,893	23,390	39,718	524,186	-92.4%
Repairs	1,814,668	251,056	256,616	638,700	352,687	637,725	-4.1%
FUEL MACHIGONNE	332,812	33,516	30,057	123,558	117,651	49,363	138.3%
FUEL MAQUOIT	346,159	16,509	33,696	123,985	125,146	55,609	125.0%
FUEL BAY MIST	34,118	3,015	2,201	9,465	2,776	3,281	-15.4%
FUEL AUCOCISCO	210,543	24,102	8,474	83,650	37,174	59,181	-37.2%
FUEL WABANAKI	200,469	25,535	50,994	42,504	151,993	18,096	739.9%
Fuel	1,124,101	102,677	125,422	383,162	434,740	185,530	-4.1%
Insurance Boat	79,200	6,600	6,481	26,400	25,925	25,038	-4.1%
6. EXPENSE: VESSEL TOTAL	3,017,969	360,333	388,519	1,048,262	813,352	848,293	-4.1%

Casco Bay Island Transit District	Budget 2023	January 2023 Budget	January 2023 Actual	YTD Budget 1/31/23	YTD Actual 1/31/23	YTD Actual 1/31/22	% Change
7. EXPENSE: OPERATIONS							
Telephone	22,440	1,870	2,264	7,480	9,390	8,438	19.5%
Mail Agent	11,220	935	935	3,740	3,740	3,740	19.5%
DATA PROCESSING	205,398	89,246	101,364	131,425	130,019	145,182	-10.4%
TICKET FORMS & SUPPLIES	12,700	0	0	0	0	0	0.0%
MEETING MEALS	1,350	150	0	150	340	289	47.4%
OFFICE SUPPLIES	15,900	1,800	2,592	4,200	6,531	5,906	11.0%
ARMORED CAR	7,920	660	0	2,640	0	1,583	-100.0%
CREW MEALS	15,083	325	316	2,395	965	980	40.1%
TWIC CARDS	3,000	250	117	1,000	367	877	-58.0%
MISC	22,200	1,850	677	7,400	9,090	10,758	-15.3%
EMPLOYEE RECOGNITION	44,300	200	0	17,900	12,776	11,496	11.1%
INTERNET	13,260	1,105	1,049	4,420	4,596	3,196	43.8%
Office	341,111	95,586	106,115	171,530	164,684	180,267	19.5%
Credit Card	169,795	6,384	6,511	46,128	45,640	49,293	19.5%
Postage	5,760	480	201	1,920	1,497	1,380	19.5%
Travel	46,000	2,800	30	14,000	-244	375	19.5%
EMPLOYEE INJURIES	9,450	0	0	6,500	3,256	997	226.6%
EMPLOYEE LOST TIME	500	0	0	250	0	0	0.0%
FREIGHT DAMAGES	7,300	0	0	700	1,211	760	59.3%
CUSTOMER INJURIES	1,200	0	0	0	0	0	0.0%
DAMAGES CARS	4,500	0	0	2,000	1,229	1,653	-25.7%
Damages	22,950	0	0	9,450	5,696	3,410	19.5%
Other Insurances	29,880	2,490	4,371	9,960	17,485	15,732	19.5%
VAN	2,800	0	308	600	909	635	43.1%
OVER/SHORT	0	0	-137	0	-1,123	-268	319.0%
METRO PASSES	0	0	0	0	0	0	0.0%
LOST PASSES	0	0	0	0	0	-16	-100.0%
NEWSPAPER ADS	1,000	200	0	400	756	669	13.0%
WATER TAXI	1,600	0	965	500	1,435	435	229.9%
REGGAE SECURITY	8,501	0	0	0	0	0	0.0%
Miscellaneous	13,901	200	1,136	1,500	1,977	1,455	19.5%
Barge Subcontracting	143,000	0	0	1,000	25,935	2,200	19.5%
LEGAL	55,200	4,600	0	18,400	8,757	6,918	26.6%
HUMAN PERFORMANCE	14,980	1,605	0	5,350	3,150	4,200	-25.0%
PHYSICALS	4,800	0	384	0	1,513	-36	-4302.8%
DRUG TESTS	5,900	300	68	1,050	866	898	-3.6%
ACCOUNTANTS	14,400	13,200	3,200	13,200	3,200	0	0.0%
OTHER	4,000	2,000	4,234	2,000	10,972	0	0.0%
ELECTION EXPENSE	800	0	0	800	160	0	0.0%
HUMAN RESOURCES	0	0	6,429	0	20,117	0	0.0%
Professional	100,080	21,705	14,315	40,800	48,735	11,980	19.5%
Dues & PUC	20,975	175	225	4,450	10,656	2,906	19.5%
Uniforms	23,685	965	2,376	15,575	10,858	7,800	19.5%
Boots	12,480	300	121	3,150	2,192	437	19.5%
Training	12,550	450	126	4,600	976	2,808	19.5%
7. EXPENSE: OPERATIONS TOTAL	975,827	134,340	138,726	335,283	349,217	292,221	19.5%
8. EXPENSE: TERMINAL							
UTILITIES TERMINAL	47,521	4,276	7,249	16,561	16,281	14,731	10.5%
WATER	9,898	403	481	2,189	3,579	4,161	-14.0%
TERMINAL HEAT	29,644	5,357	3,149	12,321	6,073	3,804	59.6%
UTILITIES PEAKS	1,800	150	158	600	596	501	19.2%
Utilities	88,863	10,186	11,037	31,671	26,529	23,197	17.3%

