

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
FEBRUARY 27, 2014**

Directors Present: Flynn, Moreau, Doane, Johnston, Overlock, McKone, Braden, Crowley, Bonebakker

Directors Absent: Donoghue, Clark, Robinson

Public Present: Chris Hoppin, Marjorie Phyfe, Suellen Roberts, Tanner Arden, Peggie Peretti, Cynthia Pedlikin, Howard Pedlikin, Charles Burr, Jane Gerard, Valerie Kelly

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

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 23, 2014 Board of Directors meeting: To be approved at next meeting.
As a token of appreciation for serving on the Board, Berg gave a thank you gift to Peggie Peretti and Charles Burr.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the January financials. Total revenue off by \$1.9k vs. budget, passenger revenue off by 6k vs. budget due to weather, but is offset by vehicle and freight revenue. Personnel expenses up due to extra runs, vessels expenses up due to extra fuel. For FY to date, \$352k favorable operating profit. On an annual basis, \$264k above budget, and FY to date, \$80k above budget. Overlock also noted that for the first time this FY, we used \$125k from our revolving debt agreement, which is earlier than last year. We are waiting for federal funding, and have had the construction expenses. Johnston asked about grant timing, and Berg explained that it might be another 30-40 days to receive the funding.
4. General Information Reports:
 - a. President's Report: There was no President's report
 - b. Committee Reports:
 - Operations Committee: There was no Operations report.
 - Sales & Marketing Committee: Sales & Marketing Chair Scott Johnston reported that there was no meeting this month. Gildart reported that the Annual Inter-Island cruise is on March 14th, and tickets are selling well. A McDonalds "Good Morning Maine" commercial, which is currently airing, was recently filmed onboard the Machigonne II. Johnston thanked the staff for their work on the Government Relations cruise/Wabanaki celebration on 2/13. There was good attendance despite the weather. Berg also noted that we are working to set up a text messaging alert system, which should be in place soon.
 - Government Relations Committee: This item combined with the Sales & Marketing report.
 - c. Staff Reports:
 - General Manager's Report: General Manager Hank Berg reported that we are having customer service training in April at USM, which is open to all service providers. Our HR consultant, Amey Leadley, will be onsite weekly at CBL and she will also be taking part in the monthly planning meetings with Department managers and Maine Marine Association. The Terminal Renovation project is fully underway. We continue to work on bar code scanning and the online store. McKone asked about our computer/accounting upgrade. Berg reported that we have budgeted \$100k for our SagePro accounting replacement, and we are waiting for FTA money to be released in order for us to implement a full office computer upgrade. Peretti asked about the status of an accounting firm coming in to assess our accounting operation/needs. Discussion followed.
 - Operations Manager's Report: Operations Manager Nick Mavodones reported that the Maquoit II is at the shipyard for 6 weeks. There is fendering/foundation work happening on the Cliff Island dock, and Prock Marine has finished the lengthening and relocation of the fireboat and public dock / floats.
 - d. Wharf and MDOT Reports: Moreau reported that there is money budgeted for next year for work on the Peaks Island transfer bridge.
5. Public Comment on items not on the agenda: Cynthia Pedlikin asked about training on the Wabanaki. Mavodones reported that the full-time Captains and Deckhands were given familiarization training. Howard Pedlikin said that the crew does a great job in all weather conditions with clearing snow, etc., but last week it was treacherous walking from the Terminal to the Machigonne II. Overlock asked who plows the bell buoy park, and Mavodones reported that the City does.
6. Business:
 - a. Consideration and action regarding a proposal to extend the 11:00 AM Inner Bay run until the end of October 2014, on a trial basis

