

**Casco Bay Island Transit District  
Board of Directors Meeting Agenda\*  
Thursday, November 17, 2022 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 August 4, 2022, September 22, 2022 and October 27, 2022 meeting minutes
3. Old Business
  - a. Consideration and action on FY 2023 Long Range Capital Funding Plan including a report from the Finance Committee
  - b. Executive Session
    1. Discussion of General Manager’s evaluation pursuant to 1 M.R.S.A. Section 405(6) (A)
- New Business **(Starting at 8:45AM)**
  - c. Annual Election Process
 

*Explanation of the annual election process*

    - a. Accept Clerk’s certification of the election results
    - b. Qualification of newly elected Directors (swearing in)

*Explanation of the selection and election of Board Officers*

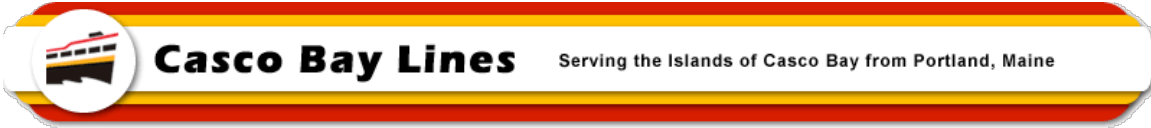
    - c. Nomination of new Board Officers
    - d. Election and qualification of newly elected Board Officers (swearing in)
  - d. Consideration and action to direct staff to release a request for proposals for an independent auditor to perform a full audit including federal and state compliance audits as required by the Federal Transit Administration and the state of Maine.
4. Workshops
  - a. Discussion regarding the level of detail of the Board of Directors’ meeting minutes
5. General Information Reports
  - a. Financial Report
  - b. Committee Reports
  - c. Staff Reports
  - d. Wharf and MDOT Reports
6. General Announcements
  - a. Establish next meeting dates (all meetings at 7:45 AM unless indicated otherwise):
 

i. Executive Committee:	Thursday, December 1, 2022
ii. Operations Committee:	TBD
iii. Finance Committee:	TBD
iv. Board of Directors:	Thursday, December 22, 2022
v. Personnel Committee:	No meeting planned
vi. Sales & Marketing Committee:	No meeting planned
vii. Government Relations Committee:	No meeting planned
viii. Pension Committee:	No meeting planned
7. Public Comment on any items not on the agenda
8. Directors Comment on any items not on the agenda
9. 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  
 August 4, 2022  
 In Person/Video Conference/Phone**

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

Braden (Pres)	X (arrived late & left early)			
Wentworth (1 <sup>st</sup> VP)		X		
Crowley (2 <sup>nd</sup> VP)		X		
Hoffman (Treasurer)		X		
Luedke (Clerk)		X (Left early)		
Anderson (Ast. Clk)	X			
Cohen	X			
Donovan		X		
Higgins	X			
Murray	X (Late)			
Pizey		X		
Radis		X		

***Staff:***

Berg		X		
Gildart		X		
Greven		X		
Mavodones		X		
Pottle	X			

***Public:***

C. Hoppin		X		
F. Somers	X			
A. Wight		X		
R. Donovan	X			
R. Rockelein	X			

***Guests:***

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**1. Call to Order:**

- A. *The Board meeting was called to order at 7:47 AM by Vice President Wentworth*
- B. *It was noted that the meeting was being recorded*
- C. *Vice President Wentworth asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approve the minutes of the June 23, 2022 Board of Directors meeting**

- A. *This item was postponed until the next Board meeting to incorporate requested changes*
- B. *There was a discussion of process regarding changes to the minutes. Berg stated that the draft minutes are sent to the Board on the Friday prior to the Board meeting and then again the day before the meeting. If Directors can review the minutes and submit any changes prior to the Board meeting they will be incorporated using "track changes" and sent the day before. If there are any questions about requested changes it may delay the vote until the following Board meeting.*

**3. Business**

- A. *Consideration and action to reduce 2022 Down Bay summer service during August 13, 2022 to September 5, 2022*
  - a) *Vice President Wentworth asked Berg to introduce the topic which he did including the following:*
    - i) *National trend regarding difficulty of hiring*
    - ii) *Seasonal hires leaving earlier than previous years*
    - iii) *Can either make a planned three week reduction or start to have more frequent unscheduled service cancellations*
    - iv) *Actions already taken:*
      - (1) *Suspended taking on new charters for 2022*
      - (2) *Already canceled some charters to maintain regularly scheduled service*
      - (3) *Suspended all radio advertisements except for hiring ads and the two remaining music cruises*
      - (4) *Social media activity reduced to minimal levels*
    - v) *Have honored all staff vacation requests*
    - vi) *Qualified Admin staff filling in when possible*
    - vii) *Only forced crew a few times*
    - viii) *Decided a wholesale change was too extreme for the remainder of the summer schedule*
    - ix) *Realized we had to reduce the schedule by a shift not just by 1 or 2 runs.*
    - x) *Elimination of a shift for Peaks was not practical so looked at down bay schedules*
    - xi) *We believe the proposed reduction has least amount of impact*
    - xii) *Sent it out to Down Bay Directors.*
    - xiii) *Followed up with a call to each Director*
    - xiv) *The only concern we heard was USPS employees getting to their island Post Office (one from Long and one from GD. We reached out and determined they could use the 8 AM service).*
    - xv) *As a result there is a proposed adjusted schedule from August 13 – Sept 5 for the Board to discuss and act on or not.*
      - (1) *Eliminate the 5:30 AM (IB), 7:15 AM (DB) and 11:00 AM (IB) down bay service. This will eliminate one shift with an approx. savings of 56 Captain hours and 120 Deckhand hours per week*
      - (2) *It only eliminates one run on the weekend*
      - (3) *This will have some impact on the restaurants at Diamond Cove but believe it is the least disruptive option.*
    - xvi) *In order to do this the following schedule is proposed*
      - (1) *July 29: Schedule release to public*
      - (2) *August 13: Effective date of change*
      - (3) *September 5: end of summer schedule*
  - b) *Vice President Wentworth asked if there was a motion*
  - c) *Crowley moved to reduce the Downbay schedule as presented; Pizey seconded.*
  - d) *Vice President Wentworth opened the floor to public comments.*



- i) *Alex Wight (owner/operator of the Crown Jewel restaurant located at Diamond Cove) expressed concern about the elimination of the 11 AM service which will significantly disrupt her lunch service and its impact to the bottom line.*
- ii) *There were no other public comments*
- e) *Vice President Wentworth opened the floor to Board comments (Down Bay Directors first)*
  - i) *Crowley appreciated leaving the early and late service intact. Asked a question about the remaining music cruises. Berg explained about the remaining cruises and stated that if staffing a music cruise impacted regularly scheduled service the music cruise would be canceled.*
  - ii) *Donovan shared that the overall impact to Long Island is not huge. Interisland travel also not a huge impact but will be inconvenient. Concerned about no 11 AM service which will be inconvenient to some. Very concerned about financial impact to a business that was described earlier. Also, very concerned about how we got here. It appears CBL was not ready. Should not have gotten to this point. Owe an apology to restaurant.*
  - iii) *Luedke agreed it has been very challenging for CBL to schedule service especially in today's environment. However, very concerned about impact to restaurant and it is unfair to the businesses on the island who, per state legislation, have no other choice to get people to their businesses. Disappointed it has come to this. Will not support the proposed change.*
  - iv) *Pizey shared it is not an impact to his island, but he is also concerned about business impact*
  - v) *Wentworth's first concern was for the impact to interisland travel. While a reduction is unfortunate, we should have seen this coming. Concerned for impact to business.*
  - vi) *Vice-President Wentworth asked to hear from Mark's perspective as Manager of the Maine State Ferry System*
  - vii) *Higgins shared that the MSFS was in the exact same situation as CBL. MSFS is in an all hands-on deck situation and still have had to cancel service. Staffing shortage is real and not just in Maine. The ferry systems in Maine are doing better than the airlines. Planned schedule reduction is much better than unscheduled cancellations which will have unintended consequences like staff burn out. Board should be supportive of the staff at CBL.*
  - viii) *Crowley suggested chartering another vessel to help with the elimination of the 11AM service*
  - ix) *Luedke suggested business should group together to change the state legislation so the business can have other options to transport customers.*
  - x) *Radis suggested using COVID related funding to accomplish Crowley's suggestion. Berg gave an overview of the eligible use of COVID funding*
  - xi) *Hoffman expressed her concern about the impact to businesses. Big concern is the bigger picture. Staffing issues were known far in advanced. Current crew is under great stress in the chaos of the summer. Concerned about CBL as a place to work and turnover. Wants to better understand the hiring practices of CBL.*
  - xii) *Wentworth agreed and suggested it be a future agenda item for Executive Committee and/or Operations Committee to discuss.*
  - xiii) *Hoffman shared that the Board should be behaving like a Board and not try to delve into details. Board should always be pushing to helping Management and holding them accountable for the big picture. It is the Board's responsibility to insist that Management be prepared to talk about bigger issue of staffing and not have to go through committees.*
  - xiv) *Berg replied they would be glad to discuss the accusations, but it was not on the agenda today, Would like to share what staff is up against. Today's meeting is for the Board to decide if they want a planned reduction or have unscheduled service cancellations which are very likely to happen.*
  - xv) *Radis said neither option is a good one. Likes Crowley's suggestion and thinks it should be investigated more. Feels the least impactful decision is a scheduled reduction.*
  - xvi) *Anderson agrees, it is a choice of the lesser of two evils. Asked for peoples thoughts on the implications to businesses of unscheduled cancellations. Secondly, would have liked to see a couple of other options like diverting a Peaks boat to the Cove.*



- xvii) *Luedke thought no one prefers unscheduled cancellations. More concerned about precedence it sets for business to go to the legislature for changes. Recognized the work Management does and how complex this is.*
- xviii) *Donovan repeated that the impact to Long Island will not be huge. Also, recognizes the challenge of the staff for the summer. The Board did not do its job by doing more due diligence.*
- xix) *Cohen concerned about impact to Business. Covid is not a surprise and mask wearing should be mandatory. A person who has applied to a job has not received any feedback. Disappointed move ahead with a boat with no numbers. I am sure there are more creative solutions. There needs to be more discussion among the Directors because CBL is in opposition of its charter in so many ways. Season business have a very short time. CBL doing a complete disservice to all but cutting service when there are other options. Music cruises should be canceled. Solely disappointed in how whole process has played out. The Board needs to be talking more.*
- xx) *Murray agrees with Anderson. Lesser of two evils. No one wants to be in this position, but a planned scheduled reduction is better so the residents and businesses can plan so he will support that.*
- xxi) *Vice President Wentworth asked if an amendment might be considered for CBL to work with outside entity or use a Peaks boat to help businesses.*
- xxii) *Discussion followed.*
- xxiii) *Crowley made a motion to amend the motion on the table by adding “encourage staff to seek alternatives to provide 11 AM service to Diamond Cove” Radis seconded the motion*
- xxiv) *Wight shared that they have good relationships with charter companies and can transport enough people for their 36-seat restaurant. Offered to talk with them. The restaurant had a record breaking month in July and most customers came via CBL.*
- xxv) *Cohen shared her thoughts about Covid funding and legislation.*
- xxvi) *Radis suggested the reduction of the shift may offset the hiring of a charter*
- xxvii) *Hoffman reminded the Board that the economic impact has not been presented so we don’t really know what it will be.*
- f) *Vice President Wentworth called for a roll call vote on the amendment.*
- g) *Berg did a roll call vote. The motion passed unanimously (11-0, Braden had left)*
- h) *Vice President Wentworth called for a roll call vote on the amended motion.*
- i) *Berg did a roll call vote. The motion passed ~~unanimously~~ (8-3) Cohen, Hoffman and Luedke voted against.*
- j) *Follow up communication to the Board from Berg later on August 4:*
  - i) *“It turns out the restaurant issue that was discussed at length this morning was only for the 11 on Saturday and Sunday which we can easily accommodate since another shift can jump on that like is done now (because there is no 5:30 and 7:45 AM on the weekend). So, the Saturday and Sunday schedule will not change for the rest of the summer schedule only the weekday schedules.”*

