



**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 request proposals for an independent audit firm to perform a full financial audit of CBL financials
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 st VP)		X		
Crowley (2 nd 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 st VP)		X		
Crowley (2 nd 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 st VP)				X
Crowley (2 nd 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. She added that he left very big shoes to fill and had been a pleasure to work with as Treasurer.*
- 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
Capital																
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Total		\$ 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							DETAILS		FFY	2023				2024				2025				2026				2027																
Project costs only; Indirect Cost Allocation not included											2023				2024				2025				2026				2027															
9/13/2022											2023				2024				2025				2026				2027															
Capital											Notes				Priority				Total				Fed				Local				Other											
Facility											Terminal Renovation				FTA																											
											Terminal Renovation				FHWA																											
											Terminal Renovation Phase 2 Site work				FTA FBDP																											
											Terminal Renovation Phase 2 Structural				FTA 5307																											
											Gate 4 Ramp Hoist & Winches												\$ 50,000				\$ 40,000				\$ 10,000											
											Gate 5 Side Loading Ramp								\$ 1,000,000				\$ 800,000				\$ 200,000															
Equipment											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																															
Vessels											Note: For dry docks see below																															
											Electronic Suite Upgrade																\$ 400,000				\$ 320,000				\$ 80,000							
											Electrification of ferry & onsite battery storage								\$ 2,500,000				\$ 2,000,000				\$ 500,000															
											Machigonne																															
											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																															
											Maquoit																															
											PM Overhaul Main Engines				4 years				\$ 150,000				\$ 120,000				\$ 30,000															
											PM Replace/Overhaul Generators				5 years																											
											PM Replacement Vessel (2023)																															
											Design																															
											Construction																															
											Boiler																															
											Vehicle loading platform																															
											Aucocisco																															
											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			
											Bay Mist																															
											PM Overhaul Main Engines												\$ 135,000				\$ 108,000				\$ 27,000											
											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																															
											Wabanaki																															
											PM Overhaul Main Engines				8 years								\$ 150,000				\$ 120,000				\$ 30,000											
											PM Replace/Overhaul Generators				5 years																											
											Crane																															
											Enhancements to improve safety and operational readiness																															

<u>CBITD FY2023 Long Range Capital & PM Plan</u>		<u>DETAILS</u>		2023				2024				2025				2026				2027			
Project costs only; Indirect Cost Allocation not included		FFY		2023				2024				2025				2026				2027			
9/13/2022		FY		2023				2024				2025				2026				2027			
		Notes	Priority	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other	Total	Fed	Local	Other
Safety & Security																							
Terminal Generator																							
Security																							
Door locks (terminal & vessels)																							
AIS																							
Customer Service																							
Website																							
AVL/Real Time Passenger Information Replacement																							
AVL/Real Time Passenger Information Displays																							
Electronic Ticketing																							
Ticketing System Replacement																							
Office																							
Copier/Scanner/Fax												\$ 15,000	\$ 12,000	\$ 3,000									
Computers/Servers												\$ 80,000	\$ 64,000	\$ 16,000									
Tech like Accounting System / Near Field communication												\$ 50,000	\$ 40,000	\$ 10,000									
PM software																							
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

Clerk certified election tabulations

Tabulation by Precinct
2022 CBITD Directors Election

OFFICES AND CANDIDATES	LONG	CHEB	PORTLAND (PEAKS, CL, GD, LD)	TOTAL
Director Representing Peaks Island				
Twain Braden	43	87	399	529
Sharoan Cohen	52	132	356	540
Declared Write-in:				
BLANKS (include undeclared write-ins)				
Director Representing Cliff Island				
David Crowley	144	247	565	956
Declared Write-in:				
BLANKS (include undeclared write-ins)				
Director Representing Islands at Large				
Patrick Flynn	71	81	291	443
Jennifer Lavanture	45	132	485	662
Declared Write-in:				
BLANKS (include undeclared write-ins)				

I hereby certify CBITD Election Results:


 James Michael Luedke (Nov 15, 2022 19:13 EST)
 CBITD Clerk

Nov 15, 2022
 Date

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

CBITD Offices	Nominating Committee Officer Nominations
President*	D. Crowley
1st Vice President*	P. Wentworth
2nd Vice President*	J. Donovan
Treasurer*	J. Hoffman
Clerk	J. Luedke
Assitant Clerk	S. Cohen