Casco Bay Island Transit District	Budget 2023	January 2023 Budget	January 2023 Actual	YTD Budget 1/31/23	YTD Actual 1/31/23	YTD Actual 1/31/22	% Change
JANITORIAL TERMINAL ROUTINE	109,440	9,120	7,727	36,480	30,782	30,783	0.0%
JANITORIAL PEAKS	10,998	750	7,245	3,300	7,245	0	0.0%
Janitorial	120,438	9,870	14,972	39,780	38,027	30,783	17.3%
Rent	35,940	2,995	2,995	11,980	11,981	11,982	17.3%
FIRE ALARM	10,800	900	543	3,600	968	6,451	-85.0%
PEST CONTROL	1,325	110	112	441	473	373	26.8%
TRASH	11,245	785	1,025	3,505	4,242	3,168	33.1%
PAPER & CLEANING SUPPLIES	36,100	2,150	2,134	9,450	9,541	13,021	-26.7%
FREIGHT EQUIPMENT AND SUPPLIES	10,400	1,000	0	2,000	3,692	8,236	-55.2%
RUG RENTAL	5,435	450	358	1,800	1,406	911	54.3%
MISC	48,440	3,300	8,509	17,600	20,663	11,576	79.4%
PROPANE	9,630	600	603	2,570	2,585	2,577	0.3%
FORKLIFT	6,000	500	0	2,000	996	6,749	-85.2%
POWER WASHING	4,400	600	0	1,200	0	0	0.0%
PIER & TRANSFER BRIDGE	8,000	1,600	11,126	3,200	12,812	2,249	498.0%
PLOWING TERMINAL	5,400	1,800	1,900	3,600	4,085	3,560	14.7%
PLOWING PEAKS	16,200	6,800	7,670	10,800	7,670	0	0.0%
Maintenance	173,375	20,595	33,980	61,766	69,133	58,871	17.3%
8. EXPENSE: TERMINAL TOTAL	418,616	43,646	62,984	145,197	145,670	124,833	17.3%
9. EXPENSE: SALES							
BROCHURE	6,000	6,000	0	6,000	495	835	-40.7%
SAILING SCHEDULE	9,800	0	0	4,200	1,384	1,461	-5.3%
PUBLICATIONS	6,060	750	1,945	2,750	3,355	3,342	0.4%
ADVERTISING	3,000	0	0	750	841	1,600	-47.4%
OTHER ADVERTISING EXPENSE	6,955	150	0	650	425	60	608.3%
ONLINE ADVERTISING	3,600	300	543	1,200	1,211	1,235	14.3%
RADIO ADS	41,000	0	0	0	0	0	0.0%
WEBSITE	28,800	2,400	0	9,600	0	0	0.0%
KIOSK	9,000	0	0	2,000	276	348	-20.7%
MARKETING	91,800	6,400	11,572	25,600	23,037	17,798	29.4%
SPECIAL EVENT CRUISES	4,750	2,000	0	2,000	0	0	0.0%
Advertising	210,765	18,000	14,060	54,750	31,024	26,679	46.2%
BEVERAGES	28,900	0	0	1,250	-181	576	-131.4%
OTHER BAR EXPENSE	17,930	2,500	0	7,000	1,696	3,361	-49.5%
SECURITY	14,675	0	0	1,775	0	232	-100.0%
BAR EXPENSE	61,505	2,500	0	10,025	1,515	4,169	-63.7%
LOBSTER BAKES	69,300	0	0	13,200	12,349	0	0.0%
CONCERT CRUISES	15,750	0	0	0	0	0	0.0%
Catering	146,555	2,500	0	23,225	13,864	4,169	46.2%
9. EXPENSE: SALES TOTAL	357,320	20,500	14,060	77,975	44,888	30,848	46.2%
TOTAL EXPENSE	9,988,426	958,035	927,468	3,196,010	2,748,650	2,699,951	1.8%
NET OPER INCOME (LOSS) TOTAL	-4,161,561	-811,696	-763,720	-2,249,915	-1,790,957	-1,683,538	6.4%
FTA PM REVENUE	198,420	0	0	0	0	4,358	-100.0%
FTA RURAL REVENUE	300,000	40,100	191,694	146,900	449,530	404,863	-100.0%
FTA OPERATING REVENUE	3,594,697	771,596	572,026	2,034,571	1,341,427	1,208,149	-100.0%
STATE SUBSIDY REVENUE	68,444	0	0	68,444	0	68,444	-100.0%
TOTAL	4,161,561	811,696	763,720	2,249,915	1,790,957	1,685,814	-100.0%
SURPLUS/LOSS TOTAL	0	0	0	0	0	2,276	-78709.9%