#### 4. Workshops

- a) There were no workshops



**5. General Information Reports**

*Berg announced that a ribbon cutting ceremony is planned to be conducted on August 16 at 2 with Senator Collins as the featured speaker. There was a discussion of the appropriateness of the event as well as Board communications and workshops.*

*Crowley announced that the Cliff Island Dock was transferred to MaineDOT*

**A. Financial Report**

*a) There was no financial report*

**B. Committee Reports**

*a) There were no committee reports*

**C. Staff Reports**

*a) Berg gave an update on the following:*

*i. Additional tent at gate 5*

*ii. Residential Boarding sign on order to be displayed on the top of the tent*

*1. Radis requested it happen sooner than later*

*2. Cohen concurred and shared other thoughts*

*3. Hoffman shared her concern that some crew members are not implementing Residential boarding properly.*

*4. Hoppin suggested to have two boarding lines, one for single ticket holders and another for multiple ticket holders*

*5. J. Donovan spoke in favor of the new gate displays*

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

*a) Executive Committee: Thursday, August 11, 2022*

*b) Finance Committee: No meeting planned*

*c) Board of Directors: No meeting planned*

*d) Operations Committee: No meeting planned*

*e) Personnel Committee: No meeting planned*

*f) Sales & Marketing Committee: No meeting planned*

*g) Government Relations Committee: No meeting planned*

*h) Pension: No meeting planned*

**6. Public Comment**

*A. Vice President Wentworth opened the floor for public comments on items not on the agenda*

*a) There were no comments*

*B. President closed the floor for public comments*

*Pottle gave an update on the pier extension work and the progress of the new vessel construction*

**7. Adjournment**

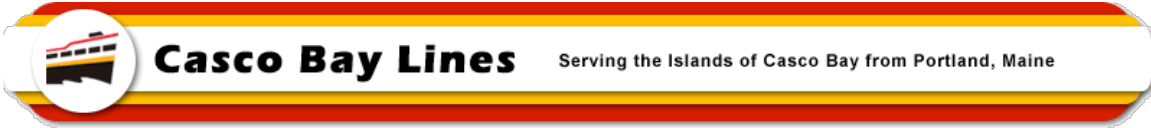
*A. Wentworth thanked the staff for all that they are doing. Crowley also thanked staff.*

*B. Hoffman moved to adjourn the meeting; Murray seconded.*

*C. Berg did a roll call vote. The motion passed (10-0; Luedke & Braden left early)*

Respectfully submitted by: \_\_\_\_\_

James Luedke, Clerk



**CASCO BAY ISLAND TRANSIT DISTRICT  
 MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
 September 22, 2022  
 In Person/Video Conference/Phone**

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

Braden (Pres)		X		
Wentworth (1 <sup>st</sup> VP)		X		
Crowley (2 <sup>nd</sup> VP)				X
Hoffman (Treasurer)		X		
Luedke (Clerk)				X
Anderson (Ast. Clk)	X	X @ 8:40		
Cohen	X			
Donovan	X			
Higgins		X		
Murray	X (Left @ 8:45)			
Pizey				X
Radis	X (Late)			

***Staff:***

Berg		X		
Gildart		X		
Greven		X		
Mavodones		X		

***Public:***

L. Heineman	X			
F. Somers	X			
J. Lavanture		X		
A.M. Baxter	X			
P. Flynn	X			
D. Courtney	X			

***Guests:***

C. Badger		X		
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**1. Call to Order:**

- A. *The Board meeting was called to order at 7:49 AM by President Braden*
- B. *It was noted that the meeting was being recorded*
- C. *President Braden asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approve the minutes of the June 23, 2022 Board of Directors meeting**

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Wentworth moved to approve the minutes included in the Board packet; Hoffman seconded.*
- C. *President Braden opened the floor to Board comments. There were no comments.*
- D. *President Braden called for a roll call vote of the minutes*
- E. *Berg did a roll call vote. The motion passed unanimously (8-0; Radis had not joined yet)*

**3. Business**

- A. *Consideration and action on FY 2023 Operating Budget including a report from the Finance Committee*
  - a) *President Braden asked Berg to introduce the topic which he did*
  - b) *Treasurer Hoffman shared her thoughts including her concern about a possible trend of increasing operating loss before grants are applied. Hoffman also noted that in FY2024 CARES act funding will no longer be available. She thanked the Finance Committee for their work.*
  - c) *Greven gave an overview of the proposed budget*
  - d) *President Braden shared his thoughts including considering a long-range budget and the Board conducting a strategic planning retreat to develop goals.*
  - e) *Hoffman agreed with having a long-range budget but noted that it required a lot of work and staff not able to do it without hiring an additional person.*
  - f) *Discussion followed about a Board strategic planning session to set goals to be used as a guide for a 5-year plan.*
  - g) *President Braden opened the floor to the public*
    - i) *J. Lavanture (member of the Finance Committee) supported the budget as presented and is in favor of a five year plan.*
    - ii) *No other public attendees had comments*
  - h) *President Braden opened the floor to the Board*
    - i) *Radis was concerned that expenses were increasing and CARES act going away. Would like to start cutting expenses now*
    - ii) *Greven shared that the three major expense items accounting for 82% of expenses were personnel, fuel and maintenance. All three could be reduced with a reduction in service.*
    - iii) *Radis asked that the District use Revision Energy for green energy to save 15% of electric bill. Berg responded that the savings is only for the electrical power supply part of the bill and not distribution, Berg also shared that an energy consultant recommended not doing that at this point. Radis asked that a report be written by the consultant*
    - iv) *Hoffman shared that the Finance Committee had a robust discussion about the budget and would be glad to share with him*
    - v) *Cohen shared her thoughts about a five year plan, 2015 Board goals and scheduled service*
  - i) *Treasurer Hoffman moved to approve the FY2023 budget as presented; Higgins seconded.*
  - j) *President Braden opened the floor to Board comments. There were no further comments.*
  - k) *President Braden called for a roll call vote*
  - l) *Berg did a roll call vote. The motion passed unanimously (9-0)*
- B. *Consideration and action on FY 2023 Long Range Capital Plan including a report from the Finance Committee*
  - a) *This item was postponed until the October Board meeting*
- C. *Executive Session*
  - a) *Consultation with the District's attorney pursuant to 1 M.R.S.A. Section 405(6) (E)*
    - (1) *This item was moved out of order to the end of the meeting*

**4. Workshops**

- A. *Discussion regarding the level of detail of the Board of Directors' meeting minutes*
  - a) *This item was postponed until the October Board meeting*

**5. General Information Reports**

**A. Financial Report**

a) *Greven gave an overview of the June Financials. There were no questions*

**B. Committee Reports**

a) *There were no committee reports*

**C. Staff Reports**

a) *Berg gave a status update including increase of Overdoses, increase in restroom graffiti which was followed by discussion about public restrooms in Portland*

b) *Berg gave an update on the following:*

i) *Ribbon cutting ceremony on 8/16/2022*

ii) *Employee recognition programs implemented during the summer*

iii) *New Residential Boarding Area sign at the terminal*

iv) *New gates on the water side*

v) *Presentations at Island Institute Climate symposium, Portland Marine Society and Island Institute's virtual island summit*

vi) *Maquoit funding including commitments by PACTS and submittal to two FTA discretionary grant programs*

**6. General Announcements**

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

b) *Executive Committee: Thursday, October 6, 2022*

c) *Operations Committee: Thursday, October 13, 2022*

d) *Finance Committee: Wednesday, October 26, 2022*

e) *Board of Directors: Thursday, October 27, 2022*

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 Braden opened the floor for public comments on items not on the agenda*

a) *There were no comments*

B. *President closed the floor for public comments*

**8. Executive Session (taken out of order)**

A. *Wentworth made a motion to go into Executive session for Consultation with the District's attorney pursuant to 1 M.R.S.A. Section 405(6) (E); Anderson Seconded*

B. *President Braden opened the floor to comments. There were no comments.*

C. *President Braden called for a roll call vote of the minutes*

D. *Berg did a roll call vote. The motion passed unanimously (9-0)*

E. *Public members were asked to leave, and the Webex virtual meeting was locked down so no public members could gain access.*

F. *Recording was stopped*

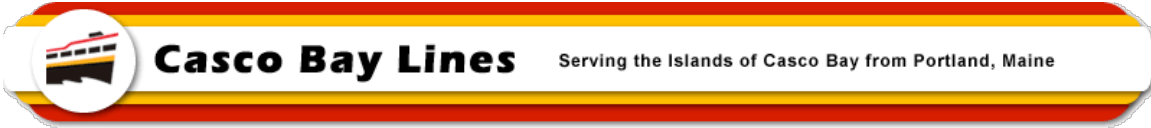
G. *The Board came out of Executive session at 10:40AM*

**9. Adjournment**

A. *There was no longer a quorum, so the meeting was adjourned by consensus*

Respectfully submitted by: \_\_\_\_\_

Steve Anderson, Assistant Clerk



**CASCO BAY ISLAND TRANSIT DISTRICT**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING OF**  
**October 27, 2022**  
 In Person/Video Conference/Phone

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

Braden (Pres)		X		
Wentworth (1 <sup>st</sup> VP)				X
Crowley (2 <sup>nd</sup> VP)	X			
Hoffman (Treasurer)		X		
Luedke (Clerk)		X		
Anderson (Ast. Clk)		X (left early)		
Cohen		X		
Donovan		X		
Higgins		X		
Murray	X			
Pizey		X		
Radis		X		

***Staff:***

Berg		X		
Bishop		X		
Gildart		X		
Greven		X		
Mavodones		X		

***Public:***

F. Somers	X			
B. Coughlin	X			

***Guests:***

R. Smith	X			
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**1. Call to Order:**

- A. *The Board meeting was called to order at 7:45 AM by President Braden*
- B. *It was noted that the meeting was being recorded*
- C. *President Braden asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approval of the August 4, 2022 and September 22, 2022 meeting minutes**

- A. *This item was postponed until the November Board meeting*

**3. Business**

- A. *Selection of a Nominating Committee to bring forth a recommendation for a slate of Officers at the November 17, 2022 Board meeting*
  - a) *Berg explained the purpose and process.*
  - b) *Berg sent a link to all Directors present explaining that the results will be announced later in this meeting*
- D. *Executive Session*
  - a) *Discussion of General Manager's evaluation pursuant to 1 M.R.S.A. Section 405(6) (A)*
    - (1) *This item was moved out of order*
    - (2) *Radis made a motion to go into Executive session for discussion of General Manager's evaluation pursuant to 1 M.R.S.A. Section 405(6) (A); Cohen Seconded*
    - (3) *President Braden opened the floor to comments. There were no comments.*
    - (4) *President Braden called for a roll call vote*
    - (5) *Berg did a roll call vote. The motion passed unanimously (10-0, Murray had not arrived yet)*
    - (6) *Recording was paused and Public members and staff were asked to leave, and the Webex virtual meeting was locked down so no public members could gain access.*
    - (7) *The Board came out of the Executive session. Anderson left. Berg & Greven rejoined and the recording was resumed*
- B. *Discussion and acknowledgement of the receipt of the FY2021 Annual Independent Financial Audit Report for year ended 09/30/2021 including a report from the Finance Committee*
  - a) *There was a discussion about postponing the discussion and vote. It was decided to conduct a vote and have a further discussion at the November Board meeting*
  - b) *President Braden asked if there was motion*
  - c) *Donovan made a motion for the Board to acknowledge the receipt of the FY2021 Annual Independent Financial Audit Report for year ended 09/30/2021; Pizey seconded*
  - d) *President Braden opened the floor to comments. There were no comments.*
  - e) *President Braden called for a roll call vote*
  - f) *Berg did a roll call vote. The motion passed unanimously (11-0)*
- C. *Consideration and action on FY 2023 Long Range Capital Plan including a report from the Finance Committee*
  - a) *This item was postponed until the November Board meeting*