* Member of Executive Committee

Agenda Item 3cd

Election and oath of office for newly elected Board Officers

**CBITD BOARD OF DIRECTORS
NOMINATION OF OFFICERS**

November 17, 2022

Instructions: Vote for #1 **OR** enter nominated names for each position in #2

1) AGREE TO VOTE FOR THE SLATE AS PRESENTED BY THE NOMINATING COMMITTEE _____

President:	D. Crowley
1 st Vice President	P. Wentworth
2 nd Vice President	J. Donovan
Treasurer	J. Hoffman
Clerk	J. Luedke
Assistant Clerk	S. Cohen

OR

2) AS NOMINATED FROM THE FLOOR FOR:

PRESIDENT _____

1st VICE PRESIDENT _____

2nd VICE PRESIDENT _____

TREASURER _____

CLERK _____

ASSISTANT CLERK _____

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

President	XXXX
1st Vice President	XXXX
2nd Vice President	XXXX
Treasurer	XXXX
Clerk	XXXX
Assistant Clerk	XXXX

CBITD SEAL

Agenda Item 3d

Consideration and action to direct staff to request proposals for an independent audit firm to perform a full financial audit of CBL financials

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. FY21
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
REVENUES											
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%
TOTAL REVENUES	\$5,566,057	\$ 1,136,144	\$ 1,009,362	\$ (126,782)	-11.2%	\$ 4,883,854	\$ 5,060,566	\$ 176,712	3.6%	\$ 4,740,530	6.8%
EXPENSES											
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%
TOTAL EXPENSES	\$8,262,406	\$ 826,704	\$ 856,291	\$ (29,586)	-3.6%	\$ 7,640,184	\$ 7,627,490	\$ 12,695	0.2%	\$ 8,531,446	10.6%
OPERATING SURPLUS/LOSS	-\$2,696,349	\$ 309,440	\$ 153,071	\$ (156,369)	50.5%	\$ (2,756,330)	\$ (2,566,925)	\$ 189,405	6.9%	\$ (3,790,916)	32.3%
OP GRANT REVENUES											
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%
TOTAL OP GRANT RESERVES	\$2,695,716	\$ -	\$ -	\$ -	0.0%	\$ 2,695,716	\$ 3,137,822	\$ 442,106	16.4%	\$ 4,215,213	-25.6%
SURPLUS/LOSS	-\$633	\$ 309,440	\$ 153,071	\$ (156,369)	50.5%	\$ (60,614)	\$ 570,897	\$ 631,511	1041.9%	\$ 424,297	34.6%

**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	
REVENUES											
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%
TOTAL	\$ 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											
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%
TOTAL	\$ 1,033,574	\$ 306,558	\$ 163,903	\$ (142,655)	-46.5%	\$ 884,172	\$ 578,328	\$ (305,844)	-34.6%	\$ 98,622	486.4%
OTHER INCOME											
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%
TOTAL	\$ 51,390	\$ 4,070	\$ 2,251	\$ (4,070)	-100.0%	\$ 47,220	\$ 17,633	\$ (29,586)	-62.7%	\$ 146,488	-88.0%
						\$ -					
TOTAL OP REVENUES	\$ 5,566,057	\$ 1,136,144	\$ 1,009,363	\$ (129,033)	-11.4%	\$ 4,883,854	\$ 5,060,565	\$ 176,713	3.6%	\$ 4,740,529	6.8%

**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	
EXPENSES											
PERSONNEL											
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%
TOTAL	\$ 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											
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%
TOTAL	\$ 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											
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%
TOTAL	\$ 765,876	\$ 71,833	\$ 104,251	\$ 2,266	3.2%	\$ 701,844	\$ 801,282	\$ 20,600	2.9%	\$ 901,088	11.1%

