
FY20 Board Briefing Materials

June 8, 2020

Virtual Meeting

12:00pm Public Session



For More Information

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**NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY**

NNEPRA FY2020 Action Plan

Core Objectives:

- Support and maintain a culture of safety.
- Maintain compliance with all regulations
- Enhance public benefits associated with the Downeaster.
- Work to secure a stable, dedicated and equitable funding mechanisms to sustain Downeaster operations and continued capital investments in the Downeaster Corridor.

Meet or exceed projected Downeaster Performance Benchmarks

- 50% Total Cost Recovery
- 85% On Time Performance
- 87% Café Cost Recovery in Café
- 93% Overall Customer Satisfaction

Improve Downeaster Service Efficiency

- Increase revenue on peak trains
- Explore new schedule options
- Increase performance on off-peak trains
- Improve cost recovery in Café

Improve Passenger Services & Communication

- Promote and improve connectivity to Amtrak network
- Seek ways to improve bicycle access
- Improve/promote last mile connectivity
- Enhance Station experience for passengers

Sponsor Capital Projects to improve safety, service quality and efficiency

- Royal Siding
- Dover Yard Siding
- Rockingham Siding
- Wells Siding

Explore Options for Service Improvement/Expansions

- Explore Portland Station improvement options and alternatives
- Implement a pilot for seasonal service on the Rockland Branch
- Develop a service plan for WEM-POR inbound commuter trip.
- Explore shuttle service between Westbrook/Rock Row development and Portland
- Explore feasibility of a platform at West Falmouth Crossing
- Support next steps of L/A Service Plan

NNEPRA BOARD of DIRECTORS*June 8, 2020***Northern New England Passenger Rail Authority****Virtual Zoom Meeting****12:00pm Vote to open meeting**

- Welcome and Introductions
 - Ground rules for virtual format
- Approval of Minutes from May 22, 2020 Board Meeting
- Phase I Service Restoration and Recovery
 - Motion to resume service for Train 680 and Train 685 as outlined in Phase I of the Proposed Downeaster Service Restoration and Recovery Plan.
- Finance Update
- Project Updates
- Other Business
- Public Comment

Next Meeting: TBD

**Minutes of the Meeting of the Board of Directors
Northern New England Passenger Rail Authority****May 22, 2020****Directors in attendance via Zoom Teleconference:**

Mr. John Melrose, Chairman; Mr. Ron McKinnon, Treasurer; Mr. Brian Hobart; Mr. Bruce Van Note, Mr. Steve Lyons

Staff in attendance via Zoom Teleconference:

Ms. Patricia Quinn, Mr. Brian Beeler, Ms. Natalie Bogart, Ms. Jennifer Crosby, Mr. William Gayle, Mr. Stephen Houdlette.

Interested parties via Zoom Teleconference:

Mr. Stephen Corcoran, Amtrak; Mr. Kevin Chittenden, Amtrak; Mr. B.J. White, Amtrak; Mr. Dana Knapp, Concord Coach Lines; Ms. Kathleen DeSilva, Rinck; Mr. Nat Rosenblatt, Esquire; Mr. Tony Donovan, Maine Rail Transit Coalition; Mr. Nate Moulton, Maine Department of Transportation; Mr. Richard Rudolph, Maine Rail Group; Mr. Rob Beanland, NexDine; Mr. Ralph Cusack, NexDine.

Opening Remarks

Motion to open Public Session at 10:04am

Motion: Mr. Hobart

Seconded: Mr. McKinnon

Accepted: All

Vote to accept the April 2020 minutes

Motion: Mr. Hobart

Seconded: Mr. Van Note

Accepted: All

PERFORMANCE UPDATE – Patricia Quinn

- Ms. Quinn provided an overview of performance from FY2020 through April.
- Pre-COVID totals though February were exceeding monthly targets, on pace for having best performance ever. The downward performance began in late March with service reductions phased. Service was temporarily suspending in April resulting in 299 passengers in the first 12 days of the month.
 - Downeaster Ridership fiscal year to date totaled 411,950 passengers, down 16 percent from the target.
 - Downeaster Revenue fiscal year to date totaled \$7,980,552 from July 2019 through April 2020, down 15 percent from the target.

VARIANCE UPDATE – Patricia Quinn

- Ms. Quinn provided an overview of the FY2020 Variance Report through March. Due to provisions in the CARES Act, ticket revenue will not be reflected in future variance reports.
- Amtrak developed a formula to generate a fixed fee for state supported service. The fixed fee will not vary much going forward through the end of the federal fiscal year, ending in September.

