

CASCO BAY ISLAND TRANSIT DISTRICT

MINUTES OF THE MEETING OF

JANUARY 23, 2014

AMENDED

Directors Present: Flynn, Doane, Donohue, Robinson, Overlock, Bonebakker, Clark, Braden, Moreau, Crowley (arrived at 8am)

Directors Absent: Johnston

Public Present: Cynthia Pedlikin, Howard Pedlikin, Jand Gerard, Marjorie Phye, Cheryl Miner, Betsey Remage-Healey, Mark Hall, Mac McKone, Peg Astarita, Judy Piawlock, Tanner Arden, Suellen Roberts, Valerie Kelly

Staff Present: Berg, Mavodones, 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 was being recorded.
2. Approve the minutes of the November 21, 2013 Board of Directors meeting and the December 19, 2013 Annual Island Meeting: Doane moved to approve the minutes of the November 21, 2013 Board of Directors meeting, Braden seconded and the vote was unanimous to accept the minutes. Doane moved to approved the minutes of the December 19, 2013 Annual Island Meeting, Bonebakker seconded and the vote was unanimous to accept the minutes.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the December financials noting that for revenue, the month vs. budget was short by \$5k. Peaks passenger revenue down due to weather. Minor variations in expenses, extra snow plowing, construction project expenses, and swings in operating grant revenue. The YTD revenue was \$266k favorable vs. budget, and \$80k ahead of last FY. The revenue for January so far is tracking the same as prior years. Staff is starting to work on the operating budget for FY 2015.
4. General Information Reports:
 - a. President's Report: There was no President's report
 - b. Committee Reports:

Operations Committee: Operations Committee Chair Doane reported on various trial runs and schedule changes that the Committee has recently reviewed. The Committee voted to institute a 10:30 PM Portland to Peaks Winter run on a trial basis, a 6:45 AM Portland to Peaks run year-round on Sundays and Holidays on a trial basis, and a 7:45 AM Veterans Day run to Inner Bay Islands on a trial basis. The aggregate cost for all changes is approximately \$75k. All schedule changes will be reviewed by the Finance Committee first, and then put on the February Board agenda for a vote. There was a Wabanaki update, a Terminal Renovations update and discussion has started regarding the status of the Island Romance. Donoghue asked about the parameters to determine whether trial runs are successful or not. Doane reported that most of these trial runs are islander lifestyle-related and are not revenue producing. The schedule changes will be discussed more in depth in February.

Sales & Marketing Committee: Sales & Marketing Director Gildart reported that the Annual Inter-Island cruise is on 3/14, and the Inn on Peaks will be providing food and the Delta Knights will be playing. There was also discussion on implementing a small increase to cruise rates, which will be put on the February Board agenda for a vote.

Government Relations Committee: Gildart reported that the Gov't Relations cruise/Wabanaki Christening celebration will be on February 13th, and is invite only. An 'open house' will be held on the boat starting at 2:00 PM, then the Christening at 3:00 PM, followed by a harbor cruise.
 - c. Staff Reports:

General Manager's Report: General Manager Berg reported that he just returned from the annual Passenger Vessel Association conference, a four-day event. Mavodones reported that the steel has gone up on the new waiting area for the Terminal Renovation project and the crane should be here until next week. The next step is the geo foam in the foundation. We are not quite on schedule and the project may be finished in June instead of May, but we expect to be moved into the new part of the building in May and ready for the public.

Operations Manager's Report: Already reported on.
 - d. Wharf and MDOT Reports: There was no wharf report. Clark stated that safety issues need to be addressed and asked about ladders for the Terminal wharfs. Mavodones explained the ladder types and noted that Marine Safety consultants are looking at the recent employee incident.
 - e. Projects update: Already reported on.
5. Public Comment on items not on the agenda: None
6. Business:
 - a. Consideration and action regarding appointment to fill the vacant Islands-at-Large seat
President Flynn stated that the Executive Committee recommends Mac McKone to take the vacant Islands-at-

Large seat. *Howard Pedlikin reported that a petition was signed by the Peaks Islanders in favor of Charles Burr for the vacant seat.* Donoghue moved for the Board to consider McKone's nomination. After discussion, Bonebakker moved to accept the Executive Committee's recommendation, Braden seconded and Donoghue withdrew his motion. After further discussion, Crowley moved to nominate Mark Hall for the vacant seat, Donoghue seconded and the vote to nominate was unanimous. Crowley then moved to nominate Charles Burr for the vacant seat, Donoghue seconded and the vote to nominate was unanimous. Bonebakker then moved to nominate Mac McKone for the vacant seat, Donoghue seconded and the vote to nominate was unanimous. After a secret ballot, the vote was 7 in favor of Mac McKone, and 3 in favor of Charles Burr. McKone won the nomination for the vacant seat.

b. Election and qualification of newly appointed Director (swearing in)

Robin Clark, Clerk, administered the Oath of Office to the newly elected Director Mac McKone.

c. Consideration and action to adopt the resolution to accept the M/V Wabanaki and all associated warranties and documents

Doane moved for the Board to adopt the resolution to accept the M/V Wabanaki and all associated warranties and documents and Bonebakker seconded. After discussion, the vote was unanimous and the motion passed.

d. Consideration and action to adopt the resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions

Bonebakker moved for the Board to adopt the resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions, and Braden seconded. After discussion, the vote was unanimous and the motion passed.

e. Consideration and action to adopt the resolution authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for grants

Bonebakker moved for the Board to adopt the resolution authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for grants, and Crowley seconded. After discussion, the vote was unanimous and the motion passed.

f. 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 (if FTA releases C & A)

This item is not ready yet.

g. Discussion regarding Board Offsite

Berg reported that he will put together numbers for the Executive Committee agenda. Executive Committee to create agenda and bring date, budget and agenda to the February or March Board meeting.

h. Executive Session

- i. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A Section 405 (6) (E) (if needed)

7. Workshop: a. Grants overview – no workshop

8. New Business: None

9. General Announcements:

a. Scheduled meetings:

1. Executive Committee: Thursday, February 6 at 7:45 AM
2. Sales & Marketing Committee: Tuesday, February 11 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, February 20 at 7:45 AM
7. Finance Committee: Wednesday, February 26 at 7:45 AM
8. Board of Directors: Thursday, February 27 at 7:45 AM

b. Correspondence: None

10. Adjournment: Doane moved, Bonebakker seconded and the vote was unanimous to adjourn at 9:00AM.

Respectfully submitted by: _____

Robin Clark, Clerk