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# Board Briefing Materials

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July 25, 2022

**Location:**

*Casco Bay Lines Terminal Conference Room  
56 Commercial Street, Portland, Maine 04101*

1:00pm Public Session



For More Information

 207-780-1000 x 105

 [info@nnepra.com](mailto:info@nnepra.com)



**NORTHERN NEW ENGLAND  
PASSENGER RAIL AUTHORITY**

## NNEPRA FY2022 Strategic Workplan

NNEPRA was established under Maine law for the general purpose of supporting the operation of passenger rail service. (Section 8111). To accomplish this purpose, NNEPRA shall in part:

1. Take all actions reasonably necessary to initiate, establish, or reinstate regularly scheduled passenger rail service between points within this State and points within and outside this State. (Section 8003)
2. Seek and use all funds necessary to pay all expenses of this passenger rail service that are not met by fares and other funds or revenues. (Section 8006)
3. Set fares at reasonable levels to encourage the use of this service. (Section 8009)
4. Adopt a budget, make allocations and account transfers subject to the approval of Maine's Transportation Commissioner. (Section 8116)

**In fulfillment of these statutory expectations, and in recognition of the 20<sup>th</sup> Anniversary of Downeaster service, the NNEPRA Board of Directors adopts the following FY2022 workplan:**

1. Meet high standards for transportation safety including the provision of robust public health safeguards.
2. Maximize public awareness of the Downeaster service, attract new riders and retain existing riders through advertising, promotions, digital, traditional and earned media.
3. Support efforts to provide customers with a travel experience that consistently exceeds their expectations, delivers value and benefit, and contributes to a modern, integrated public transportation system.
4. Support the reduction of vehicle miles travelled and State climate change initiatives by improving service accessibility and quality by taking steps necessary to accomplish the following:
  - a. Extend double track and construct station improvements in Wells to improve service reliability, increase frequency and enhance efficiency.
  - b. Relocate the station in Portland to the railroad mainline to reduce travel times, improve access and operating efficiency.
  - c. Build a new station in Falmouth to improve access to I-95 and communities north of Portland.
  - d. Initiate passenger rail service on the Rockland Branch to expand access and provide traffic relief alternatives to coastal Route 1.
  - e. Prepare for new trainsets purchased by Amtrak which will replace legacy equipment and significantly reduce air emissions.
  - f. Collaborate with MaineDOT on studies and planning efforts associated with rail improvements and service expansions.
  - g. Participate as appropriate in national and regional planning initiatives to enhance access and connectivity.
5. Secure favorable terms for the continuation and expansion of passenger rail service to include the following:
  - a. Surface Transportation Board proceedings related to the Pan Am merger with CSX Transportation
  - b. Amtrak/NNEPRA operating agreement renewal
  - c. Downeaster Municipal Station agreement renewals
  - d. Portland Transportation Center agreement extension/renewal
6. Increase state and federal operational and capital funding opportunities:
  - a. Maximize the benefit of COVID-related assistance
  - b. Monitor federal discretionary grant opportunities including CRISI, RAISE, and State of Good Repair to supplement needs for applicable projects
  - c. Ensure NNEPRA is positioned to receive eligible federal funding made available through surface transportation reauthorization or supplemental infrastructure bills
  - d. Collaborate with MaineDOT to secure resources needed to leverage federal funding opportunities.



## NNEPRA BOARD of DIRECTORS

*July 25, 2022*

Northern New England Passenger Rail Authority

### Draft Agenda

#### 1:00pm      Public Session

- Welcome and Introductions
- Public Comment
- Approval of Minutes from June 27, 2022 Board Meeting
- Performance Update
- Finance Update
  - Approval of June Variance Report
- Project Updates
- Other Business
  - Review of FY23 Workplan
  - Corridor Identification and Development Program

**Next Meeting: August 22, 2022**

## Minutes of the Meeting of the Board of Directors Northern New England Passenger Rail Authority

June 27, 2022

### Directors in Attendance:

Chairman Jim Cohen, Chair; Mr. Alan Casavant; Ms. Alison Harris; Mr. Nate Moulton; Ms. Maggie Fleming.

### NNEPRA Staff in Attendance:

Ms. Patricia Quinn; Mr. Brian Beeler; Ms. Natalie Bogart; Mr. William Gayle.

### Interested Parties:

Mr. Wayne Davis, TrainRiders Northeast; Mr. Steve Corcoran, Amtrak; Mr. Irwin Gratz, Maine Public Radio.

