

Casco Bay Island Transit District
Board of Directors Meeting Agenda*
Thursday, March 24, 2022 at 8:00 AM

Due to the COVID-19 Pandemic this will be a *Video Conference* meeting.
The public is invited to participate.
Video Conference Link and Call-in number are available at:
<https://www.cascobaylines.com/about-us/board/>

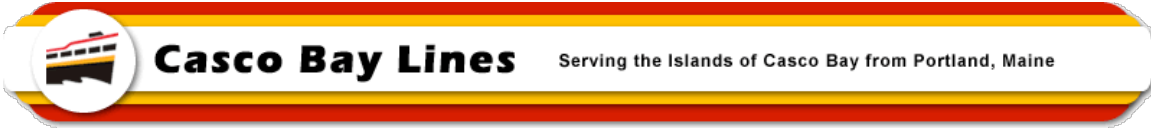
1. Call to Order
 - a. CBITD 40th Anniversary recognition
2. Approval of the February 24, 2022, meeting minutes
3. Business
 - a. Consideration and action to adopt the resolution authorizing the District’s President and General Manager to apply, prepare, file, execute and approve draw down for grants (Postponed)
 - b. Consideration and action regarding changing the term of the monthly passes to be 30 days from the date of purchase effective May 1, 2022
 - c. Consideration and action regarding Peaks Island Residential Boarding
 - d. Executive Session
 - i. Discussion with Labor Consultant on collective bargaining pursuant to 1 M.R.S.A Section 405(6) (D) TBD
4. Workshops
5. General Information Reports
 - a. Financial Report
 - b. Committee Reports
 - c. Staff Reports
 - d. Wharf and MDOT Reports
6. General Announcements
 - a. Establish next meeting dates (all meetings at 8:00AM unless indicated otherwise):

i. Executive Committee:	Thursday, April 7
ii. Operations Committee:	Thursday, April 21
iii. Finance Committee:	TBD
iv. Board of Directors:	Thursday, April 28
v. Sales & Marketing Committee:	No meeting planned
vi. Personnel Committee:	No meeting planned
vii. Government Relations Committee:	No meeting planned
viii. Pension Committee:	No meeting planned
7. Public Comment
8. Adjournment

Notes: *Agenda items may be taken out of order
*Public comment is limited to 3 minutes per person

Agenda Item 2

Approval of the minutes of the previous Board of Directors' meeting



**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
February 24, 2022
Video/Phone in only due to COVID-19**

Directors on Conference: Anderson, Braden, Crowley, Donovan, Higgins, Hoffman, Murray, Pizey, Radis, Wentworth
Directors absent: Cohen, Luedke
Staff on Conference: Greven, Berg, C. Gildart
Public on Conference: L. Heineman

1. Call to Order:

- A. *The Board meeting was called to order at 8:05 AM by President Braden*
- B. *It was noted that the meeting was being recorded*
- C. *President Braden asked Berg to do a roll call of who was attending the meeting, which he did.*

2. Approve the minutes of January 17, 2022 Board of Directors meeting

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Hoffman moved to approve the minutes; Wentworth seconded.*
- C. *President Braden opened the floor for Board comments and there were none.*
- D. *President Braden called for a roll call vote.*
- E. *Berg did a roll call vote. The motion passed unanimously (10-0)*

3. Business

- A. Consideration and action regarding the Delegation of Authority to the Board President and General Manager
 - 1. *President Braden gave a short introduction*
 - 2. *There was a short discussion regarding process*
 - 3. *Donovan made a motion to delegate authority as presented in Board packet; Wentworth seconded*
 - 4. *President Braden opened the floor for Public comments*
 - *There were no public comments*
 - 5. *President Braden opened the floor for Board comments*
 - *Hoffman spoke against the motion*
 - *Wentworth spoke against the motion*
 - 6. *President Braden called for a roll call vote.*
 - 7. *Berg did a roll call vote. The motion failed unanimously (0-10)*
- B. Consideration and action to adopt the resolution authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for grants
 - 1. *Berg gave an introduction and the recommendation to postpone this item until March*
 - 2. *President Braden asked if there was anyone against postponing. No one disagreed so it was agreed to postpone until the March Board meeting*