§ Note: CBITD monthly Income Statements exclude General Fund balance deposit and depreciation expense for the current fiscal year. CBITD estimates these line items for the September statement only, and reports them on the Audited Financial Statement, which can be found at www.cascobaylines.com



Casco Bay Island Transit District

Cash Balances

As of: January 31, 2023

Gorham Savings Bank Operating Account			
January 1 - Opening Balance	\$ 184,000.00		
	<i>Deposits/Credits</i>	\$ 1,948,307.05	
	<i>Withdrawals/Debits</i>	\$ 1,948,307.05	
January 31 - Closing Balance			\$ 184,000.00
Gorham Savings Demand Deposit Account			
January 1 - Opening Balance	\$ 552,911.23		
	<i>Deposits/Credits</i>	\$ 742,835.00	
	<i>Withdrawals/Debits</i>	\$ 655,238.77	
January 31 - Closing Balance			\$ 640,507.46
Gorham Savings Restricted Funds			
January 1 - Opening Balance	\$ 1,156,864.17		
	<i>Deposits/Credits</i>	\$ 455,709.37	
	<i>Withdrawals/Debits</i>	\$ -	
January 31 - Closing Balance			\$ 1,612,573.54
Total Cash On Hand			
January 1 - Opening Balance	\$ 1,893,775.40		
January 31 - Closing Balance			\$ 2,437,081.00
Net Change in Cash Position - Month of January		543,305.60	

Maintenance Fund Balance	\$ 350,250.04
Capital Reserve Fund Balance	\$ 653,005.42
Garage Excess Fund Balance	\$ 559,172.03
Garage Maintenance Fund Balance	\$ 50,146.05
	\$ 1,612,573.54



MEMORANDUM

DATE: April 26, 2023

TO: CBITD Board of Directors

CC: Nick Mavodones, Paul Pottle, Laurie Bowie, Caity Gildart, Nick Bishop

FROM: Hank Berg, Casco Bay Lines

RE: Staff Updates for April 27, 2023, Board Meeting

Executive

GENERAL UPDATES

- CBITD participated in and presented at the Martha's Vineyard Ferries Now conference
- Presentations were also made to the Leadership Portland Class and the Portland Maine Propeller Club following requests from these organizations. These are important thought leadership opportunities for CBITD.
- CBITD was also represented in April at the Maine State Ferry System Advisory Board meeting, the Maine Transit Association (MTA) legislative Committee 2(x), the Metropolitan Planning Office: Portland Area Comprehensive Transportation System (PACTS) Regional Transportation Advisory Committee (RTAC) meeting and PACTS Transit Task Force (PTTF) meeting, and the FTA monthly meeting.

GRANTS/FUNDING

- CBITD participated in the allocation of the annual appropriation of the FTA urban formula funds and fixed guideway state of good repair funds. PACTS PTTF committee reached agreement on the annual five-year capital and operating plan for a recommendation to the PACTS Policy committee which includes CBL approved capital and preventive maintenance items.
- CBITD submitted grant application to FTA for the Down Bay Replacement vessel design. These funds were awarded in 2020 and this application is part of the process to receive them.

Operations

MACHIGONNE SHIPYARD

The Machigonne was out of the water at the Portland Shipyard from late February until early April. The yard launched the vessel and finished up any outstanding work items slightly before the contractual



deadline. The scope of work included support for the Coast Guard hull inspection; painting throughout the interior and exterior of the vessel; underwater hull painting; considerable steel replacement around windows, where the side shell meets the deck and a variety of other locations throughout the vessel; deck drain piping replacement between the side shell and interior paneling was replaced in the port cabins; repairs to rudders; assorted bilge system piping; and, a variety of other routine work items.

AUCOCISCO SHIPYARD

We recently received one proposal in response to the Request for Proposals released for the Aucocisco's biennial drydock. Unfortunately, the shipyard that submitted the proposal offered dates later than those laid out in the request. Consequently, the proposal was deemed nonresponsive. Given our schedule, this will necessitate releasing the Request for Proposals a second time so that the work can be conducted once the busy season ends in mid-October; however, it will be necessary to have the vessel hauled out of the water briefly next month to conduct the Coast Guard hull inspection by the end of May.

