

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF**

**September 26, 2024**

**56 Commercial Street, Portland, ME**

In Person/Video Conference/Phone

\*Video of entire meeting is online

	<b>Webex</b>	<b><u>Attendance</u> In Person</b>	<b>Phone</b>	<b>Absent</b>
<b><i>Directors:</i></b>				
Crowley		X		
Belesca		X		
Donovan		X		
Hoffman		X		
Luedke		X		
Cohen		X		
Cooper			X	
Geary		X		
Crowley		X		
Needelman		X		
Pizey		X		
Radis		X		
Lavanture		X		

<b><i>Staff:</i></b>				
C. Gildart		X		
Mavodones				
Pottle	X			
Bowie		X		
Warnock		X		
Bishop	X			

<b><i>Public:</i></b>				
Ross Sneyd		X		
Lynn Heinemann	X			
Patrick Flynn	X			
Bud Higgins		X		
Call In User	X			
Call In User	X			

President Crowley called the meeting to order at 7:47 AM.

Crowley asked Lavanture to provide an overview of the Finance Committee recommendation for consideration and action to adopt the FY25 Q1 budget. She noted the rationale for the proposed budget was multifold. There are a number of initiatives

underway that include the passenger rate increase. Warnock is working on organizational design and vehicle tariffs. These efforts are in parallel with doing work on the balance of the FY25 budget by the end of the calendar year. At this point, Lavanture asked Bowie to review the slide deck for the FY25 Q1 proposed budget.

Bowie shared her screen to present a slide deck outlining sections of the draft FY25 Q1 budget. She explained that passenger revenue is based on actual ticket sales – and not ridership numbers. She looked at commuter books from FY24 and adjusted accordingly. Pass revenue (30 day, 90 day and annual) was looked at from July, August and the first two weeks of September. Deferred revenue was added. A “reasonable” test was done. These numbers are conservative.

Bowie noted that other revenues were budgeted at FY24 levels. Group tours and sales are 15%. Overall revenues are at \$953,316 – a 9% increase over FY24.

Bowie reviewed expenses beginning with staffing. The FY24 staffing profile has been rolled forward, with no changes in profile or salary rates. There is a 2% increase in overall expenses compared to FY24 Q1. She pointed out that there are 48.5 full time employees (30 marine/13 shoreside/5.5 administration).

Bowie next reviewed drydock expenses, which include \$225,000 for the Bay Mist.

Bowie explained that fuel expenses include a reduction in price per gallon and a 2.5% reduction in volume to reflect the “speed challenge” introduced during budget reductions last year.

Bowie noted that overall vessel expenses are up 27% compared to FY24 Q1; however, pointed out that the Bay Mist was not in drydock last year. Bowie reviewed a couple of slides outlining historical drydock expenses.

Bowie pointed out that there were no significant increases in Operations and that total operations expenses were down \$210,00 or 14%.

Bowie noted that terminal expenses are flat compared to FY24 Q1.

Bowie pointed out a 15% reduction in sales expenses compared to FY24 Q1.

Bowie explained that total expenses for FY25 Q1 are \$2,200,000, a 3% increase over FY24 Q1. After inclusion of revenue offsets including FTA preventive maintenance funds, rural funds and MaineDOT funds, an operating loss of \$378 remains for FY25 Q1. Bowie pointed out how seasonality affects the budget and that Q1 and Q2 are usually tough.

During Bowie’s presentation, Board members asked questions to clarify and answers were provided.

Following the presentation, Crowley asked for a motion. Lavanture made a motion to adopt the FY25 Q1 budget. Pizey seconded. Crowley asked if there was any comment.

There was no public comment on the proposed budget.

There was no Board comment on the proposed budget.

The vote to adopt the FY25 Q1 budget was unanimous of those present (Cooper absent).

Under workshop, Donovan provided an update on the Down Bay Vessel Advisory Committee work. The Committee held its second meeting with a good presentation from Bristol Harbor Group. The next meeting will be in late October or early November. The focus of the recent meeting was on the propulsion study and moving forward with diesel electric or diesel propulsion. The vessel length is slightly longer than Maquoit at about 93 to 110 feet. Her beam may be slightly wider than Maquoit. There was consensus that it would be designed as a freight boat that carries passengers. Belesca noted that there had been significant staff presence at the meeting and that it is important that they are there and listened to.

Lavanture provided a brief Finance Committee update. The Committee has been working on the FY25 Q1 budget. It will next be addressing the rest of the FY25 budget and working through the vehicle tariff.

Donovan provided a brief Operations Committee update. Vehicle reservations are currently on hold. Warnock and staff continue to work on congestion mitigation. Staff provided great input on how the summer went. Staff have met with Clynk concerning Clynk related issues. There was also a discussion about whistle stops.

Under staff reports, Pottle noted his report had been sent out prior to the meeting. He noted that MaineDOT had recently opened bids for Down Bay wharf related projects. He also pointed out that the Battery Steele charger was currently onboard a cargo ship traveling from Europe to New York. Pottle also provided an update on Battery Steel charger related cabinets that arrived at the shipyard damaged. Donovan noted that none of the MaineDOT projects were at Long Island.

Hoffman pointed out that a Pension Committee meeting would be scheduled soon. Bowie will check with the pension vendor to see if 11/07 or 11/14 would work for meetings.

Crowley asked if there were any public comments concerning items not on the agenda. There were none.

Crowley asked if there were any Board comments concerning items not on the agenda.

Hoffman mentioned that some homeless and mentally ill individuals had been coming out to Peaks. A neighbor's home had recently been broken into and the person seemed to be mentally ill. She noted two ways people are getting tickets. One is begging at the Terminal and if a sign prohibiting panhandling could be posted and whether notices could be sent out.

Belesca inquired about whistle stops. He had recently been approached by municipal officials on Chebeague who are meeting often with municipal officials on Long. In response, Crowley provided his recollection of how whistle stops and "captain's discretion" started. Luedke suggested the topic be placed on an agenda for discussion.

Lavanture mentioned building on Luedke's comments and the importance of reviewing the schedule of Down Bay trips.

Call in user Captain Mills inquired as to who has been making complaints about whistle stops. He wondered if it might be one or two people or 15 or more. He also reminded the Board that inter-island travel is free transportation.

Needelman made a motion to adjourn. Lavanture seconded. The motion passed unanimously of those present.

There were no public comments concerning items not on the agenda.

Needleman moved to adjourn. Donovan seconded. The vote was unanimous of those present. The motion passed unanimously of those present.

Respectfully submitted by:

James Luedke, Clerk

A handwritten signature in black ink, appearing to be 'J. Luedke', written over a horizontal line. The signature is fluid and cursive, with a long, sweeping underline that extends to the left and then curves back up to the right.