

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
MAY 22, 2014**

Directors Present: Flynn, Doane, Overlock, Johnston, McKone, Moreau, Clark, Braden, Bonebakker, Robinson, Crowley, Donoghue (arrived at 8:05 AM)

Directors Absent:

Public Present: Jane Gerard, Peggie Peretti, Mark Hall, Valerie Kelly

Staff Present: Berg, Horr, Sawtelle, 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 amended minutes of the January 23, 2014 and April 24, 2014 Board of Directors meeting: McKone moved to approve the amended minutes of the January 23, 2014 meeting, Doane seconded and the vote was 10 in favor and 1 opposed (Clark) and the motion passed. Clark stated that, in her opinion, the amended part of the minutes was still not accurate enough. Bonebakker suggested that she state, for the record, what should be there. Clark said in her opinion, the minutes should state: "Howard Pedlikin had a petition that he tried to present to the Board but was not given enough description on how to present it to the Board, so it was disregarded". Johnston moved to approve the minutes of the April 24, 2014 meeting, Overlock seconded and the vote was unanimous and the motion passed.
3. Business:
 - a. Consideration and action regarding Drug and Alcohol Policy approval
McKone moved that the Board adopt CBITD's revised 2014 Drug and Alcohol Policy and Drug Free Workplace Program to bring it into compliance with requirements of the Federal Transit Administration and the United States Coast Guard. Further, this authorizes the CBITD General Manager or his/her designee to take any actions that, from time to time, may be necessary under the adopted policy and program to maintain compliance with current and future regulatory requirements. Doane seconded and after discussion, the vote was unanimous and the motion passed. Bonebakker suggested a spelling change for the word "waiver" on page 23 to "waver".
 - b. Set date and time for the Annual Island Meeting
Clark moved for Saturday, July 19, 2014 for the Annual Island Meeting, departing Portland at 9:00 AM, and McKone seconded. After discussion, the vote was 10 in favor and 2 opposed (Moreau, Braden) and the motion passed.
 - c. Executive Session
 - i. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A Section 405 (6) (E) (if needed) – Item postponed
 - d. Executive Session
 - ii. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405(6) (A) (If needed) – Item postponed
4. Workshop: None
5. New Business: Clark reported that traffic was very bad when she came off the 7:15 AM boat this past Tuesday, with the METRO bus and school busses backed up and people unable to exit the parking garage. She questioned why an additional business is being added to the area just to add to the congestion. Donoghue suggested discussing the possibility of reorganizing the curb space on Commercial Street in front of Bell Buoy Park, maybe having METRO do pick-ups/drop-off's at that space. Robinson said that the District can't use the emergency vehicle space on Commercial Street. Berg noted that the busload of kids who were going on the sailboat likely caused the bulk of the traffic problem. And as far as the new business, he felt Shucks went through their due process, including having a meeting on Peaks Island, and CBL has no control over what they do. Bonebakker said the City should deal with the problem and CBL needs to communicate with them. McKone said that a CBL employee helped direct traffic this morning near the parking garage entrance and that could be part of the solution, and recommended that Berg direct the freight shed team to help with the traffic. Flynn said that CBL would be liable if any traffic-related incidents happened. Clark agreed and suggested that CBL hire a traffic flagger. Jane Gerard questioned traffic control when there are concerts on the state pier. Mark Hall said that the City should be made aware of CBL's parking issues. Braden also requested that Berg look into hiring someone to direct traffic. Berg said that the City has been working with us and that Shucks will only have late-night truck delivery which will hopefully minimize traffic problems. Clark also noted her concern that certain employees were not in attendance at the customer-service training last month. Berg said that not all employees were able to attend the training at the same time, but the training went really well. Overlock said that the Down Bay customer service is great, and Long Island has an appreciation day for CBL.

6. Treasurer's Report: Treasurer Bill Overlock reported that there is an error on Page 1 of the financials which needs to be looked at. This is the first month of the new FY2015, so the month and YTD numbers are the same. Scheduled service is \$33k favorable, with part of it likely due to the early purchase of tickets before the price change. Total revenue \$39k better than budget. For expenses, vessel fuel was over by \$18k, but could be due to timing of billing. Under repairs, there was extra work done on the Machigonne II, the outfitting the Wabanaki and extra forklift maintenance. Under grants, there was a favorable variation of \$22k for the month and YTD. Good news to report regarding grants and funding. Berg reported that the annual portion of FTA funds to Portland was recently split by the PACTS Policy Committee and CBL will receive \$3.8 million of federal funding for this year for the Terminal Renovation Phase 2. This funding will go towards Preventative Maintenance work, a crane for the Wabanaki, new forklifts, and a few other projects. The total investment in the District is just under \$4.8 million, following the \$3.1 million in Phase 1 of Terminal Renovation project. Back in September of 2013, CBL submitted a proposal for a competitive Ferry Boat Discretionary Grant, which has not been awarded yet. Also, the City Council approved \$826k from the garage excess fund, which is very good news. The background on this fund is our lease with the City created two funds, after expenses, from the garage proceeds. One is the Maintenance Fund, which distributes 50% the net profit to us annually, and the other is the Excess Fund, which the other 50% gets distributed to. However, this fund requires us to submit an application as part of the City budget process. This money will be used as local share, and will provide half of the local share of the Terminal Renovation project, and other projects, such as Preventative Maintenance and the AVL, which is a regional project. The other half of the local share of the Terminal Renovation will be funded by the State, which results in Phase 2 of the Terminal Renovation project being fully funded. Donoghue thanked Berg for the explanation of the Garage Fund, and asked if he had any insight into CBL's interest with the Garage being linked with the parking rate. Berg said that CBL benefits from the annual garage profits, so the market rate is beneficial. Bonebakker thanked Overlock for taking the time to work with Valerie Kelly recently in regards to understanding our financial reports.
7. General Information Reports:
 - a. Committee Reports:

Operations Committee: Operations Committee Chair Dan Doane reported that the Committee met on 5/15. Some ongoing items included discussion on status of Island Romance – she is listed for sale with a broker for \$120k; for the Terminal Renovation project – Phase 1 - the new waiting area should be completed by July 1st. Then work on the new employee area, conference room and maintenance area will begin. Online ticketing will hopefully be implemented by mid-June. We will begin ticket scanning soon as well. The smoking policy may be a long process and we are working on that; other discussions included Hope Island potential service – they have done some dock engineering; option on Down Bay freight when the Maquoit II is at the shipyard; AVL is one year away; Shucks will soon be moving in next door; discussion on the need for a traffic monitor; “Reduced Fare” Wednesdays and making sure people are aware of it; and a request for staff (Ticket Office and Freight) to answer the phone more consistently.

Sales & Marketing Committee: Sales & Marketing Committee Chair Scott Johnston reported that the Committee met on 5/13. The Inter-Island cruise went well; charters are looking good so far – 110 charters booked for the Bay Mist and the Aucocisco III; Gildart reported on business listings on the CBL website. It was decided that any island-based business will be listed at no cost if they ask. Text alerting has been set up to alert customers on service updates and interruptions, etc. Our recent Groupon sale has brought in \$8k in revenue for the month. The Committee will meet next in the Fall.

Government Relations Committee: Government Relations Committee Chair Scott Johnston reported that the Committee will meet on 5/28 to discuss the status of the annual Legislator Cruise event.
 - b. Staff Reports:

General Manager's Report: General Manager Hank Berg reported that the Portland Society of Architects met at CBL yesterday for a quarterly event. Since the new Terminal wasn't completed yet, they met on the Bay Mist instead, but they were able to view the new Terminal and see the work that has been done so far. There will be a fenced walkway between Gate 3 and 4 for Memorial Weekend to help with traffic congestion. Paving will begin soon, and will be done at night. Berg went to Washington DC last month for the annual Passenger Vessel Association Congressional Fly-In Day event. He was able to arrange meetings with our Maine representatives, including Senator Collins, and also met with staff from Senator King and Congresswoman Pingree's offices. Braden inquired about the garage fund and the by-laws, and Berg explained the history of the Maintenance and Excess Funds.
 - c. Wharf and MDOT Reports: None
 - d. Projects update: Reported on this item earlier in the meeting
8. General Announcements
 - a. Establish next meeting dates:
 - i. Executive Committee: Thursday, June 5 at 7:45 AM
 - ii. Sales & Marketing Committee: No meeting planned

- iii. Government Relations Committee: Wednesday, May 28 at 7:45 AM
 - iv. Pension Committee: No meeting planned
 - v. Personnel Committee: Friday, May 23 at 7:45 AM
 - vi. Operations Committee: Thursday, June 19 at 7:45 AM
 - vii. Finance Committee: TBD
 - viii. Board of Directors: Thursday, June 26 at 7:45 AM
 - b. Correspondence
9. Public Comment: Peggie Peretti suggested that CBL use Lionel Plante to help ease Peaks Island congestion on Saturdays. Berg said that although we occasionally use Plante, sub-contracting them would cause a problem with our FTA requirements. Doane noted that there have been meetings between the City and the Police regarding this issue. Gildart said that CBL has handed out info cards for parking on Welch Street and it will also go out in the E-news blast today. Mark Hall inquired about the Island Romance and thinks that we should have built another car ferry instead of straight passenger ferry, and that CBL shouldn't spend the money at the shipyard to get a Certificate of Inspection. Flynn said the Board met in Executive Session and decided that if the Island Romance doesn't sell, she will need to go to the shipyard to get a certificate for 2 more years of service.
10. Adjournment: Clark motioned, Robinson seconded and the vote was unanimous to adjourn at 9:25 AM.

Respectfully submitted by: _____

Robin Clark, Clerk