- C. Adoption of Federal Transit Administration's (FTA) FFY2022 Certifications and Assurances (TBD)
 - 1. *Berg gave an overview*
 - 2. *President Braden asked if there was a motion*
 - 3. *Wentworth made a motion to adopt the FTA Certification and Assurances as presented in the Board packet; Crowley seconded*
 - 4. *President Braden opened the floor for Public comments*
 - *There were no public comments*
 - 5. *President Braden opened the floor for Board comments*
 - *Anderson asked a clarifying question*
 - *Hoffman asked a clarifying questions*
 - 6. *President Braden called for a roll call vote.*
 - 7. *Berg did a roll call vote. The motion passed unanimously (10-0)*

- D. Executive Session
 - 1. Discussion of General Manager’s evaluation pursuant to 1 M.R.S.A. Section 405(6) (A)
The Executive session was moved out of order to the end of the meeting

4. Workshops

- A. There were no workshops

5. General Information Reports

A. Financial Report

- a) *Hoffman shared her thoughts and solicited feedback from other Directors to see what the Board would like to see for financial reporting at the Board meeting*
- b) *Hoffman asked Greven to give a report on the November financials which he did*

B. Committee Reports

- a) *Anderson gave a report of the February Operations committee meeting where the committee discussed Peaks Island Vehicle Reservations, Peaks Island Council requests regarding webcam and display on the island, and a generator for the transfer bridge on the island*

C. Staff Reports

- a) *Berg gave an update on the terminal renovation, new Peaks ferry, and new grant funding for the Down Bay ferry replacement*
 - i) *Braden asked a clarifying question*
 - ii) *Donovan asked a clarifying question*
 - iii) *Hoffman shared her opinion of the Peaks Island replacement ferry process and requested the following:*
 - (1) *that the Finance committee be able to review proposals for the construction of the Peaks Island replacement ferry*
 - (2) *a briefing to the finance committee of cost reduction changes to the new vessel*
 - (3) *Asked when the proposals were due (Berg sent email out later that day sharing the due date of April 21)*
 - iv) *Crowley asked if the “sprint” speed changed and Berg replied he knew of no changes but would verify*
 - v) *Anderson asked a clarifying question on the terminal renovation*

6. General Announcements

- A. Establish next meeting dates: (all meetings at 8:00 AM unless indicated otherwise)

- | | |
|------------------------------------|-----------------------|
| 1. Executive Committee: | Thursday, February 3 |
| 2. Operations Committee: | Thursday, February 17 |
| 3. Finance Committee: | Tuesday, February 22 |
| 4. Board of Directors: | Thursday, February 24 |
| 5. Sales & Marketing Committee: | No meeting planned |
| 6. Personnel Committee: | No meeting planned |
| 7. Government Relations Committee: | No meeting planned |
| 8. Pension Committee: | No meeting planned |



7. Public Comment

A. *President Braden opened the floor for Public comments on items not on the agenda*

i) *There were no public comments*

8. Executive Session

A. Discussion of General Manager's evaluation pursuant to 1 M.R.S.A. Section 405(6) (A) [taken out order]

1. *President Braden asked if there was a motion to go into executive session*

2. *Wentworth made a motion to go into Executive session to discuss the General Manager's evaluation pursuant to 1 M.R.S.A. Section 405(6) as presented in Board packet; Hoffman seconded*

3. *President Braden opened the floor for Public comments*

▪ *There were no public comments*

4. *Recording was turned off & public blocked from the meeting*

5. *Executive session started and ended*

B. President Braden asked if there was a motion

1. *Wentworth made a motion to adopt the change to the General Manager's compensation as discussed; Anderson seconded*

2. *The motion passed unanimously (10-0)*

9. Adjournment

A. *Murray moved to adjourn the meeting; Wentworth seconded.*

B. *The motion passed unanimously (10-0) and the meeting was adjourned*

Respectfully submitted by: _____
James Luedke, Clerk

Agenda Item 3b

**Motion for Changing the term of the monthly passes to 30 days from
the date of purchase**

Agenda #3b
Vote on changing the term of the monthly passes

Action: Act on resolution(s) changing the term of the monthly passes to be 30 days from the date of purchase effective May 1, 2022.

Motion: **I move that the Board adopt the resolution(s) approving changing the term of the monthly passes to be 30 days from the date of purchase effective May 1, 2022.**

Resolved: That the District recently implemented a new ticketing system from Rocket Rez which easily allows the term of the monthly passes to be 30 days from the date of purchase.

Agenda Item 3c

**Motion for Peaks Island
Residential Boarding Policy**

Agenda #3c
Vote on Peaks Island Residential Boarding Policy

Action: Act on resolution(s) approving the annual Peaks Island Residential Boarding Policy for the summer and fall sailing schedules as recommended by the Operations Committee with a pass rate of \$10 as recommended by the Finance Committee effective the beginning of the 2022 summer sailing schedule.