## OPENING REMARKS

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Opened meeting at 1:03pm

## PUBLIC COMMENT

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Chairman Cohen opened the floor to public comment. No public comments made.

## APPROVAL OF MINUTES

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### Motion to Approve the May 23, 2022 Minutes.

Motion: Mr. Casavant  
Seconded: Ms. Harris  
Accepted: All

## OVERVIEW OF DOWNEASTER PERFORMANCE – Patricia Quinn

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Patricia Quinn provided an overview of Downeaster ridership and revenue for May. Ridership for the month was 82 percent of 2019 noting that in May of 2021 ridership had been roughly 30 percent of 2019. Year to date there are almost 67,000 more passengers than projected for this time of the year. Natalie Bogart provided an update on the composition of riders for the month noting that there were 32 demand factors in Boston for the month as well as continued growth in group trips as well as bikes. Patricia noted On-Time Performance was 74 percent for the month with Customer On-Time Performance at 81 percent. Patricia noted that the overall Customer Satisfaction Index score for the month was 92. Director Casavant asked on what areas were customers identifying dissatisfaction. Patricia commented that the greatest dissatisfaction is typically with on board Wifi and delays. Chair Cohen asked if delay type is tracked; Patricia noted that delay statistics are reviewed daily, weekly, and monthly for trend. The delay statistics will reflect signal and dispatch issues. Steve Corcoran noted that CSX has been in maintenance activity to address on time performance issues.

Brian Beeler provided an overview of activities occurring at Downeaster stations noting the request for proposals for station signage and the new ticketing kiosks. Director Harris commented that a great job has been done by Amtrak crews in assisting passengers who have had issues in trying to work the ticket machines.

**VARIANCE REPORT– Patricia Quinn**

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Patricia Quinn reviewed the May 2022 budget variance report.

Director Fleming asked why the per gallon fuel price was different than local retail fuel prices. Patricia noted that commercial diesel is procured nationally by Amtrak and that costs are allocated to NNEPRA, so that the reported fuel costs will not be comparable to what is “at the pump”.

Director Moulton and Chair Cohen asked for clarification on the use of federal funds and how they are treated in the budget if not used. Patricia commented that federal funds are drawn as needed and that the budget reflects the amount of federal funds needed to be drawn to cover the expenses noted.

**Motion to Approve the May Variance Report**

Motion: Ms. Fleming

Seconded: Mr. Casavant

Accepted: All

Patricia Quinn provided an overview of the draft FY23 Operating Budget for review noting that the approach was to try to keep the MaineDOT state match contribution consistent with past years in FY23 by applying CARES and ARPA funding.

Chair Cohen asked for clarification on the use of the federal funds through PACTS. Patricia responded that the reduced amount of emergency funding expected to be allocated to NNEPRA by PACTS could have an impact in FY24. Chair Cohen noted that the focus will be on closely monitoring revenues and ridership this year to guide the budget conversation next year.

**REVIEW AND APPROVAL OF FY23 OPERATING BUDGET – Patricia Quinn**

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Patricia provided an overview of the FY23 operating budget for approval noting that revenue was assumed to have been at 83% of 2019 levels. Chair Cohen asked about potential for ticket price increases and Patricia responded that the Fare Policy will be reviewed in the fall with recommendations if needed. Patricia noted a large increase from last year in layover costs due to the age of the facilities and need for maintenance and repair. Director Moulton noted that in the past cost recovery had been roughly 50 percent and it looks to be in the 30s which highlights that the Board will need to work to develop goals for the future. Mr. Moulton and Ms. Quinn agreed to collaborate on a projected 3-year budget for MaineDOT planning and funding programming purposes.

**Motion Pending Approval from the Maine Department of Transportation Commissioner to Approve the FY23 Budget**

Motion: Ms. Fleming

Seconded: Mr. Casavant

Accepted: All

**PROJECT UPDATE– Patricia Quinn & James Russell**

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Patricia Quinn provided a short update on the Wells Siding Improvement Project noting that AT&A utility relocation by continues to be underway by their vendor.

## **OTHER BUSINESS – Patricia Quinn**

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William Gayle provided an overview of the draft Triennial Report from FTA noting that five minor preliminary findings were being addressed and would hopefully be resolved by the final report.

## **PUBLIC COMMENT**

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Chairman Cohen opened the floor to public comment.