**4. Workshops**

- A. *Discussion regarding the level of detail of the Board of Directors' meeting minutes*
  - a) *This item was postponed until the November Board meeting*

**5. General Information Reports**

**A. Financial Report**

- a) *There was no report*

**B. Committee Reports**

- a) *There were no committee reports*

**C. Staff Reports**

- i) *The result of the secret ballots for the nominating committee were announced: Donovan, Crowley and Hoffman*
- ii) *Berg reported the following*
  - (1) *New gates were installed to block off the water side at night for bike protection and were put into operation live 10/25/2022.*
  - (2) *Quiet area soft opening last week*



- (3) *Director of Finance & HR search Progress*
  - (a) *Posting live 10/25/2022*
  - (b) *3 weeks live and initial screening*
  - (c) *Week dec 5 first round of onsite interviews*
  - (d) *Week dec 12 second round interviews with internal hiring team*
  - (e) *Reference and background checks*
  - (f) *Goal is to have an offer out by Dec 19*
- (4) *Collins/Pingree Letter of Support for Ferry Boat Discretionary Grant submittal*

**6. General Announcements**

- A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)
  - a) *Executive Committee:* *Thursday, November 3, 2022*
  - b) *Personnel Committee:* *Thursday, November 3, 2022*
  - c) *Operations Committee:* *TBD*
  - d) *Finance Committee:* *TBD*
  - e) *Board of Directors:* *Thursday, November 17, 2022*
  - f) *Sales & Marketing Committee:* *No meeting planned*
  - g) *Government Relations Committee:* *No meeting planned*
  - h) *Pension Committee:* *No meeting planned*

**7. Public Comment**

- A. *There were no public members present*

**8. Directors Comment**

- B. *President Braden opened the floor for Director comments on items not on the agenda*
  - a) *Cohen shared her concern about customer service and communications*
  - b) *Donovan thanked Greven and shared a concern about the new bus stop not having a shelter. Murray volunteered to discuss with City Manager and/or Metro's Executive Director.*
  - c) *Luedke wanted a date set for implementation of ticket scanning*
  - d) *Crowley thanked Greven and would like a report from the wellness center on how well the quiet area was working*
  - e) *Hoffman thanked Greven for his service.*
- C. *President closed the floor for public comments*

**9. Adjournment**

- A. *Crowley moved to adjourn the meeting; Max seconded.*
- B. *Berg did a roll call vote. The motion passed (10-0; Anderson left early)*

Respectfully submitted by: \_\_\_\_\_  
James Luedke, Clerk

## **Agenda Item 3a**

**Consideration and action on the FY2023 Long Range Capital Funding Plan including a report from the Finance Committee**

1. 2023:
  - a. Added \$1,000,000 for Side Loading Ramp Construction
  - b. Moved \$400k for electronic suite upgrade to 2027
  - c. Updated dry dock plan based on current engine hours and delay of Machigonne replacement
  - d. *Updated Vessel and Terminal PM amounts based on FY2023 operating budget*
2. 2024:
  - a. Updated dry dock plan based on current engine hours and delay of Machigonne replacement
  - b. Moved vessel electronic suite upgrade to 2027
  - c. *Updated Vessel and Terminal PM amounts based on FY2023 operating budget*
3. 2025
  - a. Updated dry dock plan based on current engine hours and delay of Machigonne replacement
  - b. Increased cost of forklift and van replacements for electrification
  - c. *Updated Vessel and Terminal PM amounts based on FY2023 operating budget*
4. 2026
  - a. Updated dry dock plan based on current engine hours and delay of Machigonne replacement
  - b. *Updated Vessel and Terminal PM amounts based on FY2023 operating budget*
5. 2027
  - a. Added \$400k for electronic suite upgrade from 2024
  - b. Updated dry dock plan based on current engine hours and delay of Machigonne replacement
  - c. *Updated Vessel and Terminal PM amounts based on FY2023 operating budget*



**CBITD FY2023 Long Range Capital & PM Plan**

Totals include Indirect Cost Allocation

**SUMMARY** 9/13/2022

	FY	2023			2024			2025			2026			2027		
		Total	Fed	Local	Total	Fed	Local	Total	Fed	Local	Total	Fed	Local	Total	Fed	Local
<b>Capital</b>																
Facility PM & SOGR		\$ 1,309,000	\$ 1,047,200	\$ 261,800	\$ -	\$ -	\$ -	\$ 314,160	\$ 251,328	\$ 62,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vessels PM & SOGR		\$ 3,756,830	\$ 3,005,464	\$ 751,366	\$ 222,530	\$ 178,024	\$ 44,506	\$ 176,715	\$ 141,372	\$ 35,343	\$ 196,350	\$ 157,080	\$ 39,270	\$ 523,600	\$ 418,880	\$ 104,720
Saftey & Security PM & SOGR		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Service PM & SOGR		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office PM & SOGR		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,805	\$ 151,844	\$ 37,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Total</b>		\$ 5,065,830	\$ 4,052,664	\$ 1,013,166	\$ 222,530	\$ 178,024	\$ 44,506	\$ 680,680	\$ 544,544	\$ 136,136	\$ 196,350	\$ 157,080	\$ 39,270	\$ 523,600	\$ 418,880	\$ 104,720

**CBITD FY2023 Long Range Capital & PM Plan**

Project costs only; Indirect Cost Allocation not included

9/13/2022

**DETAILS**

FFY

FY

Notes Priority

2023

2023

2024

2024

2025

2025

2026

2026

2027

2027

**Capital**

		Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other
<b>Facility</b>	Terminal Renovation																
	Terminal Renovation																
	Terminal Renovation Phase 2 Site work																
	Terminal Renovation Phase 2 Structural																
	Gate 4 Ramp Hoist & Winches					\$ 50,000	\$ 40,000	\$ 10,000									
	Gate 5 Side Loading Ramp	\$ 1,000,000	\$ 800,000	\$ 200,000													
<b>Equipment</b>	Forklift Replacements (2) (Electric in 2025)					\$ 120,000	\$ 96,000	\$ 24,000									
	Service Van Replacement (Electric in 2025)					\$ 70,000	\$ 56,000	\$ 14,000									
	Shrink wrap machine																
<b>Vessels</b>	Note: For dry docks see below																
	<b>Electronic Suite Upgrade</b>													\$ 400,000	\$ 320,000	\$ 80,000	
	<b>Electrification of ferry &amp; onsite battery storage</b>	\$ 2,500,000	\$ 2,000,000	\$ 500,000													
	<b>Machigonne</b>																
	PM Overhaul Main Engines	4 years															
	PM Replace/Overhaul Large Generator	5 years															
	PM Replace/Overhaul Small Generator	5 years															
	PM Replace/Overhaul Steering	5 years															
	Replacement Vessel (2017)																
	Design																
	Construction																
	PM Replace Propellers																
	PM Overhaul electrical system																
	<b>Maquoit</b>					\$ 150,000	\$ 120,000	\$ 30,000									
	PM Overhaul Main Engines	4 years															
	PM Replace/Overhaul Generators	5 years															
	PM Replacement Vessel (2023)																
	Design																
	Construction																
	Boiler																
	Vehicle loading platform																
	<b>Aucocisco</b>																
	PM Overhaul Main Engines	8 years	\$ 130,000	\$ 104,000	\$ 26,000												
	PM Replace/Overhaul Generators	5 years	\$ 20,000	\$ 16,000	\$ 4,000	\$ 20,000	\$ 16,000	\$ 4,000									
	<b>Bay Mist</b>					\$ 135,000	\$ 108,000	\$ 27,000									
	PM Overhaul Main Engines																
	PM Replace/Overhaul Generators		\$ 20,000	\$ 16,000	\$ 4,000												
	PM Roof work		\$ 200,000	\$ 160,000	\$ 40,000												
	PM Replace Carpet																
	Replace Chairs & Tables																
	<b>Wabanaki</b>									\$ 150,000	\$ 120,000	\$ 30,000					
	PM Overhaul Main Engines	8 years															
	PM Replace/Overhaul Generators	5 years															
	Crane																
	Enhancements to improve safety and operational readiness																

**CBITD FY2023 Long Range Capital & PM Plan**

**DETAILS**

Project costs only; Indirect Cost Allocation not included

9/13/2022

	Notes	Priority	2023				2024				2025				2026				2027			
			Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other
<b>Safety &amp; Security</b>																						
<i>Terminal Generator</i>																						
<i>Security</i>																						
<i>Door locks (terminal &amp; vessels)</i>																						
<i>AIS</i>																						
<b>Customer Service</b>																						
<i>Website</i>																						
<i>AVL/Real Time Passenger Information Replacement</i>																						
<i>AVL/Real Time Passenger Information Displays</i>																						
<i>Electronic Ticketing</i>																						
<i>Ticketing System Replacement</i>																						
<b>Office</b>																						
<i>Copier/Scanner/Fax</i>																						
<i>Computers/Servers</i>																						
<i>Tech like Accounting System / Near Field communication</i>																						
<i>PM software</i>																						
CBITD Capital Projects Sub-Total			\$ 3,870,000	\$ 3,096,000	\$ 774,000	\$-	\$ 170,000	\$ 136,000	\$ 34,000	\$-	\$ 520,000	\$ 416,000	\$ 104,000	\$-	\$ 150,000	\$ 120,000	\$ 30,000	\$-	\$ 400,000	\$ 320,000	\$ 80,000	\$-

## **Agenda Item 3b**

### **Executive Session**

**MOTION FOR EXECUTIVE SESSION**

**MOTION:** To go into Executive Session for a discussion of the General Manager's annual evaluation pursuant to 1 M.R.S.A Section 405(6) (A)

**RESOLVED:** To perform annual evaluation of General Manager's performance and compensation

## **Agenda Item 3ca**

**Acceptance of CBITD's Clerk's certification of the election results**

## **AGENDA ITEM 3ca1**

AGENDA ITEM 3a: Accept Clerk's Certification of the November 8, 2022  
Election Results

MOTION before the Board:

I move that the Board adopt the attached tabulation of the 2022 CBITD  
Director's Election, which comes directly from the Official Return of Votes  
and Certified by CBITD Clerk



**Agenda item 3ca2**

**Insert clerk certified election tabulations**

**BOARD MEMBER LIST & TERMS – As of November 9, 2022**

Steve Anderson	Peaks Island	Term Expires: 2023
Max Pizey	Little Diamond Island	Term Expires: 2023
James Luedke	Great Diamond Island	Term Expires: 2023
Chuck Radis	Islands at Large	Term Expires: 2024
Jean Hoffman	Peaks Island	Term Expires: 2024
Joe Donovan	Long Island	Term Expires: 2024
Polly Wentworth	Chebeague Island	Term Expires: 2024
Jennifer Lavanture*	Peaks Island	Term Expires: 2025
Sharoan Cohen*	Islands at Large	Term Expires: 2025
Dave Crowley *	Cliff Island	Term Expires: 2025
Mark Higgins	MDOT	Appointed
Mike Murray	City of Portland	Appointed

- Unofficial results of 2022 election

## **Agenda Item 3cb**

**Oath of Office for newly elected Directors**

**AGENDA ITEM 3cb1**

CASCO BAY ISLAND TRANSIT DISTRICT

OATH OF OFFICE

DATED: November 17, 2022

Oath of Office: Newly Elected Director(s)

As an officer of the Casco Bay Island Transit District Board of Directors, it is at this time my duty to ask the newly elected Directors to pledge: “Will you be ever mindful of the public responsibility of your elective office, and to do your best for the operation of this ferry boat agency that serves the people of Casco Bay?”