- In March, total revenue was \$84,652. Fiscal-Year-To-Date, total revenue was \$9,310,688 or two-and-half percent below the target for FY20. Train operation cost in March was \$710,041 reflecting the implementation of Amtrak's fixed fee approach. Station operation costs were consistent with budgeted costs in March and are down nearly four percent Fiscal-Year-To-Date.
- Total operating expenses in March were \$962,487. Fiscal-Year-To-Date, operating expenses were \$17,003,707 down nearly ten percent from budget.

Chairman Melrose clarification on the increase in salary and administrative expenses year-to-date. Ms. Quinn noted that the discrepancy in actual versus budget in salary and administrative expenses resulted from temporary services for accounting services as well as unforecasted legal fees related to Thompson Point real estate transaction. The expenses for accounting services are reduced significantly as the firm continues to be used once quarterly to ensure redundancy of accounting functions.

Vote to accept the Variance Report

Motion: Mr. McKinnon
 Seconded: Mr. Hobart
 Accepted: All

PROJECT UPDATE – Patricia Quinn

Ms. Quinn provided an overview of the capital and planning projects currently underway:

- Portland Transportation Center study continues with the Maine Department of Transportation presenting an update to the Portland City Council's Subcommittee on Sustainability and Transportation.
- Coordination with GPCOG's Transit Tomorrow planning initiative and participation in various PACTS committees in planning for a post COVID transit environment.
- Continuing to review the Amtrak operating agreement in advance of expiration to revise and update;
- Participation in the Governor's Climate Council.
- Working with NNEPRA's federal, state, and local partners to secure the CARES Act funding provided by Congress.
- A virtual station committee meeting was held to allow for discussion among Downeaster station communities to ensure coordination and collaboration in advance of a resumption of service.
- NNEPRA continues to participate in Amtrak's national procurement with the anticipated notice to proceed by the end of the calendar year.
- Marketing has shifted messaging and is coordinating with Amtrak on planning for appropriate re-entry messaging as passenger comfort level returns. NNEPRA has been leveraging social media to provide for activity books and Ambassador profiles to continue engagement.
- NNEPRA has reprogrammed many of the construction projects originally scheduled in the summer and fall to now. Procurement was completed to ensure 2020 Tie Replacement Project could be advanced from fall avoiding a planned service disruption for customers. Pan Am Railways continues to be supportive and has worked in collaboration to take advantage of track time during this time.

SERVICE RESTORATION PLAN – Patricia Quinn

Ms. Quinn provided an overview of a proposed plan to phase in the resumption of service. Key elements of the approach included:

- Phase I: One round trip beginning on June 1st with Train 680 in the morning and Train 658 departing Boston in the evening.

- Benefit of one round trip with Train 680 and Train 685 would allow for travel among essential workers as well as not interfering with the current tie replacement project.
- Stations would remain closed as well as the food service on Train 680 with an option of limited food service on Train 685.
- Messaging around this phase would be focused on providing a safe travel option for essential workers.
- Phase II: Additional frequency would be phased in after the Tie Replacement Project is completed, likely late June or early July.

A summary of various enhanced cleaning and social distancing policies instituted by Amtrak was provided.

The Board of Directors discussed the proposal and issues of concern regarding resumption of service and requirements related to the mandated quarantine of out-of-state travelers into Maine. Due to the available federal funds provided through the CARES Act to both Amtrak and transit providers, costs related to the resumption of service have been mitigated. The previously adopted Board Resolution conditioned resumption of service to two weeks after the expiration of Executive Order 28, set to expire on May 31, 2020. After consideration to resume service in the phased approach, the Board agreed not to take additional action altering the date of service as outlined in the adopted Board Resolution.

The next Board Meeting date was scheduled for June 8th allowing for flexibility to resume service if additional information or guidance was issued.

PUBLIC COMMENT

Mr. Richard Rudolph provided comment on the decision not to reinstate any service beginning June 1st noting the importance of Downeaster service for those who have medical issues and need to travel to Boston. Mr. Rudolph noted that Amtrak is considered an essential service and would like the Board to reconsider a June 1st resumption of limited service and is not opposed to waiting until July 1 for additional service and would have like to have been heard before the conclusion of the agenda item.