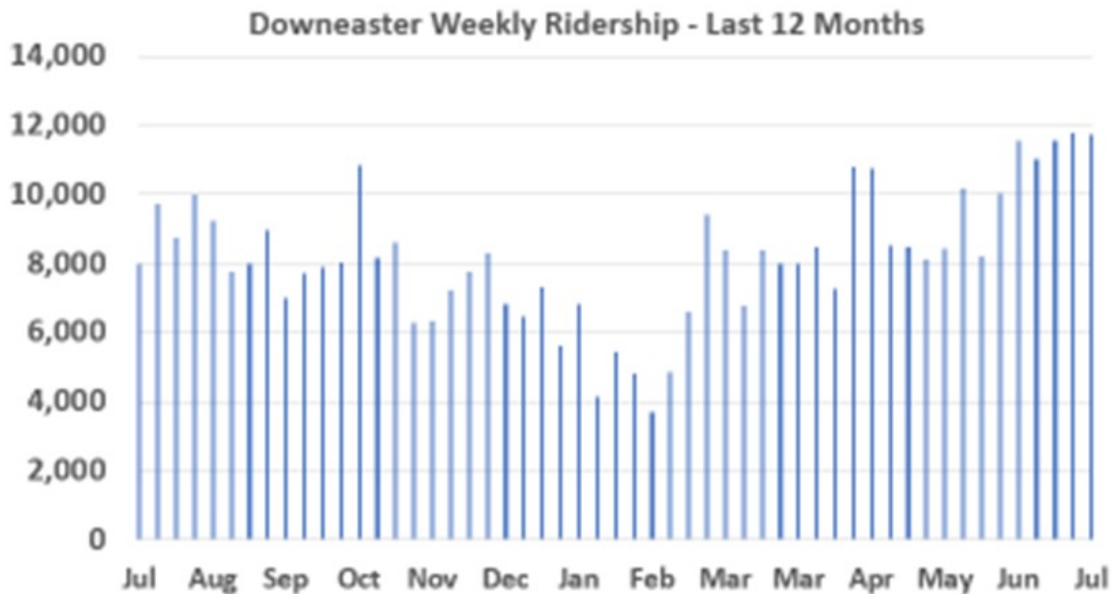
Wayne Davis, TrainRiders Northeast thanked the Board for the dedication of the plaque in Brunswick and noted that it was the NNEPRA's birthday. He distributed a TrainRiders' newsletter from 1995. He also noted that the TNE Annual Meeting will be held in September in Freeport with additional details to follow.

Meeting adjourned at 2:59pm.



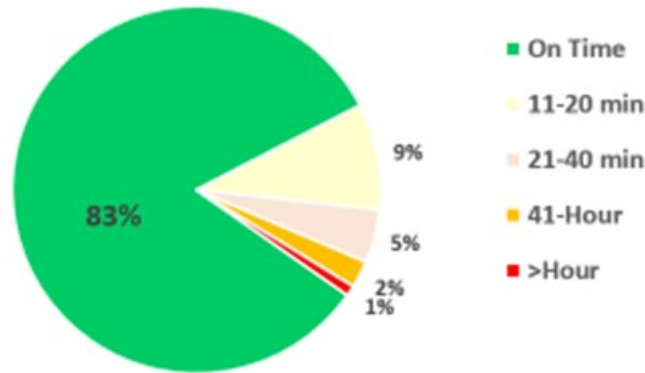
Downeaster FY2022 Performance to Date

Downeaster Performance Metrics - Last 12 Months									
Period	FY	Ridership				Revenue			
		Actual	Budget	Variance	vs. 2019	Actual	Budget	Variance	\$/Rider
Jun 22	FY22	42,580	31,534	11,046	88%	\$ 876,874	\$ 583,387	\$ 293,487	\$20.59
May 22	FY22	36,388	27,798	8,590	82%	\$ 789,302	\$ 514,255	\$ 275,047	\$21.69
Apr 22	FY22	37,745	29,867	7,878	78%	\$ 768,036	\$ 552,538	\$ 215,499	\$20.35
Mar 22	FY22	31,519	28,188	3,331	67%	\$ 657,202	\$ 521,470	\$ 135,732	\$20.85
Feb 22	FY22	27,600	24,653	2,947	68%	\$ 527,474	\$ 456,072	\$ 71,402	\$19.11
Jan 22	FY22	20,396	22,594	-2,198	54%	\$ 407,690	\$ 417,993	\$ (10,303)	\$19.99
Dec 21	FY22	28,966	23,481	5,485	63%	\$ 604,116	\$ 434,406	\$ 169,710	\$20.86
Nov 21	FY22	32,722	25,562	7,160	69%	\$ 617,699	\$ 472,905	\$ 144,794	\$18.88
Oct 21	FY22	37,383	25,308	12,075	74%	\$ 748,767	\$ 474,517	\$ 274,250	\$20.03
Sep 21	FY22	32,682	23,648	9,034	68%	\$ 632,226	\$ 443,404	\$ 188,822	\$19.34
Aug 21	FY22	38,534	32,632	5,902	63%	\$ 751,210	\$ 611,859	\$ 139,351	\$19.49
Jul 21	FY22	37,260	30,536	6,724	68%	\$ 726,323	\$ 572,553	\$ 153,770	\$19.49
<b>FY22 To Date</b>		<b>403,775</b>	<b>325,802</b>	<b>77,973</b>	<b>70%</b>	<b>\$8,106,919</b>	<b>\$6,055,360</b>	<b>\$ 2,051,560</b>	<b>\$20.08</b>



