

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
April 28, 2011**

Directors Present: Hoffner, Alves, Bonebakker, Johnston, Flynn, Overlock, Burr, Doane, Moreau, Peretti, Crowley

Directors Absent: Donoghue

Public Present: Mac McKone, Kevin Attra

Staff Present: Berg, Mavodones, Sawtelle, Horr, C. Gildart, Higham, Bowen

1. Call to Order: The Board meeting was called to order by President Flynn at 7:45 AM, and he noted that the meeting is being recorded.
2. Approve Minutes of the March 24, 2011 Board of Directors meeting: Johnston moved, Hoffner seconded and the vote was 10 for, and 1 abstention (Bonebakker) and the motion passed to accept the minutes of the March 24, 2011 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Bill Overlock reported on the March financials noting that there were several factors contributing to this month's Operating loss, such as the auditing accruals, five-week paycheck month with vacation liability, and unexpected drydock for the Machigonne. However, the YTD numbers show that we are within \$15,000 of budget which is very good. Hank noted that March is an unusual month because it is the end of the fiscal year, and there will be further adjustments made with the auditors here next week. He also reported that we have created a maintenance inventory list to keep track of our assets, and capitalized and expensed items. Also, the total allowable monies for the 5307 Preventative Maintenance grant have not been applied in March, so he recommended to the Committee to only apply as much of the grant that will allow us to balance the budget for FY2011.
4. General Information Reports:
 - a. President's Report: There was no President's Report.
 - b. Committee Reports:

Operations Committee: Operations Committee Chair Dan Doane reported that there was no meeting in April. They are waiting to hear on the status of the terminal renovations grant that is currently at risk of being taken away from the District. Hank will be speaking with the FTA regarding this. The Terminal Renovations Committee has met and put together a priority list. We are not sure if MDOT will proceed with the procurement or if the District will. Sue Moreau suggested that we determine who will be the project manager as soon as possible.

Rate Structure Committee: Rate Structure Committee Chair Frank Peretti reported that the Committee met on 04/07 and reviewed freight rates, focusing on fuel freight charges. Charles Burr is working on his survey/questionnaire and website. A motion to have the same basis for calculating the number of trips in a monthly pass for all the islands was voted on and defeated by the Committee. They reviewed the current policy of complimentary tickets given to Directors and Committee members for attending Board and Committee meetings, but only when requested. Lastly, they discussed directing the PIC to work with the Peaks school board regarding payment options for the annual student passes. The Committee plans to meet next in June.

Sales & Marketing Committee: Sales & Marketing Committee Chair Scott Johnston reported that the Committee met on 04/13, and their focus continues to be looking for ways to increase revenue with the busy season coming up. A sub-committee was formed to focus on a new idea for "Lunch on the bay" on the 11:00 AM GDI/LDI boat. They are working on getting proposals from local businesses, such as Whole Foods, Andy's and Foodworks, to provide the lunch and hope to begin the program by June 1st. This is a good opportunity to reach out to the locals for future charters. The Committee plans to meet next month.

Government Relations Committee: Government Relations Committee Chair Matt Hoffner reported that the Committee met on 04/14 and worked on the invitation list for the Legislators Cruise this year, set for Wednesday, 09/14/11 with the invite list to include federal, state and local representatives. Invitations will be sent out in mid-June. Matt emphasized the importance of the Board members' attendance in helping to ensure getting our key messages through to the guests.

New Vessel Advisory Committee: Matt also reported that the New Vessel Advisory Committee has put up displays in the terminal and on the boats showing the details of the new

vessel and the changes made compared to the design of the Aucocisco. The four island schools are working on suggesting names for the new vessel and submissions are due by 05/15/11. The Committee is planning a trip to Blount Marine in September or October to work on finalizing some of the details of the design. The projected delivery date is the first quarter of 2012.

c. Staff Reports:

General Manager's Report: General Manager Hank Berg reported that the \$300,000 in funding that was awarded to us from redistributed federal funds was never available. CBITD submitted five proposals to PACTS, three of which were approved and recommended for funding by PACTS from this funding (piling, apron repair and vessel location device). The piling work may be put under the Terminal Renovations grant. He also attended a NEPTA meeting last month in Hartford, CT, where Sue Moreau was on a panel. This was a good opportunity to meet the FTA people. The Waterfront Alliance Group, of which CBITD is a member, has a charter scheduled for 05/10/11 for a narrative tour of Portland's working waterfront.

Operations Report: Assistant Operations Manager Roki Horr reported on the status of the e-ticketing/kiosk and bar code scanner projects. They are working on last minute details. The Gateway team and the graphics engineer will be onsite the week of 05/09 to work on the project and hope to implement for public use on 05/15. For the time being, the kiosk will allow for the purchase of adult tickets to all islands, with the hope to add the other ticket options in the near future.

d. Wharf and MDOT Reports: Sue Moreau reported that she will consult with Warren Knowles regarding work that is to be scheduled for Great Diamond and Little Diamond Island.

e. New Boat Update: An update was already given earlier in the meeting.

5. Public Comment: None

6. Business:

a. Motion #1: Consideration and action to reconsider the vote regarding additional service to Diamond Cove and Long Island during the 2011 Summer Sailing Schedule, taken on March 24, 2011. Hoffner moved, Bonebakker seconded and after discussion the vote was 10 for, and 1 opposed (Crowley) and the motion passed.

Motion #2: Consideration and action to approve additional service to Diamond Cove and Long Island during the 2011 Summer Sailing Schedule. This service shall include a 5:35 AM departure from Portland (Monday – Friday) and a 7:15 AM departure from Portland (Sundays only). The Sunday service will be subsidized by the Diamond Cove Homeowners' Association. Ridership will be evaluated during the Fall of 2011. Hoffner moved, Peretti seconded and after discussion the vote was unanimous and the motion passed.

b. Discussion on Board Offsite and Planning Process. Matt Hoffner reported that the Board offsite will be proposed for next year. Hank has worked on developing an annual planning calendar. The goal for the rest of this year would be to complete a one year operational plan by the end of 2011 and recommend to the Board for approval for January 2012. The Executive Committee would review the charter of the Committees to prepare for this plan.

c. Executive Session:

i. Discussion with Labor Consultant on collective bargaining pursuant to 1 M.R.S.A. Section 405(6) (D). Peretti moved, Bonebakker seconded and the vote was unanimous to go into Executive Session. Hoffner moved, Peretti seconded and the vote was unanimous to come out of Executive Session. Hoffner moved, Bonebakker seconded and the vote was unanimous to authorize the President to enter into agreement with Local 333 of United Marine Division, ILA for the successor 2009-12 Marine and Shoreside Collective Bargaining Agreements on behalf of the Board of Directors.

ii. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405 (6) (A). This item to item to be discussed by the Personnel Committee.

7. Workshop: There was no workshop.

8. New Business: There was no new business.

9. General Announcements:

a. Scheduled meetings:

1. Executive Committee: Thursday, May 5 at 7:45 AM
2. Rate Structure Committee: No meeting planned in May
3. Sales & Marketing Committee: Tuesday, May 10 at 7:45 AM
4. Government Relations Committee: No meeting planned in May
5. Pension Committee: Tuesday, May 17 at 7:45 AM
6. Operations Committee: Thursday, May 19 at 7:45 AM
7. Finance Committee: Wednesday, May 25 at 7:45 AM
8. Board of Directors: Thursday, May 26 at 7:45 AM

b. Correspondence: None

10. Adjournment: Bonebakker moved, Johnston seconded and the meeting was adjourned at 9:45 AM.

Respectfully submitted by: _____
Dan Doane, Clerk