

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE MEETING OF  
February 28, 2013**

Directors Present: Peretti, Overlock, Doane, Burr, Crowley, Bonebakker, Flynn, Johnston, Robinson, Moreau (via phone), Donoghue (arrived at 7:50 AM)

Directors Absent: Clark

Public Present: Kevin Attra, Mac McKone

Staff Present: Berg, Horr, Mavodones, Sawtelle, C. Gildart, 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 was being recorded.
2. Approve the minutes of the January 24, 2013 Board of Directors meeting: Doane moved to approve the January minutes, and Overlock seconded. After discussion, the vote was 9 in favor, 1 abstention (Johnston) and the motion passed to accept the minutes of the January 24, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Bill Overlock reviewed the January financials, noting that there aren't many variations except for some timing issues. January had poor weather, but FY to date revenues remain favorable. Berg noted that some of the drydock cost for the Machigonne II will run over in FY2014, and expenses for the steel work done on the Bay Mist will be capitalized. Peretti asked if that expense can be covered with the Garage Maintenance Fund, and Berg will look into that. Regarding the FY 2014 budgeting process, the staff will bring the first draft to the March 27<sup>th</sup> Finance Committee meeting, and we will look to have it approved at the April 25<sup>th</sup> Board Meeting. The Finance Committee is also reviewing the Fund Balance Policy and to revise if necessary.
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 the Operations Committee reviewed the Wednesday before Thanksgiving 2012 car ferry service, which was positive by 13 cars, and was voted on by the Committee to become a permanent service. They also discussed Jean Dyer recognition, which will be discussed again at the next meeting. There was a lengthy discussion on Betsey Remage-Healey's bike pass proposal. No action was taken, and the discussion will be continued. Mavodones reported that the new vessel is progressing well and is on schedule. The shipyard plans to move the vessel outside and attach the wheelhouse in mid-April, and they are getting ready to start painting. Berg reported on e-ticketing and said we are now able to scan commuter books, and the Deckhands have been scanning tickets. We plan to go live by May 1<sup>st</sup>. The next step is to move ahead with the online purchasing platform. Mavodones reported that for the Terminal Renovation, Cianbro was awarded the marine work contract, and they will begin work at Gate 5 while the Machigonne II is in the shipyard. Berg also noted that the marine work will be funded by the Federal Highway Administration (FHWA) money, which we will need to match with the Garage Maintenance Fund. There will be FHWA money left over to contribute to the Terminal building part of the renovation. Overlock had a question about fueling and storage related to the Terminal Renovations.

Sales & Marketing Committee: Sales & Marketing Director Caity Gildart reported that the Annual Inter-Island Cruise is set for Friday, 3/15. Berg reported that the new website is in beta testing now with a couple of weeks needed for feedback and training. We plan to go live in late March.

Personnel Committee: Flynn reported that an Executive Session regarding the General Manager's performance is on today's agenda.
  - c. Staff Reports:

General Manager's Report: General Manager Hank Berg reported that he attended the Passenger Vessel Association meeting last week, and it was well attended and a good networking experience. GPCOG (Greater Portland Council of Governments) is working on the Southern Maine Regional Transportation Initiative, which is looking at all the area transportation providers to see how efficiencies and customer service can be improved. PACTS is reorganizing for their TMA (Transportation Management Area) status. Under MAP 21, the FY 2013 funding for all of the Portland area transit providers is approximately \$11 million, and each transit provider will receive at least the same amount they were granted last year, which is approximately \$391,000 for us (5307). How the rest of the funding is split is to be determined. There is a new Ferry Boat program under the FHWA that is now formula based. We will receive \$142,500 for the first 6 months that can be used for capital purposes, and does not have an expiration date. Berg also attended a Maine Transportation Association (MTA) legislator breakfast up in August this past week, which was another good networking event.

Operations Manager's Report: This item already reported on earlier.

- d. Wharf and MDOT Reports: Mavodones reported that the Long Island wharf is complete. The contractor is back at Great Diamond Island doing some final corner piling work
- e. New Boat Update: Already reported on earlier.
- 5. Public Comment on items not on the agenda: McKone asked about the status of AVL. Berg reported that we are finalizing negotiations with a vendor over the next few weeks and the timeline is about one year for implementation and testing. Peretti asked about PUC update for our fare changes. Berg reported that after today's meeting, we will prepare the full package to go to the PUC.
- 6. Business:

- a. Act on the resolution to adopt FTA Certifications and Assurances for Federal FY 2013  
Bonebakker moved that the Board adopt the resolution adopting the Federal Fiscal Year 2013 Certifications and Assurances for FTA Assistance for compliance with Federal Transit Administration rules and regulations as listed in Appendix A, attached hereto and authorize the General Manager to sign the Certifications and Assurances. Peretti seconded and after discussion, the vote was unanimous to adopt the following resolution:

To adopt all provisions required to satisfy all applicable Federal Transit Administration rules and regulations necessary to enable the District to sign and submit the *Federal FY 2013 Certifications and Assurances for FTA Assistance*, including but not limited to those listed in Appendix A, attached thereto, and authorize the General Manager to sign the Certifications and Assurances for FY 2013.