**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	
EXPENSES											
TERMINAL											
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%
TOTAL	\$ 352,266	\$ 29,391	\$ 43,416	\$ (14,025)	-47.7%	\$ 322,176	\$ 372,456	\$ (50,280)	-15.6%	\$ 357,905	-4.1%
SALES											
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%
TOTAL	\$ 336,570	\$ 46,365	\$ 22,092	\$ 24,273	52.4%	\$ 289,893	\$ 185,622	\$ 104,271	36.0%	\$ 80,155	-131.6%
DEBT SERVICE											
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.00
TOTAL EXPENSES	\$ 8,262,406	\$ 826,704	\$ 856,291	\$ (29,587)	-3.6%	\$ 7,640,184	\$ 7,627,490	\$ 12,694	0.2%	\$ 8,531,446	10.6%
TOTAL OP REVENUES	\$ 5,566,057	\$ 1,136,144	\$ 1,009,363	\$ (129,033)	-11.4%	\$ 4,883,854	\$ 5,060,565	\$ (176,711)	-3.6%	\$ 4,740,529	6.8%
OP SURPLUS/LOSS	\$ (2,696,349)	\$ 309,440	\$ 153,071	\$ (158,620)	-51.3%	\$ (2,756,330)	\$ (2,566,925)	\$ 189,405	6.9%	\$ (3,790,916)	32.3%
OP GRANT REVENUES											
FTA PREVENTATIVE MAINT	\$ -	\$ -	\$ -	\$ -	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%
TOTAL	\$ 2,695,716	\$ -	\$ -	\$ -	0.0%	\$ 2,695,716	\$ 3,137,822	\$ 442,106	16.4%	\$ 4,215,213	-25.6%
SURPLUS/LOSS	\$ (633)	\$ 309,440	\$ 153,071	\$ (156,369)	-50.5%	\$ (60,614)	\$ 570,897	\$ 631,511	1041.9%	\$ 424,297	34.6%

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
1. REVENUES: SCHEDULED SERVICE							
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%
TICKET	2,529,205	512,132	515,716	2,230,815	2,283,875	2,249,273	1.5%
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%
VEHICLE	1,029,036	175,588	194,390	897,228	1,262,963	1,189,938	6.1%
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%
FREIGHT	922,852	137,796	133,102	824,419	917,767	1,056,208	-13.1%
1. REVENUES: SCHEDULED SERVICE TOTAL	4,481,093	825,516	843,208	3,952,462	4,464,605	4,495,420	-0.7%
2. REVENUES: GROUP TOURS AND SALES							
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%
TOUR	599,351	186,890	98,824	510,035	358,484	75,872	372.5%
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%
CHARTER AND CATERING	393,050	118,500	58,761	335,300	188,443	6,425	2833.0%
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%
GROUP SALES OTHER	41,173	1,168	6,317	38,837	31,400	16,325	92.3%
2. REVENUES: GROUP TOURS AND SALES TOTAL	1,033,574	306,558	163,903	884,172	578,328	98,622	486.4%
3. REVENUES: OTHER INCOME							
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%
MISC INCOME	51,390	4,070	2,251	47,220	17,633	146,488	-88.0%
3. REVENUES: OTHER INCOME TOTAL	51,390	4,070	2,251	47,220	17,633	146,488	-88.0%
TOTAL REVENUES	5,566,057	1,136,144	1,009,363	4,883,854	5,060,565	4,740,529	6.8%

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
5. EXPENSE: PERSONNEL							
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%
ADMINISTRATIVE	471,993	45,384	43,424	435,685	420,882	454,450	-7.4%
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%
CREWS	1,893,881	268,872	200,993	1,731,849	1,666,649	2,296,516	-27.4%
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%
MAINTENANCE	222,410	22,337	19,667	206,249	185,361	192,504	-3.7%
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%
OPS AGENTS	420,783	34,690	44,054	387,449	380,487	415,536	-8.4%
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%
TICKET OFFICE	136,596	44,825	49,217	125,442	209,696	276,443	-24.1%
OPERATIONS MANAGEMENT	181,480	17,450	18,415	167,520	171,540	166,788	2.8%
Payroll-Salaries	3,458,349	449,937	389,303	3,177,202	3,123,265	3,877,345	-15.5%
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%
FICA CREW	144,885	20,569	14,966	132,489	122,709	171,291	-28.4%
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%
Taxes	264,564	34,421	29,132	243,057	231,145	294,155	-15.5%
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%
ADMINISTRATIVE	72,628	6,212	5,297	66,416	64,066	57,659	11.1%
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%
CREW	252,074	21,036	21,938	231,038	254,074	216,470	17.4%
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%
MAINTENANCE	22,588	2,016	1,494	20,576	16,104	16,044	0.4%
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%
SALES	21,256	1,966	1,359	19,286	14,447	14,213	1.6%

