

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
November 1, 2023
In Person/Video Conference/Phone**

Attendance

Webex In Person Phone Absent

Directors:

Crowley (Pres)		X		
Wentworth (1 st VP)		X		
Donovan (2 nd VP)		X		
Hoffman (Treasurer)		X		
Luedke (Clerk)		X		
Cohen (Ast. Clk)		X		
Anderson		X		
Geary				X
Lavanture		X		
Murray		X		
Pizey		X		
Radis		X		

Staff:

Berg		X		
C. Gildart		X		
Mavodones				
Pottle				
Bowie		X		
Bryand				
Bishop		X		
James				

Public:

L. Heineman	X			
N. Cooper	X			
P. Flynn				

Guests:

1. Call to Order:

- a. *The Board meeting was called to order at 7:45 AM by President Crowley*
- b. *It was noted that the meeting was being recorded*
- c. *President Crowley asked Berg to do a roll call of who was attending the meeting, which he did.*

2. Approval of the August 10, 2023, August 24, 2023, September 21, 2023 and September 28, 2023 meeting minutes

- b. *Anderson moved to approve the the August 10, 2023, August 24, 2023, September 21, 2023 and September 28, 2023 meeting minutes as presented; Wentworth seconded.*
- c. *President Crowley opened the floor to the public. There were no comments.*
- d. *President Crowley opened the floor to Directors. There were no comments.*
- e. *President Crowley called for a roll call vote for the motion on the table.*
- f. *Berg did a roll call vote. The motion passed unanimously (11-0)*

3. Business

- a. Selection of Nominating Committee to bring forth a recommendation for a slate of Officers at the November 16, 2023 Board meeting
 - a) *President Crowley asked Berg to explain the process which he did.*
 - b) *Ballots were handed out to the Directors who were asked to pick three candidates for the nomination committee exclusive of the President who is not eligible in accordance with the by-laws.*
 - c) *The ballots were completed and collected by staff for a tally*
 - d) *It was reported that the results will be shared as soon as they were available*

There was a discussion about the date for the regularly scheduled Board meeting given the holiday followed by a straw poll of available dates and it was decided to move the November meeting to Tuesday November 28.

 - e) *The voting results were returned and there was one Director with a majority but there was a three way tie between Hoffman, Lavanture and Wentworth for the remaining two positions. This required another secret ballot vote for the Directors to pick two of three.*
 - f) *It was decided to take up agenda item 3c while the votes were being tallied.*
- b. ~~Consideration and action on FY 2024 Long Range Capital & Preventive Maintenance Funding Plan including a report from the Finance Committee.~~ (Postponed until the regularly scheduled November Board meeting)
- c. Consideration and action on assigning a fare and schedule review to the Finance and Operations Committees respectively.
 - a) *Sponsor Donovan explained the purpose of the agenda item was to start the discussion of a review of fares and schedules and assigning them to the respective committees to come back to the Board with any recommended changes before the 2024 busy season.*
 - b) *Radis moved to assign a fare and schedule review to the finance and operations committee respectively; Lavanture seconded.*
 - c) *President Crowley opened the floor to the public. There were no comments.*
 - d) *President Crowley opened the floor to Directors.*
 - i) *Hoffman supported the motion and acknowledged Donovan for proposing it*
 - ii) *Anderson also supported the motion*
 - e) *President Crowley called for a roll call vote for the motion on the table.*
 - f) *Berg did a roll call vote. The motion passed unanimously (11-0)*

The results of the secret ballot vote were reported with Donovan, Lavanture and Wentworth being selected for the nominating committee.

4. **Workshops** – No workshops

5. **General Information Reports**

A. **Financial Report**

- a) Berg noted the written report was included in the Board packet.
- b) Hoffman extended her welcome to all Board members to attend the finance committee meetings.
- c) Hoffman reviewed the key financial metrics as of the end of August. She noted the fiscal year ended at the end of September.
- d) Anderson noted drivers were unanticipated vessels costs and extra security costs.
- e) Cohen was interested in how vessel costs correlated with amount of use.
- f) Hoffman noted that this was not the forum to discuss that, but the plan is to better understand costs versus revenues to make better informed decisions.

B. **Committee Reports**

- a) Anderson reported that the Ops committee met and discussed two topics:
 - i) A framework of how staff will report key metrics to the Operations Committee.
 - ii) Vehicle reservations and the complexities involved.
- b) Radis gave an update on the first sustainability committee meeting.
 - i) One constant was what CBL is already doing including the building. Recycling was discussed. Especially the shrink wrap. There are ongoing discussions with Hannaford to join their program to be able to recycle the shrink wrap.
 - ii) There was also a start of a discussion regarding sourcing of energy for CBL.

C. **Staff Reports**

- a) Berg reported a detailed staff report was included in Board Packet
- b) Anderson asked about the sideloading ramp grant applications. Berg explained the holdup was due to the end of the government fiscal year as well as FTA requesting further information on the ADA compliance with the ramp.
- c) Radis about the injury metric. Berg reported there have been five reportable staff injuries; four of which are back to full time work, and one is currently on light duty.
- d) Hoffman noted there was nothing about the Coast Guard inspection in the status report. Berg reminded everyone that the original intent of the report was a summary. If there is a desire for specific details, that can be included in the future. Hoffman was concerned because the inspection failed due to personnel. Hoffman had a copy of the report. President Crowley suggested inspections be added to the status report. Berg suggested that instead of speculating on the specifics of the recent inspection that Mavodones give a report at the next Board meeting.
- e) Cohen would like to see more safety reports.

6. **General Announcements**

A. Establish next meeting dates (all meetings at 7:45 AM unless indicated otherwise):

- a) Executive Committee: Thursday, November 2, 2023
- b) Personnel Committee: Tuesday, November 7, 2023
- c) Sustainability Sub-committee: Wednesday, November 8, 2023
- d) Board of Directors: Thursday, ~~November 16, 2023~~ (changed to Nov. 28)
- e) Finance Committee: TBD (date being worked on)
- f) Operations Committee: TBD
- g) Sales & Marketing Committee: No meeting planned
- h) Government Relations Committee: No meeting planned
- i) Pension Committee: No meeting planned

7. Public Comment on items not on the agenda

- A. President Crowley opened the floor for public comments on items not on the agenda.
a) *There were none.*

8. Directors Comment on items not on the agenda

- A. President Crowley opened the floor for Director comments on items not on the agenda.
a) *Donovan asked about the status of a Personnel Committee date. Berg reported it was scheduled for November 7.*
b) *Berg explained the Personnel Committee does not have authorization to do a search for a new General Manager. The Board either needs to vote on giving that authority to the Personnel Committee or create a Search Committee with the authority. Hoffman asked for a reference of where this is mentioned in the By-laws. Berg agreed to send it as well as a legal opinion. Hoffman asked why a legal opinion was asked for this. Berg reported it came about by mistake, as he asked for an opinion about the nominating committee and the answer he received was regarding a search committee.*
c) *Donoban pointed out that all that has been discussed so far by the Personnel committee has been generalities.*

9. Adjournment

- A. *Cohen moved to adjourn the meeting; Radis seconded.*
B. *The motion passed unanimously (11-0)*

Respectfully submitted by:
James Luedke, Clerk