If you so agree, signify by saying, “I will”

Administered by:

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

Sharoan Cohen\*, Peaks Island Representative

Dave Crowley\*, Cliff Island Representative

Jennifer Lavanture\*, Islands at Large Representative

\*Unofficial 2022 Election results

## **Agenda Item 3cc**

### **Nomination of new Board Officers**

**2022 CBITD Nominating Committee Nominations**

11/16/2022

<b>CBITD Offices</b>	<b>Nominating Committee Officer Nominations</b>
President*	
1st Vice President*	
2nd Vice President*	
Treasurer*	
Clerk	
Assitant Clerk	

\* Member of Executive Committee

## **Agenda Item 3cd**

**Election and oath of office for newly elected Board Officers**



**AGENDA ITEM 3cd**

**CASCO BAY ISLAND TRANSIT DISTRICT**

**OATH OF OFFICE  
NEWLY ELECTED BOARD OFFICERS  
NOVEMBER 17, 2022**

**Oath of Office: Newly Elected Board Officers of the CBITD Board of Directors**

As the Clerk of the Casco Bay Island Transit District, it is at this time my duty to ask the newly elected Board Officers of the CBITD Board of Directors to “pledge to be ever mindful of the public responsibility of their elective office, and to do their best for the operation of this ferry boat agency that serves the people of Casco Bay”.

If you so agree signify by saying, “I will”.

Administered by:

\_\_\_\_\_  
CBITD Board Clerk

\_\_\_\_\_  
Date

<b>President</b>	<b>XXXX</b>
<b>1<sup>st</sup> Vice President</b>	<b>XXXX</b>
<b>2<sup>nd</sup> Vice President</b>	<b>XXXX</b>
<b>Treasurer</b>	<b>XXXX</b>
<b>Clerk</b>	<b>XXXX</b>
<b>Assistant Clerk</b>	<b>XXXX</b>

CBITD SEAL

## **Agenda Item 3d**

**Consideration and action to direct staff to release a request for proposals for an independent auditor to performance a full audit including federal and state compliance audits as required by the Federal Transit Administration and the state of Maine.**

## **Agenda Item 4a**

**Discussion regarding the level of detail of the Board of Directors'  
meeting minutes**

## **Agenda Item 5**

### **Reports:**

**Financial**

**Committee**

**Staff**

**CBITD Revenues and Expenses  
Summary**

	FY2022 BUDGET	AUGUST				FISCAL YEAR TO DATE				PREVIOUS	FY22 vs.
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	FY21
<b>REVENUES</b>											
SCH SERVICE	\$4,481,093	\$ 825,516	\$ 843,208	\$ 17,692	2.1%	\$ 3,952,462	\$ 4,464,605	\$ 512,143	13.0%	\$ 4,495,420	-0.7%
GR SALES	\$1,033,574	\$ 306,558	\$ 163,903	\$ (142,655)	-46.5%	\$ 884,172	\$ 578,328	\$ (305,844)	-34.6%	\$ 98,622	486.4%
MISC	\$51,390	\$ 4,070	\$ 2,251	\$ (1,819)	-44.7%	\$ 47,220	\$ 17,633	\$ (29,587)	-62.7%	\$ 146,488	-88.0%
<b>TOTAL REVENUES</b>	<b>\$5,566,057</b>	<b>\$ 1,136,144</b>	<b>\$ 1,009,362</b>	<b>\$ (126,782)</b>	<b>-11.2%</b>	<b>\$ 4,883,854</b>	<b>\$ 5,060,566</b>	<b>\$ 176,712</b>	<b>3.6%</b>	<b>\$ 4,740,530</b>	<b>6.8%</b>
<b>EXPENSES</b>											
PERSONNEL	\$4,691,875	\$ 565,187	\$ 498,066	\$ 67,121	11.9%	\$ 4,308,874	\$ 4,215,156	\$ 93,718	2.2%	\$ 4,987,166	15.5%
VESSELS	\$2,115,819	\$ 113,928	\$ 188,465	\$ (74,537)	-65.4%	\$ 2,017,397	\$ 2,052,973	\$ (35,576)	-1.8%	\$ 2,205,132	6.9%
OPERATIONS	\$765,876	\$ 71,833	\$ 104,251	\$ (32,418)	-45.1%	\$ 701,844	\$ 801,282	\$ (99,438)	-14.2%	\$ 901,088	11.1%
TERMINAL	\$352,266	\$ 29,391	\$ 43,416	\$ (14,025)	-47.7%	\$ 322,176	\$ 372,456	\$ (50,280)	-15.6%	\$ 357,905	-4.1%
SALES	\$336,570	\$ 46,365	\$ 22,092	\$ 24,273	52.4%	\$ 289,893	\$ 185,622	\$ 104,271	36.0%	\$ 80,155	-131.6%
DEBT SERVICE	\$0	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
PROVISION FOR DEF RED	\$0	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>TOTAL EXPENSES</b>	<b>\$8,262,406</b>	<b>\$ 826,704</b>	<b>\$ 856,291</b>	<b>\$ (29,586)</b>	<b>-3.6%</b>	<b>\$ 7,640,184</b>	<b>\$ 7,627,490</b>	<b>\$ 12,695</b>	<b>0.2%</b>	<b>\$ 8,531,446</b>	<b>10.6%</b>
<b>OPERATING SURPLUS/LOSS</b>	<b>-\$2,696,349</b>	<b>\$ 309,440</b>	<b>\$ 153,071</b>	<b>\$ (156,369)</b>	<b>50.5%</b>	<b>\$ (2,756,330)</b>	<b>\$ (2,566,925)</b>	<b>\$ 189,405</b>	<b>6.9%</b>	<b>\$ (3,790,916)</b>	<b>32.3%</b>
<b>OP GRANT REVENUES</b>											
FTA PM REVENUE	\$0	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 4,358	\$ 4,358	0.0%	\$ -	0.0%
FTA RURAL REVENUE	\$516,862	\$ -	\$ -	\$ -	0.0%	\$ 516,862	\$ 713,678	\$ 196,816	38.1%	\$ 947,219	-24.7%
FTA OPERATING REVENUE	\$2,110,410	\$ -	\$ -	\$ -	0.0%	\$ 2,110,410	\$ 2,351,342	\$ 240,932	11.4%	\$ 3,199,550	-26.5%
STATE SUBSIDY REVENUE	\$68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ 68,444	\$ -	0.0%	\$ 68,444	0.0%
<b>TOTAL OP GRANT RESERVES</b>	<b>\$2,695,716</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 2,695,716</b>	<b>\$ 3,137,822</b>	<b>\$ 442,106</b>	<b>16.4%</b>	<b>\$ 4,215,213</b>	<b>-25.6%</b>
<b>SURPLUS/LOSS</b>	<b>-\$633</b>	<b>\$ 309,440</b>	<b>\$ 153,071</b>	<b>\$ (156,369)</b>	<b>50.5%</b>	<b>\$ (60,614)</b>	<b>\$ 570,897</b>	<b>\$ 631,511</b>	<b>1041.9%</b>	<b>\$ 424,297</b>	<b>34.6%</b>

**CBITD Revenues and Expenses  
Overview**

	FY2022 BUDGET	AUGUST				FISCAL YEAR TO DATE				PREVIOUS	FY22 vs. FY21
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
<b>REVENUES</b>											
PASSENGER	\$ 2,529,205	\$ 512,132	\$ 515,716	\$ 3,584	0.7%	\$ 2,230,815	\$ 2,283,875	\$ 53,060	2.4%	\$ 2,249,273	1.5%
VEHICLE	\$ 1,029,036	\$ 175,588	\$ 194,390	\$ 18,802	10.7%	\$ 897,228	\$ 1,262,963	\$ 365,735	40.8%	\$ 1,189,938	6.1%
FREIGHT	\$ 850,852	\$ 131,796	\$ 125,706	\$ (6,090)	-4.6%	\$ 758,419	\$ 841,209	\$ 82,790	10.9%	\$ 988,309	-14.9%
MAIL	\$ 72,000	\$ 6,000	\$ 7,397	\$ 1,397	23.3%	\$ 66,000	\$ 76,559	\$ 10,559	16.0%	\$ 67,898	12.8%
<b>TOTAL</b>	<b>\$ 4,481,093</b>	<b>\$ 825,516</b>	<b>\$ 843,208</b>	<b>\$ 17,692</b>	<b>2.1%</b>	<b>\$ 3,952,462</b>	<b>\$ 4,464,605</b>	<b>\$ 512,143</b>	<b>13.0%</b>	<b>\$ 4,495,420</b>	<b>-0.7%</b>
<b>GR SALES</b>											
TOURS	\$ 599,351	\$ 186,890	\$ 98,824	\$ (88,066)	-47.1%	\$ 510,035	\$ 358,484	\$ (151,551)	-29.7%	\$ 75,872	0.0%
CHARTERS	\$ 224,500	\$ 63,000	\$ 29,275	\$ (33,725)	0.0%	\$ 193,000	\$ 98,375	\$ (94,625)	0.0%	\$ 5,525	0.0%
CATERING	\$ 168,550	\$ 55,500	\$ 29,486	\$ (26,014)	0.0%	\$ 142,300	\$ 90,068	\$ (52,232)	0.0%	\$ 900	0.0%
VENDING	\$ 8,000	\$ 1,000	\$ 363	\$ (637)	-63.7%	\$ 7,250	\$ 1,820	\$ (5,430)	-74.9%	\$ 2,268	-19.8%
PROMOTIONAL	\$ 9,000	\$ -	\$ 238	\$ 238	0.0%	\$ 9,000	\$ 2,743	\$ (6,257)	-69.5%	\$ 6,294	0.0%
ADVERTISING	\$ 24,173	\$ 168	\$ -	\$ (168)	-100.0%	\$ 22,587	\$ 18,002	\$ (4,585)	-20.3%	\$ 7,762	0.0%
<b>TOTAL</b>	<b>\$ 1,033,574</b>	<b>\$ 306,558</b>	<b>\$ 163,903</b>	<b>\$ (142,655)</b>	<b>-46.5%</b>	<b>\$ 884,172</b>	<b>\$ 578,328</b>	<b>\$ (305,844)</b>	<b>-34.6%</b>	<b>\$ 98,622</b>	<b>486.4%</b>
<b>OTHER INCOME</b>											
MISC	\$ 11,140	\$ 870	\$ -	\$ (870)	-100.0%	\$ 10,270	\$ 8,193	\$ (2,077)	-20.2%	\$ 137,620	-94.0%
INTEREST	\$ 40,250	\$ 3,200	\$ -	\$ (3,200)	-100.0%	\$ 36,950	\$ 9,441	\$ (27,509)	-74.4%	\$ 8,867	6.5%
<b>TOTAL</b>	<b>\$ 51,390</b>	<b>\$ 4,070</b>	<b>\$ 2,251</b>	<b>\$ (4,070)</b>	<b>-100.0%</b>	<b>\$ 47,220</b>	<b>\$ 17,633</b>	<b>\$ (29,586)</b>	<b>-62.7%</b>	<b>\$ 146,488</b>	<b>-88.0%</b>
						\$ -					
<b>TOTAL OP REVENUES</b>	<b>\$ 5,566,057</b>	<b>\$ 1,136,144</b>	<b>\$ 1,009,363</b>	<b>\$ (129,033)</b>	<b>-11.4%</b>	<b>\$ 4,883,854</b>	<b>\$ 5,060,565</b>	<b>\$ 176,713</b>	<b>3.6%</b>	<b>\$ 4,740,529</b>	<b>6.8%</b>