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%
OPS AGENTS	106,032	9,046	7,794	96,986	70,107	81,855	-14.4%
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%
OPERATIONS MANAGEMENT	21,833	1,988	1,435	19,843	15,325	22,537	-32.0%
Employee Insurance	496,411	42,264	39,318	454,145	434,122	408,779	-15.5%
Employee Related Expense	34,015	2,020	3,768	32,475	28,119	43,275	-15.5%
Pension	438,536	36,545	36,545	401,995	398,505	363,611	-15.5%
5. EXPENSE: PERSONNEL TOTAL	4,691,875	565,187	498,066	4,308,874	4,215,156	4,987,166	-15.5%
6. EXPENSE: VESSEL							
GENERAL REPAIR SHOP	7,350	350	5,449	7,000	16,349	11,029	48.2%
GENERAL	7,350	350	5,449	7,000	16,349	11,029	48.2%
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%
MACHIGONNE	119,000	11,200	24,080	107,800	100,345	578,993	-82.7%
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%
MAQUOIT	677,000	14,900	7,612	665,200	545,094	236,080	130.9%
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%
BAY MIST	51,100	4,600	864	45,400	43,587	269,138	-83.8%
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%
AUCOCISCO	156,300	11,500	4,068	146,200	71,578	373,228	-80.8%
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%
WABANAKI	474,000	10,000	3,855	464,100	587,088	104,770	460.4%
Repairs	1,484,750	52,550	45,927	1,435,700	1,364,040	1,573,238	-6.9%
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%
Fuel	551,869	54,778	136,278	509,097	620,078	565,389	-6.9%
Insurance Boat	79,200	6,600	6,260	72,600	68,855	66,506	-6.9%
6. EXPENSE: VESSEL TOTAL	2,115,819	113,928	188,465	2,017,397	2,052,973	2,205,132	-6.9%

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
7. EXPENSE: OPERATIONS							
Telephone	22,440	1,870	1,367	20,570	22,764	18,008	-11.1%
Mail Agent	11,220	935	935	10,285	10,285	10,285	-11.1%
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%
Office	323,879	18,661	54,164	307,363	435,393	298,771	-11.1%
Credit Card	141,496	27,360	33,101	112,616	147,048	130,736	-11.1%
Postage	3,360	280	928	3,080	4,855	3,627	-11.1%
Travel	16,500	400	0	16,100	3,238	7,840	-11.1%
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%
Damages	22,950	4,100	713	21,150	6,128	9,069	-11.1%
Other Insurances	29,880	2,490	4,335	27,390	48,503	37,404	-11.1%
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%
Miscellaneous	16,481	3,517	-335	15,420	4,167	19,286	-11.1%
Barge Subcontracting	8,500	0	1,365	6,500	9,300	268,000	-11.1%
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%
Professional	99,480	6,220	5,898	93,210	75,649	65,307	-11.1%
Dues & PUC	20,975	4,000	123	20,975	4,729	17,076	-11.1%
Uniforms	23,685	350	1,087	23,335	19,161	9,275	-11.1%
Boots	12,480	1,200	555	11,750	6,529	6,285	-11.1%
Training	12,550	450	15	12,100	3,534	118	-11.1%
7. EXPENSE: OPERATIONS TOTAL	765,876	71,833	104,251	701,844	801,282	901,088	-11.1%

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
8. EXPENSE: TERMINAL							
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%
Utilities	63,999	4,219	3,908	59,776	62,820	54,614	4.1%
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%
Janitorial	95,940	8,200	7,727	87,860	98,134	75,444	4.1%
Rent	35,940	2,995	2,995	32,945	32,949	34,282	4.1%
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%
Maintenance	156,387	13,977	28,785	141,595	178,554	193,565	4.1%
8. EXPENSE: TERMINAL TOTAL	352,266	29,391	43,416	322,176	372,456	357,905	4.1%
9. EXPENSE: SALES							
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%
Advertising	190,015	18,245	11,779	171,658	122,173	74,999	131.6%
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%
BAR EXPENSE	61,505	10,470	6,074	55,935	29,260	5,155	467.6%
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%
Catering	146,555	28,120	10,314	118,235	63,450	5,155	131.6%
9. EXPENSE: SALES TOTAL	336,570	46,365	22,092	289,893	185,622	80,155	131.6%
TOTAL EXPENSE	8,262,406	826,704	856,291	7,640,184	7,627,490	8,531,446	-10.6%
NET OPER INCOME (LOSS) TOTAL	-2,696,349	309,440	153,071	-2,756,330	-2,566,925	-3,790,916	-32.3%
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%
TOTAL	2,695,716	0	0	2,695,716	3,137,822	4,215,213	-25.6%
SURPLUS/LOSS TOTAL	-633	309,440	153,071	-60,614	570,897	424,297	34.6%

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: August 31, 2022

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