Vote to adjourn at 11:27am

Motion: Mr. McKinnon

Seconded: Mr. Hobart

Accepted: All

NEXT MEETING: June 8, 2020



Downeaster Service Restoration and Recovery Plan

PHASE 1 Summary

Objectives of Phase 1 Service Restoration Plan:

- **Provide commuting options to workers who are traveling for essential purposes.**
- **Restore a travel option for populations who have no other option for mobility.**
- **Begin the first steps of a revised approach to operations that can then be scaled to more general forms of travel when opportunity arises.**

Highlights of Phase 1 Service Restoration Plan:

Proposed Implementation Date: June 15, 2020

- **Weekday service targeted to essential travelers only**
 - 1 round trip (No weekend service)
 - Train 680 arrives in Boston at 7:50am and Train 685 departs Boston at 5:00pm
- **Enhanced Amtrak safety and cleaning protocols on-board trains**
 - Crews and passengers required to wear face coverings
 - Enhanced cleaning and disinfecting of train equipment
 - Ridership limited to no more than 50% of seating capacity
- **Station facilities remain closed**
- **No Café Service**
- **Meets requirements in Maine DECD COVID Prevention Transportation Checklist**
- **Messaging targeted to those travelling for essential reasons:**

"To all the essential workers, we want to say thank you. Your work and dedication keeps our communities moving. So the Amtrak Downeaster will keep moving for you. Our trains are up and running for essential travel."



FY2020 Downeaster Performance Update

Fiscal Year 2020 to Date: July 2019 – April 2020

Downeaster Ridership FY20 to Date						
	FY2019	FY2020	FY2020	Variance	Var	Passenger
	Actual	Actual	Target	to Target	%	Miles
July	57,912	55,168	57,552	(2,384)	-4%	4,515,558
August	56,332	60,944	56,332	4,612	8%	5,055,002
September	39,730	47,817	50,926	(3,109)	-7%	3,820,523
October	43,784	50,363	48,104	2,259	4%	4,055,899
November	42,753	47,573	43,353	4,220	9%	3,948,559
December	40,215	46,260	41,019	5,241	11%	3,839,580
January	37,963	42,431	38,722	3,709	9%	3,521,773
February	40,460	42,817	41,269	1,548	4%	3,553,811
Pre Covid Total	359,149	393,373	377,278	16,095	4%	32,310,705
March	46,787	18,278	47,723	(29,445)	-161%	1,431,951
April	48,694	299	51,316	(51,017)	-17063%	
Current Total	454,630	411,950	476,317	(64,367)	-16%	

Downeaster Revenue FY20 to Date						
	FY2019	FY2020	FY2020	Variance	Var	Average
	Actual	Actual	Target	to Target	%	Fare
July	\$1,134,781	\$ 1,041,369	\$1,128,024	\$ (86,655)	-8%	\$ 18.88
August	\$1,088,275	\$ 1,160,971	\$1,090,024	\$ 70,947	7%	\$ 19.05
September	\$ 647,318	\$ 902,068	\$ 998,156	\$ (96,088)	-10%	\$ 18.87
October	\$ 779,541	\$ 963,346	\$ 940,433	\$ 22,913	2%	\$ 19.13
November	\$ 826,526	\$ 930,673	\$ 845,384	\$ 85,290	9%	\$ 19.56
December	\$ 796,707	\$ 925,716	\$ 814,233	\$ 111,483	12%	\$ 20.01
January	\$ 703,697	\$ 787,480	\$ 717,911	\$ 69,569	9%	\$ 18.56
February	\$ 774,464	\$ 827,930	\$ 789,892	\$ 38,038	5%	\$ 19.34
Pre Covid Total	\$6,751,309	\$ 7,539,554	\$7,324,057	\$ 215,497	3%	\$ 19.41
March	\$ 886,504	\$ 403,535	\$ 904,346	\$ (500,811)	-124%	\$ 22.08
April	\$ 917,726	\$ 37,463	\$ 972,442	\$ (934,979)	-2496%	\$ 125.29
Current Total	8,555,539	7,980,552	9,200,845	(1,220,293)	-15%	\$ 19.37