**CBITD Revenues and Expenses  
Overview**

	FY2022 BUDGET	AUGUST				FISCAL YEAR TO DATE				PREVIOUS	FY22 vs. FY21
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
<b>EXPENSES</b>											
<b>PERSONNEL</b>											
PAYROLL	\$ 3,458,349	\$ 449,937	\$ 389,303	\$ 60,634	13.5%	\$ 3,177,202	\$ 3,123,265	\$ 53,937	1.7%	\$ 3,877,345	19.4%
TAXES	\$ 264,564	\$ 34,421	\$ 29,132	\$ 5,289	15.4%	\$ 243,057	\$ 231,145	\$ 11,912	4.9%	\$ 294,155	21.4%
EMPLOYEE INSURANCE	\$ 496,411	\$ 42,264	\$ 39,318	\$ 2,946	7.0%	\$ 454,145	\$ 434,122	\$ 20,023	4.4%	\$ 408,779	-6.2%
EMPLOYEE RELATED EXP	\$ 34,015	\$ 2,020	\$ 3,768	\$ (1,748)	-86.5%	\$ 32,475	\$ 28,119	\$ 4,356	13.4%	\$ 43,275	35.0%
PENSION	\$ 438,536	\$ 36,545	\$ 36,545	\$ -	0.0%	\$ 401,995	\$ 398,505	\$ 3,490	0.9%	\$ 363,611	-9.6%
<b>TOTAL</b>	<b>\$ 4,691,875</b>	<b>\$ 565,187</b>	<b>\$ 498,066</b>	<b>\$ 67,121</b>	<b>11.9%</b>	<b>\$ 4,308,874</b>	<b>\$ 4,215,156</b>	<b>\$ 93,718</b>	<b>2.2%</b>	<b>\$ 4,987,166</b>	<b>15.5%</b>
<b>VESSELS</b>											
REPAIRS	\$ 1,484,750	\$ 52,550	\$ 45,927	\$ 6,623	12.6%	\$ 1,435,700	\$ 1,364,040	\$ 71,660	5.0%	\$ 1,573,238	13.3%
FUEL	\$ 551,869	\$ 54,778	\$ 136,278	\$ (81,500)	-148.8%	\$ 509,097	\$ 620,078	\$ (110,981)	-21.8%	\$ 565,389	-9.7%
INSURANCE	\$ 79,200	\$ 6,600	\$ 6,260	\$ 340	5.2%	\$ 72,600	\$ 68,855	\$ 3,745	5.2%	\$ 66,506	-3.5%
<b>TOTAL</b>	<b>\$ 2,115,819</b>	<b>\$ 113,928</b>	<b>\$ 188,465</b>	<b>\$ (74,537)</b>	<b>-65.4%</b>	<b>\$ 2,017,397</b>	<b>\$ 2,052,973</b>	<b>\$ (35,576)</b>	<b>-1.8%</b>	<b>\$ 2,205,132</b>	<b>6.9%</b>
<b>OPERATIONS</b>											
TELEPHONE	\$ 22,440	\$ 1,870	\$ 1,367	\$ 503	26.9%	\$ 20,570	\$ 22,764	\$ (2,194)	-10.7%	\$ 18,008	-26.4%
MAIL AGENT	\$ 11,220	\$ 935	\$ 935	\$ -	0.0%	\$ 10,285	\$ 10,285	\$ -		\$ 10,285	0.0%
OFFICE	\$ 7,500	\$ 625	\$ 799	\$ (174)	-27.8%	\$ 6,875	\$ 9,645	\$ (2,770)	-40.3%	\$ 8,903	-8.3%
CREDIT CARD	\$ 141,496	\$ 27,360	\$ 33,101	\$ (5,741)	-21.0%	\$ 112,616	\$ 147,048	\$ (34,432)	-30.6%	\$ 130,736	-12.5%
POSTAGE	\$ 3,360	\$ 280	\$ 928	\$ (648)	-231.4%	\$ 3,080	\$ 4,855	\$ (1,775)	-57.6%	\$ 3,627	-33.9%
TRAVEL	\$ 16,500	\$ 400	\$ -	\$ 400	100.0%	\$ 16,100	\$ 3,238	\$ 12,862	79.9%	\$ 7,840	58.7%
DAMAGES	\$ 22,950	\$ 4,100	\$ 713	\$ 3,387	0.0%	\$ 21,150	\$ 6,128	\$ 15,022	71.0%	\$ 9,069	32.4%
OTHER INSURANCES	\$ 29,880	\$ 2,490	\$ 4,335	\$ (1,845)	-74.1%	\$ 27,390	\$ 48,503	\$ (21,113)	-77.1%	\$ 37,404	-29.7%
MISCELLANEOUS	\$ 16,481	\$ 3,517	\$ (335)	\$ 3,852	109.5%	\$ 15,420	\$ 4,167	\$ 11,253	73.0%	\$ 19,286	78.4%
BARGE SUBCONTRACTING	\$ 8,500	\$ -	\$ 1,365	\$ (1,365)	0.0%	\$ 6,500	\$ 9,300	\$ (2,800)	-43.1%	\$ 268,000	96.5%
PROFESSIONAL	\$ 99,480	\$ 6,220	\$ 5,898	\$ 322	5.2%	\$ 93,210	\$ 75,649	\$ 17,561	18.8%	\$ 65,307	-15.8%
DUES & PUC	\$ 20,975	\$ 4,000	\$ 123	\$ 3,877	0.0%	\$ 20,975	\$ 4,729	\$ 16,246	0.0%	\$ 17,076	72.3%
UNIFORMS	\$ 23,685	\$ 350	\$ 1,087	\$ (737)	-210.6%	\$ 23,335	\$ 19,161	\$ 4,174	17.9%	\$ 9,275	-106.6%
TRAINING	\$ 12,550	\$ 450	\$ 15	\$ 435	96.7%	\$ 12,100	\$ 3,534	\$ 8,566	70.8%	\$ 118	0.0%
<b>TOTAL</b>	<b>\$ 765,876</b>	<b>\$ 71,833</b>	<b>\$ 104,251</b>	<b>\$ 2,266</b>	<b>3.2%</b>	<b>\$ 701,844</b>	<b>\$ 801,282</b>	<b>\$ 20,600</b>	<b>2.9%</b>	<b>\$ 901,088</b>	<b>11.1%</b>



**CBITD Revenues and Expenses  
Overview**

	FY2022 BUDGET	AUGUST				FISCAL YEAR TO DATE				PREVIOUS	FY22 vs. FY21
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
<b>EXPENSES</b>											
<b>TERMINAL</b>											
UTILITIES	\$ 63,999	\$ 4,219	\$ 3,908	\$ 311	7.4%	\$ 59,776	\$ 62,820	\$ (3,044)	-5.1%	\$ 54,614	-15.0%
JANITORIAL	\$ 95,940	\$ 8,200	\$ 7,727	\$ 473	5.8%	\$ 87,860	\$ 98,134	\$ (10,274)	-11.7%	\$ 75,444	-30.1%
RENT	\$ 35,940	\$ 2,995	\$ 2,995	\$ -	0.0%	\$ 32,945	\$ 32,949	\$ (4)	0.0%	\$ 34,282	3.9%
MAINTENANCE	\$ 156,387	\$ 13,977	\$ 28,785	\$ (14,808)	-105.9%	\$ 141,595	\$ 178,554	\$ (36,959)	-26.1%	\$ 193,565	7.8%
<b>TOTAL</b>	<b>\$ 352,266</b>	<b>\$ 29,391</b>	<b>\$ 43,416</b>	<b>\$ (14,025)</b>	<b>-47.7%</b>	<b>\$ 322,176</b>	<b>\$ 372,456</b>	<b>\$ (50,280)</b>	<b>-15.6%</b>	<b>\$ 357,905</b>	<b>-4.1%</b>
<b>SALES</b>											
ADVERTISING	\$ 190,015	\$ 18,245	\$ 11,779	\$ 6,466	35.4%	\$ 171,658	\$ 122,173	\$ 49,485	28.8%	\$ 74,999	-62.9%
CATERING	\$ 146,555	\$ 28,120	\$ 10,314	\$ 17,806	0.0%	\$ 118,235	\$ 63,450	\$ 54,785	0.0%	\$ 5,155	-1130.8%
<b>TOTAL</b>	<b>\$ 336,570</b>	<b>\$ 46,365</b>	<b>\$ 22,092</b>	<b>\$ 24,273</b>	<b>52.4%</b>	<b>\$ 289,893</b>	<b>\$ 185,622</b>	<b>\$ 104,271</b>	<b>36.0%</b>	<b>\$ 80,155</b>	<b>-131.6%</b>
<b>DEBT SERVICE</b>											
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.00
<b>TOTAL EXPENSES</b>	<b>\$ 8,262,406</b>	<b>\$ 826,704</b>	<b>\$ 856,291</b>	<b>\$ (29,587)</b>	<b>-3.6%</b>	<b>\$ 7,640,184</b>	<b>\$ 7,627,490</b>	<b>\$ 12,694</b>	<b>0.2%</b>	<b>\$ 8,531,446</b>	<b>10.6%</b>
<b>TOTAL OP REVENUES</b>	<b>\$ 5,566,057</b>	<b>\$ 1,136,144</b>	<b>\$ 1,009,363</b>	<b>\$ (129,033)</b>	<b>-11.4%</b>	<b>\$ 4,883,854</b>	<b>\$ 5,060,565</b>	<b>\$ (176,711)</b>	<b>-3.6%</b>	<b>\$ 4,740,529</b>	<b>6.8%</b>
<b>OP SURPLUS/LOSS</b>	<b>\$ (2,696,349)</b>	<b>\$ 309,440</b>	<b>\$ 153,071</b>	<b>\$ (158,620)</b>	<b>-51.3%</b>	<b>\$ (2,756,330)</b>	<b>\$ (2,566,925)</b>	<b>\$ 189,405</b>	<b>6.9%</b>	<b>\$ (3,790,916)</b>	<b>32.3%</b>
<b>OP GRANT REVENUES</b>											
FTA PREVENTATIVE MAIN	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 4,358	\$ 4,358	0.0%	\$ -	0.0%
FTA RURAL REVENUE	\$ 516,862	\$ -	\$ -	\$ -	0.0%	\$ 516,862	\$ 713,678	\$ 196,816	38.1%	\$ 947,219	-24.7%
FTA OPERATING REVENUE	\$ 2,110,410	\$ -	\$ -	\$ -	0.0%	\$ 2,110,410	\$ 2,351,342	\$ 240,932	11.4%	\$ 3,199,550	-26.5%
STATE SUBSIDY REVENUE	\$ 68,444	\$ -	\$ -	\$ -	0.0%	\$ 68,444	\$ 68,444	\$ -	0.0%	\$ 68,444	0.0%
<b>TOTAL</b>	<b>\$ 2,695,716</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 2,695,716</b>	<b>\$ 3,137,822</b>	<b>\$ 442,106</b>	<b>16.4%</b>	<b>\$ 4,215,213</b>	<b>-25.6%</b>
<b>SURPLUS/LOSS</b>	<b>\$ (633)</b>	<b>\$ 309,440</b>	<b>\$ 153,071</b>	<b>\$ (156,369)</b>	<b>-50.5%</b>	<b>\$ (60,614)</b>	<b>\$ 570,897</b>	<b>\$ 631,511</b>	<b>1041.9%</b>	<b>\$ 424,297</b>	<b>34.6%</b>