- Bonebakker moved that the Board adopt the recommendation of the Operations and Finance Committees to extend the 11:00 AM Inner Bay run until the end of October 2014, on a trial basis, and Overlock seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item A")
- b. Consideration and action regarding a proposal to add an outbound stop at Little Diamond on the 9:00 PM departure during the Spring B and Fall A Sailing Schedule
Overlock moved that the Board adopt the recommendation of the Operations and Finance Committees to add an outbound stop at Little Diamond on the 9:00 PM Portland departure during the Spring B and Fall A Sailing Schedules, and Johnston seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item B")
- c. Consideration and action regarding an additional departure from Portland to Peaks Island at 6:45 AM on Sundays and holidays throughout the year, on a year-round trial basis
Bonebakker moved that the Board adopt the recommendation of the Operations and Finance Committees to add a departure from Portland to Peaks Island at 6:45 AM on Sundays and Holidays throughout the year, on a trial basis, and Braden seconded. After discussion, the vote was was 8 in favor, and 1 abstain (McKone) and the motion passed. (see attached "Agenda Item C")
- d. Consideration and action regarding an additional departure from Portland to Peaks Island at 10:30 PM on Sundays and holidays during the Winter Sailing Schedule, on a trial basis
Braden moved that the Board adopt the recommendation of the Operations and Finance Committees to add a departure from Portland to Peaks Island at 10:30 PM on Sundays and Holidays during the Winter Sailing Schedule, on a trial basis, and Johnston seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item D")
- e. Consideration and action regarding an additional 7:45 AM departure to the Inner Bay Islands on Veterans Day, on a trial basis
Braden moved that the Board adopt the recommendation of the Operations and Finance Committees to add a 7:45 AM Portland departure to the Inner Bay Islands on Veterans Day (except if it falls on a weekend), on a trial basis, and Johnston seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item E")
- f. Consideration and action regarding the extension of the non-commercial automobile/light truck/handicap plate/motorcycle rate, equivalent to the Winter non-commercial automobile/light truck rate, during the FY2015 Spring, Summer and Fall Sailing Schedules on Wednesdays only, on a trial basis
Braden moved that effective April 19, 2014 CBITD change the Peaks Island non-commercial automobile/light truck rate, handicap plate and motorcycle rates and extend the car ferry service through the 5:35 PM Portland departure on Wednesdays during the Spring, Summer and Fall Schedules to \$36.65. This will be on a trial basis for Fiscal Year 2015 only, and Crowley seconded. President Flynn opened the public hearing at 8:35 AM. After discussion, the vote was 8 in favor and 1 opposed (McKone), and the motion passed. (see attached "Agenda Item F")
- g. Consideration and action regarding increasing the 2014 rates for the Mailboat, Sunrise/Sunset and Diamond Pass cruises
Johnston moved that the Board adopt the recommendation of the Sales & Marketing and Finance Committee to increase the calendar year 2014 rates for the Mailboat, Sunrise/Sunset and Diamond Pass cruises by 3%, and Bonebakker seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item G")
- h. Consideration and action to adopt the resolution to authorize the General Manager to sign and submit the annual FTA Certifications and Assurances for Federal FY 2014
Bonebakker moved that the Board adopt the resolution adopting the Federal Fiscal Year 2014 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, and Crowley seconded. After discussion, the vote was unanimous and the motion passed. (see attached "Agenda Item H")
- i. Discussion regarding selling the Island Romance
Overlock gave an overview from the Finance Committee. Hoppin suggested selling it now to avoid drydock expense; Peretti suggested giving it to Maine Maritime Academy; McKone asked for this item to be put on the March Board agenda for a Board vote.
- j. Discussion regarding a Board Offsite
Overlock asked for this item to be put on the March Board agenda
- k. Executive Session
 - i. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A Section 405 (6) (E) (if needed)
This item was postponed.

7. Workshop:
 - a. Board orientation with Melissa Hewey – this item to be postponed until March Board meeting.
8. New Business: None
9. General Announcements:
 - a. Scheduled meetings:
 1. Executive Committee: Thursday, March 6, 2014 at 7:45 AM
 2. Sales & Marketing Committee: Tuesday, March 11 at 7:45 AM
 3. Government Relations Committee:
 4. Pension Committee: No meeting planned
 5. Personnel Committee: No meeting planned
 6. Operations Committee: Thursday, March 20 at 7:45 AM
 7. Finance Committee: Wednesday, March 26 at 7:45 AM
 8. Board of Directors: Thursday, March 27 at 7:45 AM
 - b. Correspondence: None
10. Adjournment: Doane moved to adjourn, McKone seconded and the meeting adjourned at 9:20 AM.

Respectfully submitted by: _____
Robin Clark, Clerk