Downeaster Performance Metrics - Last 12 Months								
Period	FY	Trains Operated	Passenger Miles	On Time Performance		Downeaster Café		CSI
				End Point	Customer	Capture	Check AVG	
Jun-22	FY22	300	3,696,487	72%	83%	17%	\$ 3.82	91
May 22	FY22	310	3,205,050	74%	81%	18%	\$ 8.20	92
Apr-22	FY22	300	3,376,072	83%	90%	16%	\$ 8.54	91
Mar 22	FY22	310	2,804,050	77%	82%	18%	\$ 8.22	90
Feb-22	FY22	280	2,521,546	75%	81%	16%	\$ 8.66	91
Jan 22	FY22	310	1,858,131	79%	88%	19%	\$ 8.78	88
Dec-21	FY22	308	2,568,592	87%	91%	18%	\$ 8.60	94
Nov 21	FY22	297	2,566,478	66%	76%	16%	\$ 7.85	85
Oct-21	FY22	306	3,257,121	71%	79%	17%	\$ 8.03	88
Sep 21	FY22	296	2,730,658	70%	81%	17%	\$ 8.43	88
Aug-21	FY22	306	3,287,802	66%	77%	20%	\$ 8.27	89
Jul 21	FY22	298	3,208,359	64%	73%	19%	\$ 8.38	89
<b>FY22 To Date</b>		<b>3,621</b>	<b>35,080,346</b>	<b>74%</b>	<b>82%</b>	<b>18%</b>	<b>\$ 7.98</b>	<b>90</b>

Delay Intensity (By Rider)