Casco Bay Island Transit District	Budget 2022	August 2022 Budget	August 2022 Actual	YTD Budget 8/31/22	YTD Actual 8/31/22	YTD Actual 8/31/21	% Change
<b>1. REVENUES: SCHEDULED SERVICE</b>							
PASSENGER - PEAKS	1,724,029	343,863	356,554	1,511,349	1,568,796	1,566,574	0.1%
PASSENGER-LD	45,831	10,356	8,280	41,468	36,790	37,941	-3.0%
PASSENGER - GD	91,401	16,002	15,957	82,750	96,933	116,121	-16.5%
PASSENGER -D COVE	199,967	44,846	50,040	173,590	181,662	137,416	32.2%
PASSENGER-LONG	321,535	64,076	56,550	290,766	265,321	257,203	3.2%
PASSENGER -CHEB	35,364	9,359	9,785	31,400	37,928	41,829	-9.3%
PASSENGER -CLIFF	75,340	14,363	12,207	66,639	58,574	56,356	3.9%
ANIMALS	35,738	9,267	6,342	32,853	37,869	35,834	5.7%
<b>TICKET</b>	<b>2,529,205</b>	<b>512,132</b>	<b>515,716</b>	<b>2,230,815</b>	<b>2,283,875</b>	<b>2,249,273</b>	<b>1.5%</b>
VEHICLES - DOWNBAY	14,901	3,092	0	14,376	4,104	7,648	-46.3%
VEHICLES - PEAKS	1,014,135	172,496	194,390	882,852	1,258,859	1,182,290	6.5%
<b>VEHICLE</b>	<b>1,029,036</b>	<b>175,588</b>	<b>194,390</b>	<b>897,228</b>	<b>1,262,963</b>	<b>1,189,938</b>	<b>6.1%</b>
FREIGHT - PEAKS	360,534	49,369	43,361	319,393	341,397	404,275	-15.6%
FREIGHT -LD	16,220	2,826	4,245	13,730	16,423	14,483	13.4%
FREIGHT -GD	25,537	3,820	4,203	23,919	27,794	33,869	-17.9%
FREIGHT -DCOVE	52,027	9,412	8,528	46,988	53,981	70,264	-23.2%
FREIGHT -LONG	137,271	19,221	17,400	124,020	133,378	153,949	-13.4%
FREIGHT -CHEB	138,529	20,713	23,632	123,072	165,332	182,721	-9.5%
FREIGHT -CLIFF	42,277	6,292	3,842	38,643	27,495	51,266	-46.4%
UPFREIGHT	21,598	5,639	3,709	18,602	14,200	16,691	-14.9%
BIKES	56,859	14,504	16,786	50,052	61,209	60,791	0.7%
MAIL	72,000	6,000	7,397	66,000	76,559	67,898	12.8%
<b>FREIGHT</b>	<b>922,852</b>	<b>137,796</b>	<b>133,102</b>	<b>824,419</b>	<b>917,767</b>	<b>1,056,208</b>	<b>-13.1%</b>
<b>1. REVENUES: SCHEDULED SERVICE TOTAL</b>	<b>4,481,093</b>	<b>825,516</b>	<b>843,208</b>	<b>3,952,462</b>	<b>4,464,605</b>	<b>4,495,420</b>	<b>-0.7%</b>
<b>2. REVENUES: GROUP TOURS AND SALES</b>							
BAILEY ISLAND RUN	115,000	48,875	0	97,750	0	0	0.0%
BAILEY NATURE RUN	30,000	13,500	0	27,500	0	0	0.0%
MAILBOAT RUN	280,794	64,308	60,146	232,570	216,078	2,550	8373.6%
SUNSET RUN	69,073	20,491	14,387	60,114	48,379	0	0.0%
DIAMOND PASS RUN	99,516	38,096	24,292	88,213	93,997	73,323	28.2%
MOONLIGHT RUN	4,968	1,620	0	3,888	30	0	0.0%
<b>TOUR</b>	<b>599,351</b>	<b>186,890</b>	<b>98,824</b>	<b>510,035</b>	<b>358,484</b>	<b>75,872</b>	<b>372.5%</b>
CHARTERS	197,500	55,000	24,925	167,500	82,475	5,525	1392.8%
CONCERT CRUISES	27,000	8,000	4,350	25,500	15,900	0	0.0%
BAR	88,250	28,000	15,466	84,000	51,146	0	0.0%
LOBSTER BAKES	80,300	27,500	14,020	58,300	38,922	900	4224.7%
<b>CHARTER AND CATERING</b>	<b>393,050</b>	<b>118,500</b>	<b>58,761</b>	<b>335,300</b>	<b>188,443</b>	<b>6,425</b>	<b>2833.0%</b>
ADVERTISING	24,173	168	0	22,587	18,002	7,762	131.9%
VENDING	8,000	1,000	363	7,250	1,820	2,268	-19.8%
PROMOTIONAL ITEMS	9,000	0	238	9,000	2,743	6,294	-56.4%
GROUP SALES OTHER	0	0	5,717	0	8,834	0	0.0%
<b>GROUP SALES OTHER</b>	<b>41,173</b>	<b>1,168</b>	<b>6,317</b>	<b>38,837</b>	<b>31,400</b>	<b>16,325</b>	<b>92.3%</b>
<b>2. REVENUES: GROUP TOURS AND SALES TOTAL</b>	<b>1,033,574</b>	<b>306,558</b>	<b>163,903</b>	<b>884,172</b>	<b>578,328</b>	<b>98,622</b>	<b>486.4%</b>
<b>3. REVENUES: OTHER INCOME</b>							
OTHER MISC INCOME	11,140	870	0	10,270	8,193	137,620	-94.0%
INTEREST INCOME	40,250	3,200	2,251	36,950	9,441	8,867	6.5%
<b>MISC INCOME</b>	<b>51,390</b>	<b>4,070</b>	<b>2,251</b>	<b>47,220</b>	<b>17,633</b>	<b>146,488</b>	<b>-88.0%</b>
<b>3. REVENUES: OTHER INCOME TOTAL</b>	<b>51,390</b>	<b>4,070</b>	<b>2,251</b>	<b>47,220</b>	<b>17,633</b>	<b>146,488</b>	<b>-88.0%</b>
<b>TOTAL REVENUES</b>	<b>5,566,057</b>	<b>1,136,144</b>	<b>1,009,363</b>	<b>4,883,854</b>	<b>5,060,565</b>	<b>4,740,529</b>	<b>6.8%</b>

Casco Bay Island Transit District	Budget 2022	August 2022 Budget	August 2022 Actual	YTD Budget 8/31/22	YTD Actual 8/31/22	YTD Actual 8/31/21	% Change
<b>5. EXPENSE: PERSONNEL</b>							
ADMINISTRATIVE DIRECT OFFSET	0	0	0	0	0	-6,763	-100.0%
ADMINISTRATIVE	471,993	45,384	43,424	435,685	420,882	461,213	-8.7%
<b>ADMINISTRATIVE</b>	<b>471,993</b>	<b>45,384</b>	<b>43,424</b>	<b>435,685</b>	<b>420,882</b>	<b>454,450</b>	<b>-7.4%</b>
CAPTAINS - REGULAR	117,433	33,968	21,325	111,257	86,689	52,310	65.7%
CAPTAINS - OVERTIME	45,501	14,183	3,001	43,999	20,956	29,329	-28.5%
UNION DECKHANDS - REGULAR	723,490	59,205	40,683	652,915	551,254	686,914	-19.7%
UNION DECKHANDS - OVERTIME	238,511	39,970	8,754	219,025	127,088	463,303	-72.6%
NONUNION DH - REGULAR	142,957	48,947	56,420	136,862	214,374	103,896	106.3%
NONUNION DH - OVERTIME	28,565	16,166	6,472	28,504	35,926	63,684	-43.6%
SR CAPTAINS - REGULAR	521,092	49,743	56,628	471,411	549,382	572,322	-4.0%
SR CAPTAINS - OVERTIME	76,332	6,690	7,709	67,876	80,981	324,757	-75.1%
<b>CREWS</b>	<b>1,893,881</b>	<b>268,872</b>	<b>200,993</b>	<b>1,731,849</b>	<b>1,666,649</b>	<b>2,296,516</b>	<b>-27.4%</b>
MAINTENANCE - REGULAR	209,381	19,998	18,569	193,973	178,105	187,143	-4.8%
MAINTENANCE - OVERTIME	13,029	2,339	1,098	12,276	7,256	5,361	35.3%
<b>MAINTENANCE</b>	<b>222,410</b>	<b>22,337</b>	<b>19,667</b>	<b>206,249</b>	<b>185,361</b>	<b>192,504</b>	<b>-3.7%</b>
SALES WAGES	131,206	16,379	13,533	123,008	88,650	75,108	18.0%
OPS AGENTS - REGULAR	368,098	30,739	33,862	338,565	316,195	352,868	-10.4%
OPS AGENTS - OVERTIME	52,685	3,951	10,192	48,884	64,292	62,667	2.6%
<b>OPS AGENTS</b>	<b>420,783</b>	<b>34,690</b>	<b>44,054</b>	<b>387,449</b>	<b>380,487</b>	<b>415,536</b>	<b>-8.4%</b>
TICKET OFFICE - REGULAR	126,149	41,325	46,215	116,821	198,864	256,621	-22.5%
TICKET OFFICE - OVERTIME	10,447	3,500	3,003	8,621	10,832	19,821	-45.4%
<b>TICKET OFFICE</b>	<b>136,596</b>	<b>44,825</b>	<b>49,217</b>	<b>125,442</b>	<b>209,696</b>	<b>276,443</b>	<b>-24.1%</b>
OPERATIONS MANAGEMENT	181,480	17,450	18,415	167,520	171,540	166,788	2.8%
<b>Payroll-Salaries</b>	<b>3,458,349</b>	<b>449,937</b>	<b>389,303</b>	<b>3,177,202</b>	<b>3,123,265</b>	<b>3,877,345</b>	<b>-15.5%</b>
FICA ADMINISTRATIVE	36,104	3,472	3,214	33,327	30,552	33,944	-10.0%
FICA - OPS AGENTS	32,191	2,654	3,342	29,641	28,686	31,864	-10.0%
FICA UNION DECKHANDS	73,595	7,587	5,408	66,705	57,453	92,310	-37.8%
FICA NONUNION DECKHANDS	13,121	4,981	4,811	12,650	19,148	12,820	49.4%
FICA SR CAPTAINS	58,169	8,001	4,746	53,134	46,108	66,162	-30.3%
<b>FICA CREW</b>	<b>144,885</b>	<b>20,569</b>	<b>14,966</b>	<b>132,489</b>	<b>122,709</b>	<b>171,291</b>	<b>-28.4%</b>
FICA MAINTENANCE	17,014	1,709	1,449	15,778	13,612	14,321	-5.0%
FICA - SALES	10,035	1,253	1,023	9,408	6,809	5,667	20.2%
FICA - TICKET OFFICE	10,451	3,429	3,765	9,598	16,046	21,148	-24.1%
FICA - OPERATIONS MANAGEMENT	13,884	1,335	1,373	12,816	12,742	12,367	3.0%
STATE UNEMPLOYMENT	0	0	0	0	-11	3,553	-100.3%
<b>Taxes</b>	<b>264,564</b>	<b>34,421</b>	<b>29,132</b>	<b>243,057</b>	<b>231,145</b>	<b>294,155</b>	<b>-15.5%</b>
HEALTH INSURANCE ADMINISTRATIVE	66,612	5,668	4,934	60,944	59,748	53,335	12.0%
DENTAL INSURANCE ADMINISTRATIVE	5,551	496	349	5,055	4,151	4,126	0.6%
LIFE INSURANCE ADMINISTRATIVE	465	48	14	417	167	199	-16.1%
<b>ADMINISTRATIVE</b>	<b>72,628</b>	<b>6,212</b>	<b>5,297</b>	<b>66,416</b>	<b>64,066</b>	<b>57,659</b>	<b>11.1%</b>
HEALTH INSURANCE CREW	240,828	20,492	19,982	220,336	230,021	197,988	16.2%
DENTAL INSURANCE CREW	10,464	496	1,848	9,968	23,210	17,551	32.2%
LIFE INSURANCE CREW	782	48	108	734	842	932	-9.7%
<b>CREW</b>	<b>252,074</b>	<b>21,036</b>	<b>21,938</b>	<b>231,038</b>	<b>254,074</b>	<b>216,470</b>	<b>17.4%</b>
HEALTH INSURANCE MAINTENANCE	17,294	1,472	1,268	15,826	13,642	13,601	0.3%
DENTAL INSURANCE MAINTENANCE	4,861	496	218	4,365	2,367	2,333	1.5%
LIFE INSURANCE MAINTENANCE	433	48	9	385	94	111	-15.3%
<b>MAINTENANCE</b>	<b>22,588</b>	<b>2,016</b>	<b>1,494</b>	<b>20,576</b>	<b>16,104</b>	<b>16,044</b>	<b>0.4%</b>
HEALTH INSURANCE SALES	16,717	1,422	1,321	15,291	14,032	13,798	1.7%
DENTAL INSURANCE SALES	4,139	496	35	3,643	386	346	11.6%
LIFE INSURANCE SALES	400	48	3	352	30	69	-56.5%
<b>SALES</b>	<b>21,256</b>	<b>1,966</b>	<b>1,359</b>	<b>19,286</b>	<b>14,447</b>	<b>14,213</b>	<b>1.6%</b>

