

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
SEPTEMBER 25, 2014**

Directors Present: Bonebakker, Braden, McKone, Overlock, Flynn, Crowley, Doane, Johnston, Donoghue (8am), Moreau (phone)

Directors Absent: Robinson, Clark

Public Present: C. Hoppin

Staff Present: Berg, Mavodones, Horr, Sawtelle, 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 June 26, 2014 Board of Directors meeting: McKone moved to approve the minutes of the June 26, 2014 meeting, Bonebakker seconded and the vote was 7 in favor, 1 abstain (Moreau) and the motion passed.
3. Business:
 - a. Consideration and action to accept the FY 2014 Annual Independent Financial Audit Report for year ended 03/31/14
McKone moved to accept the FY 2014 Annual Independent Financial Audit Report for year ended 03/31/14, Braden seconded and after discussion the vote was unanimous and the motion passed
 - b. Consideration and action to endorse the PACTS STP 2016/17/18 Regional Transit Stop Improvement Project
Braden moved to endorse the PACTS STP 2016/17/18 Regional Transit Stop Improvement Project, McKone seconded and after discussion the vote was unanimous and the motion passed
 - c. Consideration and action regarding a proposal to continue to provide car ferry service (9:30 AM – 5:35 PM departures) to Peaks Island on Wednesdays during the Winter Sailing Schedule for one more year on a trial basis
Bonebakker moved to continue to provide car ferry service (9:30 AM – 5:35 PM departures) to Peaks Island on Wednesdays during the Winter Sailing Schedule for one more year on a trial basis, McKone seconded and after discussion, the vote was unanimous and the motion passed.
 - d. Consideration and action regarding a proposal to discontinue the trial run car ferry service (7:15 PM – 11:30 PM departures) to Peaks Island on Saturday evenings during the Winter Sailing Schedule
Braden moved to discontinue the trial run car ferry service (7:15 PM – 11:30 PM departures) to Peaks Island on Saturday evenings during the Winter Sailing Schedule, McKone seconded and after discussion, the vote was unanimous and the motion passed.
 - e. Executive Session
 - i. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A Section 405 (6) (E) (if needed)
This item postponed
4. Workshop: None
5. New Business: None
6. Treasurer's Report: Treasurer Bill Overlock reported that the revenue for both July and August exceeded \$1 million, which was a first for the District. Total revenue was \$407k above budget. The YTD revenue is about \$250k above last FY. For expenses, Personnel was the only category above budget, due to leaves of absences. We received \$63k from the sale of the Island Romance. There are just minor variances for the rest of the categories, and the month of September looks good so far.
7. General Information Reports:
 - a. Committee Reports:
 - Operations Committee: Operations Chair Dan Doane reported that the Committee met on 9/16 and had the usual updates on Terminal Renovations, E-ticketing and AVL. There was also discussion to extend the expiration date on bicycle ticket books and discussion on child tickets.
 - Sales & Marketing Committee: Sales & Marketing Chair Scott Johnston reported that tours were up 26%, charters were up 32%, and there has been good website activity, up 16%, with continued increase.
 - Government Relations Committee: Government Relations Chair Scott Johnston thanked everyone for a great job on the ribbon-cutting ceremony for the new Terminal. We had a great turnout including Senator Collins.

b. Staff Reports:

General Manager's Report: General Manager Hank Berg reported that the Island Romance sold in August to Brooklyn Harbor Cruises netting \$63k, with no drydock needed. We just had our FTA Triennial Review, which is our detailed audit every three years. We sent over 100 documents to them in April and answered 100 questions. In May, we sent 70 documents and answered 100 more questions. During the onsite visit, no deficiencies were found. The annual FTA Tri-State meeting was this month in Portland and the FTA folks went on a CBL cruise. For Terminal Renovations, we have a certificate of occupancy, and are still working on a punch list including bathroom faucets and clocks. Signage is part of a different grant and will take longer. We will also finish furnishing the conference room and employee break room. Braden noted that there have been operational challenges. One of our vendors is working on the P/A system to have separate inside/outside volume controls. Bonebakker requested that we need more temporary signs on the outside doors of the new conference room. (Note: Moreau excused herself from the meeting at 8:30am). Overlock asked for the status of the Board offsite meeting. Berg said the Board has approved it and it will be held in the January timeframe. Hoppin expressed his thanks to all for their work during the busy summer and also good job on selling the Island Romance. He also suggested alerting the public about when Phase 2 will start and the impact it will have. Bonebakker requested alerting the public to scheduling season with an email blast and on the website. Also, create a summary of all the challenges that were met this summer.

Operations Managers Report: Operations Manager Nick Mavodones reported that the Peaks Island apron will be replaced and should take about a half day. The state is also reviewing the possibility of installing a generator on Peaks.

c. Wharf and MDOT Reports: None

d. Projects update: Already reported on earlier

8. General Announcements

a. Establish next meeting dates:

- i. Executive Committee: Thursday, October 2 at 7:45 AM
- ii. Sales & Marketing Committee: Tuesday, October 21 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, October 16 at 7:45 AM
- vii. Finance Committee: TBD
- viii. Board of Directors: Thursday, October 23 at 7:45 AM

b. Correspondence

9. Public Comment:

10. Adjournment: McKone motioned, Overlock seconded and the vote was unanimous to adjourn at 8:35 AM.

Respectfully submitted by: _____

Robin Clark, Clerk