

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE ANNUAL ISLAND MEETING
DECEMBER 19, 2013**

Directors Present: Flynn, Moreau, Clark, Doane, Johnston, Crowley, Donoghue, Braden, Bonebakker, Overlock (via phone)

Directors Absent: Robinson

Public Present: Mac McKone

Staff Present: Berg, Mavodones, Horr, Sawtelle, Gildart, Higham

1. Greeting: President Flynn greeted everyone, and called the meeting to order at 7:53am.

2. Committee Reports:

a. Treasurer's Report: It was decided that General Manager Hank Berg would give the Treasurer's report. Berg reported that the revenue for the month of November was 5.3% better than budget and 7.6% over last year for the month. 60% of our revenue is earned during 25% of the year, and this past August we earned \$1 million in revenue. Cumulatively, we are at \$4.3 million as of the end of November, which is 6.7 % over budget (\$300k). For expenses, we are at \$3.9 million, or 2.3% better than budget. For Operating surplus/loss before grants, we were much better than budget and after grants applied, we were much better than budget at \$820k which is almost exactly the same for YTD as last year. We did not draw from the Line of Credit in November, but will need to probably starting in January 2014.

b. Operations Committee Report: Operations Committee Chair Dan Doane reported on the following trial runs: "reduced fare" Wednesdays, which continues to be analyzed; the Spring B/Fall A 7:15pm – 11:30pm car ferry; the continuing Saturday 7:15pm car ferry; the Peaks Winter Wednesday car ferry from 9:30am – 5:35pm; working on Peaks car reservations for Friday, Sat. and Sun. pm, which we will try and promote better next season; for Down Bay, the Winter and Spring A to Little Diamond, Great Diamond and Long Island on Sundays at 8:30pm; Diamond Pass extended run for the Fall schedule; for Little Diamond, Great Diamond, Long Island and Cliff, a Tues, Thurs and Saturday 12 Noon departure; Diamond Cove / Long Island 7:45am reversal of stops; and there will be a vote today on the 4:15pm Inner Bay item that is on the agenda. Other items that the Committee is looking at include a 6:45am departure to Peaks on Sundays and Holidays year-round; a 10:30pm departure to Peaks on Sundays and Holidays, a request to stop at Little Diamond on the 9:00pm outbound trip to Diamond Cove during September and May/June (no cost – Mavodones needs to confirm schedule with Diamond's Edge); adding a second 7:45am departure to Down Bay Islands during Fall Sailing Schedule; adding a 7:45am departure to Inner Bay Islands on Veterans Day; a request from Ripple Effect regarding Cow Island (Mavodones will meet with them to discuss further); and for the 4:15pm Inner Bay run that is being voted on today, a request to stop at Long Island prior to stopping at Diamond Cove. There are no disruptions or any cost associated with the 4:15pm change. The Committee will be looking at creating a smoking policy to be put in place when the new Terminal is completed; and electronic ticketing continues to be worked on. McKone requested a list of the cost of each trial run, and Braden asked about the procedure for requests to be brought to the Board for a vote.

c. Sales & Marketing Committee Report: Sales & Marketing Committee Chair Scott Johnston reported that the new website was re-done this year and we are using social media as well. Berg reported that website visits are up 18% since last year. Along with Facebook, Twitter and Instagram, we are working on using text messaging to alert passengers to last minute schedule changes and promotions, etc. We also had a lot of ridership on the Bailey Island cruise through the Living Social coupon that we offered. Gildart reported that the annual Parade of Lights was last weekend and was sold out with 350 tickets. The 6th Annual Inter-Island cruise is coming up next, with a tentative date of Friday, 3/14. The Inn on Peaks has agreed to cater again, and the Delta Knights have agreed to play again. Berg noted that while charters were down for the month of November, tours and catering were up.

d. Government Relations Committee: Government Relations Committee Chair Scott Johnston reported that the annual Legislators Cruise is pending on the delivery of the Wabanaki, but we plan to still have a celebration of the new boat possibly sometime in January or February, 2014.

3. Staff Reports:

a. General Manager's Report: General Manager Hank Berg reported that Incident Reports for the year are down by 27%, and we have added a new category called "Not Valid", specifically for reports that are for information only, or are out of our control. We only received 24 incidents regarding freight, which is very good considering the huge amount of freight that is moved on our boats. A survey from GPCOG had 1100 replies, 44% of which agreed that CBL has improved over the last 3 years, 7% strongly agreed, and 44% replied there was no change. For the Terminal Renovation, we are working with the contractor to understand cost increases and schedule impact regarding the delays in putting in the new transformer, getting easement approved and installing the Unitil gas lines. The demolition is not yet finished because of the oil tanks, but they should be removed soon. We also found a 6 foot void underneath the concrete platform by the seawall. Regarding the Wabanaki, the vessel is complete and we are just waiting for approval from the Coast Guard in Washington, DC. We continue to work on e-ticketing and have resolved some technical difficulties. For the AVL (automatic vehicle locator) project with METRO and SoPo Bus, the contract has been awarded to Clever Devices, but we've had issues which has delayed implementation until after next summer. For the AIS (automatic identification system) project, we have purchased the systems and have installed them in 3 of our vessels so far and we are working on installing in the last 2. The website to view the vessels is www.marinetraffic.com.

- b. Operations Report: None.

4. Wharf Report: Moreau reported that MDOT is working on their list of projects for 2014, including the waiting shed at Great Diamond, and fendering work on Cliff Island. Regarding the Wabanaki berth space, the start should be soon for moving over the public floats.

5. Public Discussion: None

6. Business:

a. Consideration and action on a resolution to approve a new Revenue Anticipation Note

Doane moved that the Board adopt the resolution(s) to replace the District's most recent Revenue Anticipation Note with a new Revenue Anticipation Note maturing on September 30, 2014 as written (see attached agenda item 6a). Braden seconded, and after discussion the vote was unanimous and the motion passed.

b. Consideration and action regarding a proposal to change the order of the outbound stops on the 4:15 PM Inner Bay departure during the Winter Sailing Schedule (the boat will now stop at Long Island prior to stopping at Diamond Cove)

Crowley moved to change the order of the outbound stops on the 4:15 PM Inner Bay departure during the Winter Sailing Schedule as written (see attached agenda item 6b). Bonebakker seconded, and after discussion the vote was unanimous and the motion passed.

7. Workshops: None

8. General Announcements:

a. Scheduled meetings:

- i. Executive Committee: Thursday, January 9 at 7:45 AM
- ii. Sales & Marketing Committee: Tuesday, January 7 at 7:45 AM
- iii. Government Relations Committee: No meeting planned
- iv. Pension Committee: No meeting planned
- v. Personnel Committee: No meeting planned
- vi. Operations Committee: Thursday, January 16 at 7:45 AM
- vii. Finance Committee: TBD
- viii. Board of Directors: Thursday, January 23 at 7:45 AM

9. Adjournment: Crowley moved to adjourn, Donoghue seconded and the meeting adjourned at 8:45 AM.

Respectfully submitted by: _____
Robin Clark, Clerk