Casco Bay Island Transit District	Budget 2022	August 2022 Budget	August 2022 Actual	YTD Budget 8/31/22	YTD Actual 8/31/22	YTD Actual 8/31/21	% Change
HEALTH INSURANCE OPS AGENTS	99,918	8,502	7,436	91,416	66,990	77,185	-13.2%
DENTAL INSURANCE OPS AGENTS	5,633	496	339	5,137	2,987	4,444	-32.8%
LIFE INSURANCE OPS AGENTS	481	48	19	433	130	226	-42.5%
<b>OPS AGENTS</b>	<b>106,032</b>	<b>9,046</b>	<b>7,794</b>	<b>96,986</b>	<b>70,107</b>	<b>81,855</b>	<b>-14.4%</b>
HEALTH INSURANCE OPERATIONS MANAGER	16,973	1,444	1,321	15,527	14,085	21,304	-33.9%
DENTAL INSURANCE OPERATIONS MANAGER	4,439	496	108	3,943	1,175	1,054	11.5%
LIFE INSURANCE OPERATIONS MANAGER	421	48	6	373	65	179	-63.7%
<b>OPERATIONS MANAGEMENT</b>	<b>21,833</b>	<b>1,988</b>	<b>1,435</b>	<b>19,843</b>	<b>15,325</b>	<b>22,537</b>	<b>-32.0%</b>
<b>Employee Insurance</b>	<b>496,411</b>	<b>42,264</b>	<b>39,318</b>	<b>454,145</b>	<b>434,122</b>	<b>408,779</b>	<b>-15.5%</b>
<b>Employee Related Expense</b>	<b>34,015</b>	<b>2,020</b>	<b>3,768</b>	<b>32,475</b>	<b>28,119</b>	<b>43,275</b>	<b>-15.5%</b>
<b>Pension</b>	<b>438,536</b>	<b>36,545</b>	<b>36,545</b>	<b>401,995</b>	<b>398,505</b>	<b>363,611</b>	<b>-15.5%</b>
<b>5. EXPENSE: PERSONNEL TOTAL</b>	<b>4,691,875</b>	<b>565,187</b>	<b>498,066</b>	<b>4,308,874</b>	<b>4,215,156</b>	<b>4,987,166</b>	<b>-15.5%</b>
<b>6. EXPENSE: VESSEL</b>							
GENERAL REPAIR SHOP	7,350	350	5,449	7,000	16,349	11,029	48.2%
<b>GENERAL</b>	<b>7,350</b>	<b>350</b>	<b>5,449</b>	<b>7,000</b>	<b>16,349</b>	<b>11,029</b>	<b>48.2%</b>
GENERAL REPAIR MACHIGONNE	73,000	5,800	21,984	67,200	59,428	70,490	-15.7%
DRYDOCK MACHIGONNE	0	0	0	0	0	490,194	-100.0%
DIVING MACHIGONNE	21,800	3,000	0	18,800	15,511	0	0.0%
OIL CHANGE MACHIGONNE	24,200	2,400	2,096	21,800	25,406	18,309	38.8%
<b>MACHIGONNE</b>	<b>119,000</b>	<b>11,200</b>	<b>24,080</b>	<b>107,800</b>	<b>100,345</b>	<b>578,993</b>	<b>-82.7%</b>
GENERAL REPAIRS MAQUOIT	78,000	8,700	4,259	68,900	51,508	95,257	-45.9%
DRYDOCK MAQUOIT	550,000	0	0	550,000	456,006	113,252	302.6%
DIVING MAQUOIT	23,700	3,500	0	23,700	12,611	200	6205.5%
OIL CHANGE MAQUOIT	25,300	2,700	3,353	22,600	24,969	27,371	-8.8%
<b>MAQUOIT</b>	<b>677,000</b>	<b>14,900</b>	<b>7,612</b>	<b>665,200</b>	<b>545,094</b>	<b>236,080</b>	<b>130.9%</b>
GENERAL REPAIRS BAY MIST	36,500	2,000	864	33,000	32,820	12,349	165.8%
DRYDOCK BAY MIST	0	0	0	0	0	255,895	-100.0%
DIVING BAY MIST	9,400	1,400	0	8,000	8,724	0	0.0%
OIL CHANGE BAY MIST	5,200	1,200	0	4,400	2,043	895	128.3%
<b>BAY MIST</b>	<b>51,100</b>	<b>4,600</b>	<b>864</b>	<b>45,400</b>	<b>43,587</b>	<b>269,138</b>	<b>-83.8%</b>
GENERAL REPAIRS AUCO	63,000	5,000	1,663	58,000	27,828	115,756	-76.0%
DRYDOCK AUCO	50,000	0	0	50,000	0	241,011	-100.0%
DIVING AUCO	23,300	4,500	0	20,200	17,437	0	0.0%
OIL CHANGE AUCO	20,000	2,000	2,405	18,000	26,313	16,460	59.9%
<b>AUCOCISCO</b>	<b>156,300</b>	<b>11,500</b>	<b>4,068</b>	<b>146,200</b>	<b>71,578</b>	<b>373,228</b>	<b>-80.8%</b>
GENERAL REPAIRS WABANAKI	39,200	4,000	597	34,800	55,304	72,707	-23.9%
DRYDOCK WABANAKI	390,000	0	0	390,000	497,928	5,851	8410.1%
DIVING WABANAKI	20,800	3,500	0	17,800	15,855	0	0.0%
OIL CHANGE WABANAKI	24,000	2,500	3,258	21,500	18,002	26,211	-31.3%
<b>WABANAKI</b>	<b>474,000</b>	<b>10,000</b>	<b>3,855</b>	<b>464,100</b>	<b>587,088</b>	<b>104,770</b>	<b>460.4%</b>
<b>Repairs</b>	<b>1,484,750</b>	<b>52,550</b>	<b>45,927</b>	<b>1,435,700</b>	<b>1,364,040</b>	<b>1,573,238</b>	<b>-6.9%</b>
FUEL MACHIGONNE	162,969	13,901	34,467	150,012	166,109	152,277	9.1%
FUEL MAQUOIT	170,216	13,485	38,444	156,877	149,863	159,369	-6.0%
FUEL BAY MIST	17,043	2,405	1,547	16,094	11,243	8,447	33.1%
FUEL AUCOCISCO	102,039	15,160	30,207	93,983	154,598	80,948	91.0%
FUEL WABANAKI	99,602	9,827	31,613	92,131	138,265	164,347	-15.9%
<b>Fuel</b>	<b>551,869</b>	<b>54,778</b>	<b>136,278</b>	<b>509,097</b>	<b>620,078</b>	<b>565,389</b>	<b>-6.9%</b>
<b>Insurance Boat</b>	<b>79,200</b>	<b>6,600</b>	<b>6,260</b>	<b>72,600</b>	<b>68,855</b>	<b>66,506</b>	<b>-6.9%</b>
<b>6. EXPENSE: VESSEL TOTAL</b>	<b>2,115,819</b>	<b>113,928</b>	<b>188,465</b>	<b>2,017,397</b>	<b>2,052,973</b>	<b>2,205,132</b>	<b>-6.9%</b>