NNEPRA Draft FY2020 Board Variance Report

July 2019 - April 2020

Revenues	Current Month				Fiscal Year to Date			
	April Actual	April Budget	Variance	Percent	Actual	Budget	Variance	%
Operating Revenue								
Amtrak Ticket Revenue	\$ -	\$ 972,442	\$ (972,442)		\$ 7,943,089	\$ 9,133,598	\$ (1,190,509)	-15.0%
Food Service Revenue	\$ -	\$ 78,768	\$ (78,768)	-100%	\$ 665,654	\$ 787,684	\$ (122,030)	-18.3%
Advertising Revenue	\$ -	\$ 83	\$ (83)	-100%	\$ 667	\$ 833	\$ (166)	-24.9%
Parking Lot Revenue	\$ 8	\$ 40,833	\$ (40,825)	-100%	\$ 432,997	\$ 408,333	\$ 24,664	5.7%
Interest and Other Revenue	\$ 8,500	\$ 26,418	\$ (17,918)	-68%	\$ 276,789	\$ 264,185	\$ 12,604	4.6%
Total Operating Revenues	\$ 8,508	\$ 1,118,545	\$ (1,110,037)	-99%	\$ 9,319,196	\$ 10,594,634	\$ (1,275,438)	-13.7%
Expenses								
Administration								
Salaries & Benefits	\$ 68,508	\$ 59,649	\$ 8,860	13%	\$ 586,876	\$ 596,489	\$ (9,613)	-1.6%
Office Expenses	\$ 7,500	\$ 9,956	\$ (2,456)	-33%	\$ 88,618	\$ 99,557	\$ (10,939)	-12.3%
Professional Services	\$ 9,100	\$ 5,333	\$ 3,767	41%	\$ 132,925	\$ 53,333	\$ 79,592	59.9%
Insurance	\$ 1,500	\$ 2,180	\$ (680)	-45%	\$ 20,443	\$ 21,803	\$ (1,360)	-6.7%
Board Operations	\$ 942	\$ 1,705	\$ (763)	-81%	\$ 12,613	\$ 17,051	\$ (4,438)	-35%
Total Administration Expenses	\$ 87,550	\$ 78,823	\$ 8,727	10%	\$ 841,475	\$ 788,233	\$ 53,241	6.3%
Train Operations								
Amtrak Operations	\$ 650,406	\$ 1,452,648	\$ (802,242)	-123%	\$ 12,484,925	\$ 14,526,477	\$ (2,041,551)	-16.4%
Train Fuel Cost	\$ -	\$ 176,158	\$ (176,158)		\$ 1,167,191	\$ 1,761,581	\$ (594,390)	-50.9%
Other Train Operations	\$ -	\$ 120,279	\$ (120,279)		\$ 1,139,632	\$ 1,202,793	\$ (63,161)	-5.5%
Facilities	\$ 20,406	\$ 24,658	\$ (4,252)	-21%	\$ 279,085	\$ 246,577	\$ 32,508	11.6%
Capital Maintenance	\$ 49,010	\$ 69,491	\$ (20,481)	-42%	\$ 521,253	\$ 694,906	\$ (173,654)	-33.3%
Total Train Operations	\$ 719,821	\$ 1,843,233	\$ (1,123,412)	-156%	\$ 15,592,086	\$ 18,432,334	\$ (2,840,248)	-18.2%
Station Operations								
Portland Station	\$ 31,300	\$ 31,300	\$ -	0%	\$ 309,800	\$ 313,000	\$ (3,200)	-1.0%
Platform Ins	\$ 11,145	\$ 11,145	\$ -	0%	\$ 104,334	\$ 111,450	\$ (7,116)	-6.8%
Station Platform Leases	\$ 3,906	\$ 3,906	\$ -	0%	\$ 35,153	\$ 39,060	\$ (3,907)	-11.1%
Other Station Improvements	\$ -	\$ 833	\$ -	0%	\$ 6,667	\$ 8,333	\$ (1,666)	-25.0%
Total Station Operations	\$ 46,351	\$ 47,184	\$ (833)	-2%	\$ 455,954	\$ 471,843	\$ (15,889)	-3.5%
Food Service	\$ 23,132	\$ 78,768	\$ (55,636)	-241%	\$ 639,514	\$ 860,733	\$ (221,220)	-34.6%
Marketing	\$ 41,700	\$ 43,333	\$ (1,633)	-4%	\$ 350,991	\$ 433,333	\$ (82,342)	-23.5%
Total Operating Expenses	\$ 918,555	\$ 2,091,342	\$ (1,172,787)	-128%	\$ 17,880,020	\$ 20,986,478	\$ (3,106,458)	-17.4%
Additional Funding Required	\$ 910,048	\$ 972,798	\$ (62,750)	-7%	\$ 8,560,825	\$ 10,391,845	\$ (1,831,019)	-21.4%