- b. Consideration and action regarding a proposal for a 12:00 Noon boat on Tuesdays, Thursdays and Saturdays departing Portland and going to Cliff Island (not stopping at DC) during the Winter Sailing Schedule, beginning approximately March 1<sup>st</sup> and running through the end of the Spring A Schedule, with no fare increase and on a trial basis  
Overlock moved that the Board adopt the recommendation of the Operations and Finance Committees to operate a 12:00 Noon trip departing Portland to the Down Bay islands (not stopping at Diamond Cove) on Tuesdays, Thursdays and Saturdays during the 2013 Winter Sailing Schedule, beginning approximately March 1<sup>st</sup> and running through the end of the Spring A 2013 Sailing Schedule, with no fare increase and on a trial basis. Peretti seconded and after discussion, the vote was 9 in favor and 1 opposed (Donoghue) and the motion passed.
- c. Consideration and action regarding a proposal to operate the 11:00 AM Diamond Pass run until the end of October on a trial basis  
Bonebakker moved that the Board adopt the recommendation of the Operations and Finance Committees to operate the 11:00 AM Diamond Pass run until the end of October 2013 on a trial basis. Overlock seconded and after discussion, the vote was unanimous and the motion passed.
- d. Consideration and action regarding a proposal to provide car ferry service (9:30 AM – 5:35 PM departures) to Peaks Island on Wednesdays during the Winter Sailing Schedule on a trial basis in Fall of 2013  
Bonebakker moved that the Board adopt the recommendation of the Operations and Finance Committees to provide car ferry service (9:30 AM – 5:35 PM departures) to Peaks Island on Wednesdays during the Winter 2013/2014 Sailing Schedule on a trial basis. Doane seconded and after discussion, the vote was unanimous and the motion passed.
- e. Consideration and action regarding a proposal to provide car ferry service (7:15 PM – 11:30 PM departures) to Peaks Island on Saturday evenings during the Winter Sailing Schedule on a trial basis starting in the Fall of 2013  
Overlock moved that the Board adopt the recommendation of the Operations and Finance Committees to provide car ferry service (7:15 PM – 11:30 PM departures) to Peaks Island on Saturday evenings during the Winter 2013/2014 Sailing Schedule on a trial basis. Burr seconded and after discussion, the vote was unanimous and the motion passed.
- f. Consideration and action regarding a proposal for the addition of an 8:30 PM departure on Sunday evenings from Portland (to LDI, GDI and LI) during the Winter Sailing Schedule and running through the Spring A Schedule on a trial basis beginning approximately March 1, 2013  
Peretti moved that the Board adopt the recommendation of the Operations and Finance Committees for the addition of an 8:30 PM departure on Sunday evenings from Portland (to LDI, GDI and LI) during the 2013 Winter Sailing Schedule and running through the Spring A Schedule on a trial basis beginning approximately March 1, 2013. Crowley seconded and after discussion, the vote was 9 in favor and 1 opposed (Donoghue) and the motion passed.
- g. Consideration and action regarding a proposal for the reversal of the 8:25 AM Long Island and 8:40 AM Diamond Cove departures during the Summer Sailing Schedule  
Peretti moved that the Board adopt the recommendation of the Operations and Finance Committees for the reversal of the 8:25 AM Long Island and 8:40 AM Diamond Cove departures during the Summer Sailing Schedule. Crowley seconded and after discussion, the vote was unanimous and the motion passed.

- h. Consideration and action regarding AVL Terminal Display  
Bonebakker moved that the Board endorse the increase to the AVL funding as presented. (see attachment A). Burr seconded and after discussion, the vote was unanimous and the motion passed.
- i. Executive Session:
  - i. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405 (6) (A)  
Crowley moved to go into Executive Session, Johnston seconded and the vote was unanimous.  
Doane moved to come out of Executive Session, Johnston seconded and the vote was unanimous.
  - ii. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A. Section 405(6) (E)  
Bonebakker moved to go into Executive Session, Crowley seconded and the vote was unanimous.  
Bonebakker moved to come out of Executive Session, Doane seconded and the vote was unanimous.
  - iii. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405 (6) (A)  
Johnston moved to go back into Executive Session, Robinson seconded and vote was unanimous.  
Bonebakker moved to come out of Executive Session, Johnston seconded and the vote was unanimous.
- 7. Workshop:
  - a. None
- 8. New Business: Burr requested a list of the Machigonne II drydock items. He also noted that there is a discrepancy with the heat on the Machigonne II. Mavodones distributed the work list for the Machigonne II's upcoming drydock.
- 9. General Announcements:
  - a. Scheduled meetings:
    - 1. Executive Committee: Thursday, March 7 at 7:45 AM
    - 2. Sales & Marketing Committee: Tuesday, March 12 at 7:45 AM
    - 3. Government Relations Committee: No meeting planned
    - 4. Pension Committee: No meeting planned
    - 5. Personnel Committee: No meeting planned
    - 6. Operations Committee: Thursday, March 21 at 7:45 AM
    - 7. Finance Committee: Wednesday, March 27 at 7:45 AM
    - 8. Board of Directors: Thursday, March 28 at 7:45 AM
  - b. Correspondence: None
- 10. Adjournment: Bonebakker moved, Burr seconded and the vote was unanimous to adjourn at 10:30 AM.

Note: Donoghue and Overlock left meeting at 0948, Johnston and Moreau left at 1015.

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

Dan Doane, Clerk

Charles Burr \_\_\_\_\_

Assistant Clerk