Casco Bay Island Transit District	Budget 2022	August 2022 Budget	August 2022 Actual	YTD Budget 8/31/22	YTD Actual 8/31/22	YTD Actual 8/31/21	% Change
<b>7. EXPENSE: OPERATIONS</b>							
<b>Telephone</b>	<b>22,440</b>	<b>1,870</b>	<b>1,367</b>	<b>20,570</b>	<b>22,764</b>	<b>18,008</b>	<b>-11.1%</b>
<b>Mail Agent</b>	<b>11,220</b>	<b>935</b>	<b>935</b>	<b>10,285</b>	<b>10,285</b>	<b>10,285</b>	<b>-11.1%</b>
DATA PROCESSING	253,192	12,496	14,518	240,691	325,772	197,718	64.8%
TICKET FORMS & SUPPLIES	12,700	2,500	0	12,700	579	0	0.0%
MEETING MEALS	1,350	150	500	1,200	1,417	344	311.9%
OFFICE SUPPLIES	15,900	1,200	2,833	14,400	18,730	19,919	-6.0%
ARMORED CAR	5,280	440	0	4,840	1,583	3,384	-53.2%
CREW MEALS	9,695	950	2,848	8,945	6,811	25,000	-72.8%
TWIC CARDS	1,500	0	0	1,250	1,628	1,127	44.5%
MISC	2,462	200	8,483	2,262	31,211	31,719	-1.6%
EMPLOYEE RECOGNITION	14,300	100	24,184	14,200	38,017	10,657	256.7%
INTERNET	7,500	625	799	6,875	9,645	8,903	8.3%
<b>Office</b>	<b>323,879</b>	<b>18,661</b>	<b>54,164</b>	<b>307,363</b>	<b>435,393</b>	<b>298,771</b>	<b>-11.1%</b>
<b>Credit Card</b>	<b>141,496</b>	<b>27,360</b>	<b>33,101</b>	<b>112,616</b>	<b>147,048</b>	<b>130,736</b>	<b>-11.1%</b>
<b>Postage</b>	<b>3,360</b>	<b>280</b>	<b>928</b>	<b>3,080</b>	<b>4,855</b>	<b>3,627</b>	<b>-11.1%</b>
<b>Travel</b>	<b>16,500</b>	<b>400</b>	<b>0</b>	<b>16,100</b>	<b>3,238</b>	<b>7,840</b>	<b>-11.1%</b>
EMPLOYEE INJURIES	9,450	0	0	9,450	997	4,484	-77.8%
EMPLOYEE LOST TIME	500	0	0	500	0	0	0.0%
FREIGHT DAMAGES	7,300	3,100	713	6,850	2,388	3,809	-37.3%
CUSTOMER INJURIES	1,200	0	0	600	0	0	0.0%
DAMAGES CARS	4,500	1,000	0	3,750	2,743	777	253.0%
<b>Damages</b>	<b>22,950</b>	<b>4,100</b>	<b>713</b>	<b>21,150</b>	<b>6,128</b>	<b>9,069</b>	<b>-11.1%</b>
<b>Other Insurances</b>	<b>29,880</b>	<b>2,490</b>	<b>4,335</b>	<b>27,390</b>	<b>48,503</b>	<b>37,404</b>	<b>-11.1%</b>
VAN	1,200	100	173	1,100	2,437	10,834	-77.5%
OVER/SHORT	0	0	-508	0	-1,695	-650	160.8%
METRO PASSES	4,180	310	0	4,000	0	0	0.0%
LOST PASSES	0	0	0	0	-16	-50	-68.0%
NEWSPAPER ADS	1,000	200	0	1,000	2,050	2,658	-22.9%
WATER TAXI	1,600	250	0	1,350	1,390	660	110.6%
REGGAE SECURITY	8,501	2,657	0	7,970	0	5,835	-100.0%
<b>Miscellaneous</b>	<b>16,481</b>	<b>3,517</b>	<b>-335</b>	<b>15,420</b>	<b>4,167</b>	<b>19,286</b>	<b>-11.1%</b>
<b>Barge Subcontracting</b>	<b>8,500</b>	<b>0</b>	<b>1,365</b>	<b>6,500</b>	<b>9,300</b>	<b>268,000</b>	<b>-11.1%</b>
LEGAL	55,200	4,600	515	50,600	36,911	36,238	1.9%
HUMAN PERFORMANCE	14,980	1,070	1,050	13,910	11,550	0	0.0%
PHYSICALS	4,800	300	1,074	4,500	5,837	4,550	28.3%
DRUG TESTS	5,900	250	3,259	5,600	6,866	6,519	5.3%
ACCOUNTANTS	13,800	0	0	13,800	14,100	18,000	-21.7%
OTHER	4,000	0	0	4,000	385	0	0.0%
ELECTION EXPENSE	800	0	0	800	0	0	0.0%
<b>Professional</b>	<b>99,480</b>	<b>6,220</b>	<b>5,898</b>	<b>93,210</b>	<b>75,649</b>	<b>65,307</b>	<b>-11.1%</b>
<b>Dues &amp; PUC</b>	<b>20,975</b>	<b>4,000</b>	<b>123</b>	<b>20,975</b>	<b>4,729</b>	<b>17,076</b>	<b>-11.1%</b>
<b>Uniforms</b>	<b>23,685</b>	<b>350</b>	<b>1,087</b>	<b>23,335</b>	<b>19,161</b>	<b>9,275</b>	<b>-11.1%</b>
<b>Boots</b>	<b>12,480</b>	<b>1,200</b>	<b>555</b>	<b>11,750</b>	<b>6,529</b>	<b>6,285</b>	<b>-11.1%</b>
<b>Training</b>	<b>12,550</b>	<b>450</b>	<b>15</b>	<b>12,100</b>	<b>3,534</b>	<b>118</b>	<b>-11.1%</b>
<b>7. EXPENSE: OPERATIONS TOTAL</b>	<b>765,876</b>	<b>71,833</b>	<b>104,251</b>	<b>701,844</b>	<b>801,282</b>	<b>901,088</b>	<b>-11.1%</b>

Casco Bay Island Transit District	Budget 2022	August 2022 Budget	August 2022 Actual	YTD Budget 8/31/22	YTD Actual 8/31/22	YTD Actual 8/31/21	% Change
<b>8. EXPENSE: TERMINAL</b>							
UTILITIES TERMINAL	35,424	2,681	2,198	32,746	39,114	33,214	17.8%
WATER	8,248	1,172	1,508	7,096	10,312	8,040	28.3%
TERMINAL HEAT	18,527	216	78	18,284	11,884	12,362	-3.9%
UTILITIES PEAKS	1,800	150	124	1,650	1,509	999	51.1%
<b>Utilities</b>	<b>63,999</b>	<b>4,219</b>	<b>3,908</b>	<b>59,776</b>	<b>62,820</b>	<b>54,614</b>	<b>4.1%</b>
JANITORIAL TERMINAL ROUTINE	91,200	7,600	7,727	83,600	84,239	67,639	24.5%
JANITORIAL PEAKS	4,740	600	0	4,260	13,895	7,805	78.0%
<b>Janitorial</b>	<b>95,940</b>	<b>8,200</b>	<b>7,727</b>	<b>87,860</b>	<b>98,134</b>	<b>75,444</b>	<b>4.1%</b>
<b>Rent</b>	<b>35,940</b>	<b>2,995</b>	<b>2,995</b>	<b>32,945</b>	<b>32,949</b>	<b>34,282</b>	<b>4.1%</b>
FIRE ALARM	6,000	500	0	5,500	8,164	20,639	-60.4%
PEST CONTROL	1,104	92	112	1,012	1,110	916	21.2%
TRASH	11,245	1,150	1,666	10,095	11,098	16,265	-31.8%
PAPER & CLEANING SUPPLIES	36,733	5,150	7,145	32,733	39,391	34,733	13.4%
FREIGHT EQUIPMENT AND SUPPLIES	5,200	500	10,335	4,700	26,279	27,470	-4.3%
RUG RENTAL	5,435	485	336	4,985	2,546	2,368	7.5%
MISC	48,440	4,400	7,386	42,940	52,117	58,414	-10.8%
PROPANE	9,630	1,200	709	8,630	8,934	8,456	5.7%
FORKLIFT	1,000	500	1,096	1,000	10,849	1,179	820.2%
POWER WASHING	4,400	0	0	4,400	0	0	0.0%
PIER & TRANSFER BRIDGE	8,000	0	0	6,400	5,240	9,191	-43.0%
PLOWING TERMINAL	3,000	0	0	3,000	5,025	13,935	-63.9%
PLOWING PEAKS	16,200	0	0	16,200	7,800	0	0.0%
<b>Maintenance</b>	<b>156,387</b>	<b>13,977</b>	<b>28,785</b>	<b>141,595</b>	<b>178,554</b>	<b>193,565</b>	<b>4.1%</b>
<b>8. EXPENSE: TERMINAL TOTAL</b>	<b>352,266</b>	<b>29,391</b>	<b>43,416</b>	<b>322,176</b>	<b>372,456</b>	<b>357,905</b>	<b>4.1%</b>
<b>9. EXPENSE: SALES</b>							
BROCHURE	5,000	0	0	5,000	9,862	0	0.0%
SAILING SCHEDULE	9,800	1,600	0	9,800	6,848	3,770	81.6%
PUBLICATIONS	6,060	250	0	5,810	3,342	0	0.0%
ADVERTISING	3,000	0	0	2,250	2,000	2,289	-12.6%
OTHER ADVERTISING EXPENSE	6,955	1,045	0	5,198	1,900	166	1044.6%
ONLINE ADVERTISING	14,400	1,200	268	13,200	3,958	3,073	28.8%
RADIO ADS	29,000	5,000	4,225	23,000	17,815	0	0.0%
WEBSITE	28,800	2,400	0	26,400	716	1,298	-44.8%
KIOSK	6,000	1,250	468	5,500	816	396	106.1%
MARKETING	81,000	5,500	6,818	75,500	72,316	64,007	13.0%
SPECIAL EVENT CRUISES	0	0	0	0	2,600	0	0.0%
<b>Advertising</b>	<b>190,015</b>	<b>18,245</b>	<b>11,779</b>	<b>171,658</b>	<b>122,173</b>	<b>74,999</b>	<b>131.6%</b>
BEVERAGES	28,900	5,500	3,919	26,400	19,840	0	0.0%
OTHER BAR EXPENSE	17,930	1,470	282	16,110	3,929	5,155	-23.8%
SECURITY	14,675	3,500	1,872	13,425	5,491	0	0.0%
<b>BAR EXPENSE</b>	<b>61,505</b>	<b>10,470</b>	<b>6,074</b>	<b>55,935</b>	<b>29,260</b>	<b>5,155</b>	<b>467.6%</b>
CONCERT CRUISES	15,750	5,000	1,500	15,000	6,000	0	0.0%
LOBSTER BAKES	69,300	12,650	2,740	47,300	28,190	0	0.0%
<b>Catering</b>	<b>146,555</b>	<b>28,120</b>	<b>10,314</b>	<b>118,235</b>	<b>63,450</b>	<b>5,155</b>	<b>131.6%</b>
<b>9. EXPENSE: SALES TOTAL</b>	<b>336,570</b>	<b>46,365</b>	<b>22,092</b>	<b>289,893</b>	<b>185,622</b>	<b>80,155</b>	<b>131.6%</b>
<b>TOTAL EXPENSE</b>	<b>8,262,406</b>	<b>826,704</b>	<b>856,291</b>	<b>7,640,184</b>	<b>7,627,490</b>	<b>8,531,446</b>	<b>-10.6%</b>
<b>NET OPER INCOME (LOSS) TOTAL</b>	<b>-2,696,349</b>	<b>309,440</b>	<b>153,071</b>	<b>-2,756,330</b>	<b>-2,566,925</b>	<b>-3,790,916</b>	<b>-32.3%</b>
FTA PM REVENUE	0	0	0	0	4,358	0	0.0%
FTA RURAL REVENUE	516,862	0	0	516,862	713,678	947,219	-24.7%
FTA OPERATING REVENUE	2,110,410	0	0	2,110,410	2,351,342	3,199,550	-26.5%
STATE SUBSIDY REVENUE	68,444	0	0	68,444	68,444	68,444	0.0%
<b>TOTAL</b>	<b>2,695,716</b>	<b>0</b>	<b>0</b>	<b>2,695,716</b>	<b>3,137,822</b>	<b>4,215,213</b>	<b>-25.6%</b>
<b>SURPLUS/LOSS TOTAL</b>	<b>-633</b>	<b>309,440</b>	<b>153,071</b>	<b>-60,614</b>	<b>570,897</b>	<b>424,297</b>	<b>34.6%</b>

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](http://www.cascobaylines.com)



**Casco Bay Island Transit District**

Cash Balances

As of: August 31, 2022

<b>Gorham Savings Bank Operating Account</b>			
August 1 - Opening Balance		\$ 184,000.00	
	<i>Deposits/Credits</i>		\$ 2,514,459.09
	<i>Withdrawals/Debits</i>		\$ 2,514,459.09
August 31 - Closing Balance			\$ 184,000.00
<b>Gorham Savings Demand Deposit Account</b>			
August 1 - Opening Balance		\$ 1,767,403.45	
	<i>Interest Earned</i>		\$ 1,005.95
August 31 - Closing Balance			\$ 2,569,651.64
<b>Gorham Savings Restricted Funds</b>			
August 1 - Opening Balance		\$ 1,282,248.11	
	<i>Interest Earned</i>		\$ 1,245.53
August 31 - Closing Balance			\$ 1,250,612.64
<b>Total Cash On Hand</b>			
August 1 - Opening Balance		\$ 3,233,651.56	
August 31 - Closing Balance			\$ 4,004,264.28
<b>Net Change in Cash Position - Month of August</b>			770,612.72

Maintenance Fund Balance	\$ 347,656.13
Capital Reserve Fund Balance	\$ 648,173.22
Garage Maintenance Fund Balance	\$ 166,520.60
Garage Excess Fund Balance	\$ 88,283.85