

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
SEPTEMBER 26, 2013**

Directors Present: Bonebakker, Clark, Johnston, Doane, Crowley, Burr, Peretti, Flynn, Overlock, Donoghue (7:55am), Robinson (8am)

Directors Absent: Moreau

Public Present: Jane Gerard, Marjorie Phyfe, Mac McKone

Staff Present: Berg (via phone), Mavodones, Horr, C. Gildart, Higham

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 June 27, 2013 Board of Directors meeting: Peretti stated that part of the minutes were not accurate regarding staging and car reservations on Peaks. Discussion followed. It was decided to not amend the minutes and to vote. Overlock moved to approve the minutes, Johnston seconded and the vote was 8 in favor, and 1 abstain (Bonebakker) and the motion passed to accept the minutes of the June 27, 2013 Board of Directors meeting. Burr noted that there was no Executive Session on today's Board agenda. He then made a motion to have an Executive Session, and Peretti seconded. Berg reported that CBL counsel advised not to discuss the matter in public until the conciliation process is done, and the Board will have an opportunity to weigh in on the matter once that process is started. Bonebakker said we must follow the law of notice and procedure, and publicize the Executive Session in advance. Flynn noted that the Executive Session is on the agenda for the next Executive Committee meeting. Flynn said that this discussion can be taken up later in the meeting under "New Business".
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the August financials, noting that for the first time in CBL's recorded history, we hit over \$1 million in revenue in one month, which represents 23% of the total budget revenue for the year. For YTD, revenue exceeds budget. September has started off slow, but we are catching up and should be on par with last year. The bottom line profit/loss exceeds budget by 61%. Johnston and Bonebakker extended a big 'thank you' to all staff and employees for their work. Berg announced that CBL will be hosting an employee celebration at Flatbread.
4. General Information Reports:
 - a. President's Report: There was no President's report
 - b. Committee Reports:

Operations Committee: Operations Committee Chair Doane reported that the Committee met on 9/19, and voted to have the Noon boat run on a permanent basis and have the Sunday 8:30 PM boat run on a trial basis. Discussed weekend reservations for Peaks, crowd control, employee attitude and training, update on the Terminal Renovations, the new vessel and e-ticketing. Bonebakker advised that we publicize the trial review season through e-news, bulletin boards, etc. and invite comments and suggestions from the public.

Government Relations Committee: Government Relations Committee Chair Johnston reported that the Committee is planning a new boat celebration/christening event in conjunction with a legislator cruise. The date hasn't been set yet, as we are waiting for the new boat to arrive.

Sales & Marketing Committee: Sales & Marketing Committee Chair Johnston reported that the summer was very busy and the August numbers were great. The Sales & Marketing Committee will look into having a public celebration of the new boat.
 - c. Staff Reports:

General Manager's Report: General Manager Berg reported that Judi Molloy from the FTA will be retiring on October 3rd, and we don't know who her replacement will be yet. There is a Ferry Boat Discretionary Grant available in October in the amount of \$30 million. We are planning to submit a proposal for \$3 million. Berg then gave an update on PACTS funding, and also noted that he attended the Tri-State meeting last week which was an excellent session.

Operations Manager's Report: Operations Manager Nick Mavodones reported that a Peaks Island streetlight that has been out is being fixed by the City. The Terminal Renovations are moving along. Work includes a new electrical service and gas fired boilers. In the meantime, we will be temporarily using a propane tank for heat. Demolition will probably begin next week. The Maintenance shop is being relocated, and most of their equipment will be stored on Presumpscot Street and Ocean Gateway Terminal. The employee break room is also being moved, and the conference room will become our new storage area. Doane reported that there was a complaint of a rusty trash bin on the Peaks dock. Bonebakker reported that the Chebeague dock fender pilings need to be fixed. Jane Gerard reported that there were complaints at the Peaks Island Council meeting regarding no covering available at Gate 5 for the upcoming winter. Mavodones answered that the plan is to use the Island Romance canopy once it is removed from the boat for the season. The new boat has begun dock trials at the shipyard. There are some issues, but they are sorting through them. Sea trials are being planned and weekly progress meetings continue. The shipyard expects delivery in about 3 weeks. Blount it now incurring liquidated costs for each day past the expected delivery date. Burr inquired about space for the new boat. Mavodones reported that we may have to temporarily raft up two boats until the space is available.
 - d. Wharf and MDOT Reports:
 - e. Projects update:
5. Public Comment on items not on the agenda: None

6. Business: (ITEMS TAKEN OUT OF ORDER)

c. Consideration and action to endorse the PACTS regional branding plan

Jennifer Puser from GPCOG gave a presentation on the regional marketing and branding plan. Johnston moved to endorse the PACTS regional branding plan. Donoghue seconded, and after discussion the vote was 10 in favor and 1 opposed (Clark) and the motion passed.

a. Consideration and action to accept the FY 2013 Annual Independent Financial Audit Report

Overlock moved to accept the FY 2013 Annual Independent Financial Audit Report. Donoghue seconded, and after discussion the vote was unanimous and the motion passed.

b. Consideration and action to approve the FY 2013 Cost Allocation Plan

Overlock moved to approve the FY 2013 Cost Allocation Plan. Johnston seconded, and after discussion the vote was unanimous and the motion passed.

d. 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), commencing annually on or about November 1st (the intent is to start when the 11:00 AM Inner Bay run ends), and running through the end of the Spring A schedule

Doane moved to adopt the recommendation of the Operations Committee to operate a 12:00 Noon boat, as stated above. Overlock seconded, and after discussion the vote was unanimous and the motion passed.

e. 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 Fall B, Winter and Spring A Sailing Schedules, on a trial basis

Doane moved to adopt the recommendation of the Operations Committee to operate an additional 8:30 PM run, as stated above. Overlock seconded, and after discussion the vote was unanimous and the motion passed

7. Workshop:

a. Grants overview – no workshop

8. New Business: Burr stated that he wants to have an Executive Session soon. Doane motioned for a special meeting to be held immediately after the Executive Committee meeting. Crowley seconded, and after discussion the motion was withdrawn. Flynn said that the Executive Committee would have its meeting first, then go into Executive Session, where all other Board members would be welcome to join.

9. General Announcements:

a. Scheduled meetings:

1. Executive Committee: Friday, October 4 at 7:45 AM
2. Sales & Marketing Committee: No meeting planned
3. Government Relations Committee: TBD
4. Pension Committee: No meeting planned
5. Personnel Committee: No meeting planned
6. Operations Committee: Thursday, October 17 at 7:45 AM
7. Finance Committee: TBD
8. Board of Directors: Thursday, October 24 at 7:45 AM

b. Correspondence: None

10. Adjournment: Crowley moved, Burr seconded and the vote was unanimous to adjourn at 9:45 AM.

Respectfully submitted by: _____
Dan Doane, Clerk

Charles Burr _____
Assistant Clerk