

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
JUNE 27, 2013**

Directors Present: Johnston, Moreau, Flynn, Overlock, Doane, Peretti, Burr, Clark, Robinson (8:00am)

Directors Absent: Donoghue, Bonebakker, Crowley

Public Present: Scott Simons, Marjorie Phyfe, Sid Gerard, Jane Gerard

Staff Present: Berg, Sawtelle, 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. Flynn announced that he would go directly to the Business item on the agenda.

ITEM TAKEN OUT OF ORDER:

6. Business:

- a. Qualification of newly appointed Director (swearing in)

Dan Doane, Clerk, administered the Oath of Office to the newly appointed Director, Peggie Peretti.

2. Approve the minutes of the May 24, 2013 Board of Directors meeting: Doane moved to approve the May 24th minutes, Johnston seconded and the vote was 6 in favor, and 2 abstentions (Moreau and Peretti) and the motion passed to accept the minutes of the May 24, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the May financials, noting that revenue was off by \$5k in scheduled service and passengers, due to weather. \$11k down for vehicles, due to the Machigonne II being offline. However, freight revenue was favorable, and charters were very favorable by \$10k. There was a negative variation in Personnel, partly due to May being a 5 week payroll month. Vessel expenses were way under, due to not having received the drydock bill for the Aucocisco III. Berg noted that the cash revenue so far is tracking the same as this time last year.
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 6/20. The ongoing Diamond Island schedule matrix will be addressed at the Operations Committee in the Fall. The new vessel was taken out of the water yesterday. Berg passed around photos. Bar code scanning has been implemented except at Gate 5 where we had some procedural issues. Ideally, passengers would be queued up and their tickets scanned first before boarding the vessels. Regarding Terminal Renovations, the sinkhole at Gate 5 has been paved over and a plate put on top for a temporary solution. Cianbro is doing cleanup work, and the barge will be gone by next week. We received 8 bids for the construction work, with the lowest being disqualified for various reasons, including no authorized signature. The bid came in at \$2.1 million, which is over our estimated budget of \$1.8 million. Landry/French is the apparent winner, but the three lowest bids were all very close to each other. Scott Simons explained what he felt were the causes of the overage. Berg noted that for Phase 2, we are more than \$424k over what we have funding for, but he has identified areas of funding that will make up the difference. From the FTA Fixed Guideway grant, CBL has at least \$140k, and the Downeaster/NNEPRA will shift \$200k of their allotment to CBL. The remainder will come from the Garage Fund. We have MDOT approval to proceed, and construction is to begin after Labor Day and finish by May of next year. The cost of the glass doors is \$40k. Doane requested that the doors option be reviewed. New business included discussion on CBL's smoking policy in the Terminal area. We will look into the City's policy for guidance. Also discussed was the possibility of keeping the Island Romance until it is determined which boat will be used for charters. Clark had questions about vehicle reservations, which can be taken up at the next Operations Committee meeting. Peretti asked about car staging on Peaks Island and if there is sufficient signage and website notice. Flynn said that Mavodones met with island liaison Mike Murray and the Police Chief regarding the staging. Mavodones and Berg will further into this issue.

Government Relations Committee: Next meeting is August 7, 2013.

Sales & Marketing Committee: Didn't meet in June, but will meet on August 7, 2013, combined with the Government Relations Committee.
 - c. Staff Reports:

General Manager's Report: General Manager Berg reported that contracts were signed with Clever Devices for the AVL (Automatic Vehicle Locator) project. CBL, South Portland Bus and METRO are all involved and it is expected to take between 10-12 months for full implementation. METRO has a new General Manager who will be starting in September. Tom Myers from South Portland Bus is retiring, and he has been a great advocate and friend over the years to CBL. We have locked in 120k gallons of fuel at \$3.18/gallon, which will take us through the end of the year. We are still pursuing energy risk management consultants for guidance, as fuel is 14% of CBL's expenses. The new health insurance rates are down by 2.9%, but dental is up by 6.7%. We had an All Hands meeting on 6/5, and Amey Leadly, our HR consultant, gave a follow up/summary of the customer service training that all employees recently participated in. Going forward, Amey will be a part-time consultant to CBL. We are also working on updating the employee manual, which we hope to have ready by the Fall. Berg gave an update on grant funding and reported that we have secured \$1.3 million in grants to cover FY2014 capital and operations costs, which is \$900k over last year's grant funding. We will also be receiving \$383k

later this year for an electronic suite upgrade and preventative maintenance use, and we will also receive a small amount from the Ferry Boat Discretionary Fund for new acquisitions. Berg also attended a bio-diesel fuel meeting, which will be re-visited in the Fall. Berg has also been involved in meetings regarding Franklin Street, and how it will be defined in the future.

Operations Manager's Report: No Operations Manager's report.

- d. Wharf and MDOT Reports: Moreau reported that MDOT will have its annual tour of the MDOT-owned facilities this summer, which helps to coordinate the work that needs to be done.
 - e. Projects update: This item already reported on earlier.
5. Public Comment on items not on the agenda: Jane Gerard asked if it was possible to better publicize the "cheap Wednesdays" vehicle fare. Flynn noted that it has been posted. Yesterday, there were 130 cars taken to Peaks Island with 12 consecutive boats at capacity. Peretti suggested that we clarify this cheap fare is for 'non-commercial' vehicles only. Clark asked about CBL's guidelines for customer service, as she has heard some complaints regarding smiling and greeting. Berg told her that we recently had customer service training. Peretti said she recently witnessed a very happy and smiling ticket taker on the Peaks boat. Clark also suggested that we have "one way street" signage outside.
6. Business:
- b. Executive Session
 - i. Discussion on the terms of the District's lease with the City of Portland pursuant to 1 M.R.S.A Section 405(6) (C)
Doane motioned to go into Executive Session, Burr seconded and the vote was unanimous. Doane motioned to come out of Executive Session, Johnston seconded and the vote was unanimous. The Board agreed for Berg to proceed with the Memorandum of Understanding (MOU) and amendment to the lease with the City as presented.
 - ii. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405(6) (A)
This item was postponed.
7. Workshop:
- a. Grants overview – no workshop
8. New Business: None
9. General Announcements:
- a. Scheduled meetings:
 1. Executive Committee: Tuesday, July 2 at 7:45 AM
 2. Sales & Marketing Committee: No meeting planned
 3. Government Relations Committee: No meeting planned
 4. Pension Committee: No meeting planned
 5. Personnel Committee: No meeting planned
 6. Operations Committee: No meeting planned
 7. Finance Committee: TBD
 8. Board of Directors: No meeting planned
 - b. Correspondence: None
10. Adjournment: Doane moved, Overlock seconded and the vote was unanimous to adjourn at 9:15 AM.

Respectfully submitted by: _____
Dan Doane, Clerk

Charles Burr _____
Assistant Clerk