COAST GUARD AREA MARITIME SECURITY COMMITTEE MEETING

Mike Bryand and I attended a recent meeting of the local Coast Guard Area Maritime Security Committee. Casco Bay Lines has had a seat on the Committee since its inception in 2002. This Committee helped create the area maritime security plan and regularly discusses security threats, as well as assists in the development and planning of security exercises.

COAST GUARD INDUSTRY DAY

John Tracy, Mike Bryand, Greg Jukins and I attended Coast Guard Sector Northern New England's Industry Day. Prior to COVID this had been an annual event. Various presentations were made on items such as inspections, investigations, licensing, cybersecurity and an increased focus by the Coast Guard this year on fire prevention and sexual harassment. An investigator from the National Transportation Safety Board also made a very informative presentation at this event.

HIRING

I have conducted several interviews for seasonal deckhand positions. To date, I've hired 15 deckhands for the upcoming season. I have more interviews scheduled for this week and will continue to interview and hire over the next several weeks. Caity Gildart, Nick Bishop and I attended career fairs last month at Maine Maritime Academy and Massachusetts Maritime Academy. As a result of those visits, we have received interest and applications from students at both schools.

COAST GUARD INSPECTIONS

Annual Coast Guard inspections will be conducted in the next month or so on the Machigonne and Wabanaki. These type of inspections are conducted once per year on each vessel.



Projects/Wharves

PHASE II/III TERMINAL PROJECT

- Contractor has set all of the precast concrete planks, grouted the joints and pulled and locked off all of the post tensioning cables. This allows the contractor to start the work for the cast in place deck.
- Contractor has set forms and started rebar for the pocket and infill areas of the pier that do not have precast concrete sections. Concrete for these areas will be placed in the next week or so.
- The electrical sub-contractor is starting the final electrical work associated with the new Gate 4A as well as the relocation of some of the electrical switch gear that operates various marine infrastructure. They will also begin installing the conduits that will feed the new charger location for the new ferry for Peaks Island route. Once some of the electrical base work is in, the marine contractor will start the reinforcing and preparation for doing the final cast in place deck for the new pier extension.
- The contractor is scheduling a specialty firm to do the deck repair for the existing concrete deck in the Gate 4 area. This work should be done during the month of May.

NEW PEAKS ISLAND FERRY

- The shipyard (Senesco) is making good progress on the fabrication of the new ferry. They are building the vessels in modules and will bring the modules together to form the entire vessel. There are 5 modules that make up the hull of the vessel and work has begun on three of the modules. Module 3 (mid-ship module) is almost entirely fit up and once the fit-up is done, final welding for all of the joints will be done. Module 2 and 4 have been started and will fit up on either side of module 3. Modules 1 and 5 will make up the bow/stern of the vessel and there will be several other modules that make up the upper decks. Work is currently on schedule with an expected delivery of the vessel to Portland in June of 2024.
- The propulsion provider has completed the main propulsion engines as well as some of the electrical systems that will be used to operate and monitor the battery and electrical systems and performance. They have already done the factory acceptance testing (FAT) and the testing was witnessed via a remote set-up by CBL Staff and our inspectors. These units will be shipped to the shipyard as they are needed.
- The engineering firm for the contractor continues to develop detailed drawing for the shipyard to use in the construction of the vessel as well as to provide the formal submission to the Marine Safety Center of the US Coast Guard for their review and approval. Local US Coast Guard inspectors as well as the CBL inspection team use those drawings to confirm that the shipyard is constructing what is approved. This process will continue for several more months as the various components and systems for the vessel are compiled and submitted for approval.

DOWN BAY FERRY RFP

- The final RFP was advertised and sent to several firms around the country. CBL received 4 formal proposals from firms and the selection committee has reviewed the proposals and made their



first scoring of them. It was decided to interview all four firms and add the results of that process to the scoring in order to make a final selection. Interviews are scheduled for the week of May 1st with the hopes that the committee can agree on a final selection by the end of the week. The selection committee is comprised of Joe Donavan, Nick Mavodones, Nick Bishop and Paul Pottle.

MAINEDOT PROJECT WORK

- MaineDOT's contractor, Copia, has completed the pile wrap work at Peaks Island and has now mobilized to Long Island. The work went better than expected and was completed ahead of schedule and had no impacts on CBL's ability to maintain scheduled service. The contractor coordinated their activities with CBL staff and the vessel crews as it progressed. By completing Peaks early, they believe they can get Long Island done before the summer season picks up. They will continue to coordinate with the CBL staff and vessel crews and their operation is setup to minimize impacts on the facility and the scheduled service.