## NNEPRA Draft FY22 Budget Variance Report

July 2021- June 2022

	Jun-22				Fiscal Year to Date			
	June Actual	June Budget	Variance	%	Actual	Budget	Variance	%
<b>Revenues</b>								
<b>Operating Revenue</b>								
Amtrak Ticket Revenue	\$ 876,874	\$ 583,385	\$ 293,489	50%	\$ 8,106,920	\$ 6,055,360	\$ 2,051,560	34%
Food Service Revenue	\$ 74,398	\$ 45,509	\$ 28,889	63%	\$ 606,912	\$ 470,182	\$ 136,730	29%
Advertising Revenue		\$ -	\$ -			\$ -	\$ -	
Parking Lot Revenue	\$ 31,466	\$ 29,420	\$ 2,046	7%	\$ 365,547	\$ 307,381	\$ 58,166	19%
Interest and Other Revenue	\$ 102,496	\$ 13,400	\$ 89,096	665%	\$ 655,154	\$ 285,800	\$ 369,354	129%
<b>Total Operating Revenues</b>	<b>\$ 1,085,234</b>	<b>\$ 671,714</b>	<b>\$ 413,520</b>	<b>62%</b>	<b>\$ 9,734,533</b>	<b>\$ 7,118,723</b>	<b>\$ 2,615,810</b>	<b>37%</b>
<b>Expenses</b>								
<b>Administration</b>								
Salaries & Benefits	\$ 69,062	\$ 68,000	\$ 1,062	2%	\$ 808,812	\$ 816,000	\$ (7,188)	-1%
Office Expenses	\$ 6,372	\$ 8,000	\$ (1,628)	-20%	\$ 103,754	\$ 96,000	\$ 7,754	8%
Professional Services	\$ 12,271	\$ 13,500	\$ (1,229)	-9%	\$ 196,923	\$ 232,000	\$ (35,077)	-15%
Insurance	\$ -	\$ -	\$ -		\$ 58,147	\$ 50,374	\$ 7,773	
Board Operations	\$ 1,189	\$ 1,250	\$ (61)	-5%	\$ 10,885	\$ 15,000	\$ (4,115)	-27%
<b>Total Administration Expenses</b>	<b>\$ 88,894</b>	<b>\$ 90,750</b>	<b>\$ (1,856)</b>	<b>-2%</b>	<b>\$ 1,178,521</b>	<b>\$ 1,209,374</b>	<b>\$ (30,853)</b>	<b>-3%</b>
<b>Train Operations</b>								
Amtrak Operations	\$ 1,619,356	\$ 1,225,792	\$ 393,564	24%	\$ 15,741,755	\$ 17,573,091	\$ (1,831,336)	-11.6%
Train Fuel Cost	\$ 322,610	\$ 167,739	\$ 154,871	48%	\$ 2,677,780	\$ 2,003,387	\$ 674,393	25.2%
Other Train Operations	\$ 114,118	\$ 142,500	\$ (28,382)	-25%	\$ 1,592,942	\$ 1,710,000	\$ (117,058)	-7.3%
ARPA Relief Credit	\$ (300,000)	\$ (300,000)	\$ -	0%	\$ (3,916,034)	\$ (3,916,034)	\$ -	0.0%
Facilities	\$ 25,753	\$ 32,000	\$ (6,247)	-24%	\$ 327,008	\$ 378,784	\$ (51,776)	-15.8%
FY22 Capital Maintenance	\$ 1,266	\$ 50,000	\$ (48,734)		\$ 860,000	\$ 860,000	\$ -	0.0%
<b>Total Train Operations</b>	<b>\$ 1,783,103</b>	<b>\$ 1,318,031</b>	<b>\$ 465,072</b>	<b>26%</b>	<b>\$ 17,283,451</b>	<b>\$ 18,609,228</b>	<b>\$ (1,325,777)</b>	<b>-7.7%</b>
<b>Station Operations</b>								
Portland Station Rent	\$ 9,300	\$ 9,200	\$ 100	1%	\$ 109,800	\$ 110,400	\$ (600)	-0.5%
Portland Station CAMS	\$ 29,193	\$ 22,000	\$ 7,193	25%	\$ 291,037	\$ 278,000	\$ 13,037	4.5%
Platform Ins.	\$ -	\$ -	\$ -		\$ 197,740	\$ 197,012	\$ 728	0.4%
Station Platform Leases	\$ -	\$ -	\$ -		\$ 52,000	\$ 52,000	\$ -	0.0%
Station Improvements	\$ -	\$ 2,000	\$ (2,000)	#DIV/0!	\$ 3,855	\$ 24,000	\$ (20,145)	
<b>Total Station Operations</b>	<b>\$ 38,493</b>	<b>\$ 33,200</b>	<b>\$ 5,293</b>	<b>14%</b>	<b>\$ 654,432</b>	<b>\$ 661,412</b>	<b>\$ (6,980)</b>	<b>-1.1%</b>
<b>Food Service</b>	<b>\$ 107,646</b>	<b>\$ 64,995</b>	<b>\$ 42,651</b>	<b>40%</b>	<b>\$ 925,143</b>	<b>\$ 773,790</b>	<b>\$ 151,353</b>	<b>16.4%</b>
<b>Marketing</b>	<b>\$ 77,786</b>	<b>\$ 40,000</b>	<b>\$ 37,786</b>	<b>49%</b>	<b>\$ 494,909</b>	<b>\$ 520,000</b>	<b>\$ (25,091)</b>	<b>-5.1%</b>
<b>Total Operating Expenses</b>	<b>\$ 2,095,922</b>	<b>\$ 1,546,976</b>	<b>\$ 548,947</b>	<b>26%</b>	<b>\$ 20,536,456</b>	<b>\$ 21,773,804</b>	<b>\$ (1,237,348)</b>	<b>-6.0%</b>
<b>Additional Funding Required</b>	<b>\$ 1,010,689</b>	<b>\$ 875,263</b>	<b>\$ 135,427</b>	<b>13%</b>	<b>\$ 10,801,924</b>	<b>\$ 14,655,082</b>	<b>\$ (3,853,157)</b>	<b>-35.7%</b>
<i>Overall Cost Recovery</i>	52%	43%	8%		47%	33%	15%	
<i>Café Cost Recovery</i>	69%	70%	-1%		66%	61%	5%	
<i>Ridership</i>	42,580	31,534	11,046	26%	403,775	325,802	77,973	19.3%
<i>Ticket Revenue Per Passenger</i>	\$ 20.59	\$ 21.30	\$ (0.71)		\$ 20.08	\$ 21.85	\$ (1.77)	