Motion: **I move that the Board adopt the resolution(s) approving the annual Peaks Island Residential Boarding Policy for the summer and fall sailing schedules as recommended by the Operations Committee with a pass rate of \$10 as recommended by the Finance Committee effective the beginning of the 2022 summer sailing schedule.**

Resolved: That at its January 20, 2022 meeting, the District's Operations Committee approved to recommend to the Board of Directors to continue the Peaks Island Residential Boarding Policy.

Resolved: That at its February 22, 2022 meeting, the District's Finance Committee approved recommending to CBITD's Board of Directors to continue the Peaks Island Residential Boarding Pass Rate of \$10 annually.

Agenda Item 3d

Executive Session

**Discussion with Labor Consultant on collective bargaining
pursuant to 1 M.R.S.A Section 405(6) (D)**

AGENDA ITEM 3d

AGENDA ITEM 3d: Executive Session

Discussion with Labor Consultant on collective bargaining
pursuant to 1 M.R.S.A Section 405(6)(D)

MOTION before the Board to go into Executive Session:

I move to go into Executive Session for a discussion with Labor Consultant on collective bargaining pursuant to 1 M.R.S.A Section 405(6) (D)

MOTION before the Board after coming out of Executive Session:

I move to authorize the President and General Manager to enter into agreement with Maine Marine Association for the 2022-2024 Marine and Shoreside Collective Bargaining Agreements as presented on behalf of the Board of Directors

Agenda Item 5

Reports:

Financial

Committee

Staff

**CBITD Revenues and Expenses
Overview**

	FY2021 BUDGET	DECEMBER				FISCAL YEAR TO DATE				PREVIOUS	FY22 vs. FY21
		PROJECTED	ACTUAL	VARIANCE	VARIANCE %	PROJECTED	ACTUAL	VARIANCE	VARIANCE %	YTD	
EXPENSES											
TERMINAL											
UTILITIES	\$ 63,999	\$ 6,530	\$ 5,340	\$ 1,190	18.2%	\$ 15,669	\$ 13,357	\$ 2,312	14.8%	\$ 19,353	31.0%
JANITORIAL	\$ 95,940	\$ 7,840	\$ 7,727	\$ 113	1.4%	\$ 23,820	\$ 23,055	\$ 765	3.2%	\$ 24,340	5.3%
RENT	\$ 35,940	\$ 2,995	\$ 2,995	\$ -	0.0%	\$ 8,985	\$ 10,319	\$ (1,334)	-14.8%	\$ 8,986	-14.8%
MAINTENANCE	\$ 156,387	\$ 15,577	\$ 12,839	\$ 2,738	17.6%	\$ 37,749	\$ 47,934	\$ (10,185)	-27.0%	\$ 46,236	-3.7%
TOTAL	\$ 352,266	\$ 32,942	\$ 28,902	\$ 4,040	12.3%	\$ 86,223	\$ 94,665	\$ (8,442)	-9.8%	\$ 98,915	4.3%
SALES											
ADVERTISING	\$ 190,015	\$ 20,100	\$ 13,619	\$ 6,481	32.2%	\$ 42,050	\$ 23,314	\$ 18,736	44.6%	\$ 20,376	-14.4%
CATERING	\$ 146,555	\$ 2,900	\$ 2,408	\$ 492	0.0%	\$ 20,725	\$ 3,259	\$ 17,466	0.0%	\$ 2,415	0.0%
TOTAL	\$ 336,570	\$ 23,000	\$ 16,027	\$ 6,973	30.3%	\$ 62,775	\$ 26,573	\$ 36,202	57.7%	\$ 22,791	-16.6%
DEBT SERVICE											
TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.00
TOTAL EXPENSES	\$ 8,262,406	\$ 823,295	\$ 659,714	\$ 163,581	19.9%	\$ 1,897,156	\$ 1,819,948	\$ 77,208	4.1%	\$ 1,859,501	2.1%
TOTAL OP REVENUES	\$ 5,566,057	\$ 176,077	\$ 197,361	\$ 21,284	12.1%	\$ 735,980	\$ 854,039	\$ 118,059	16.0%	\$ 742,075	15.1%
OP SURPLUS/LOSS	\$ (2,696,349)	\$ (647,218)	\$ (462,352)	\$ 184,865	28.6%	\$ (1,161,176)	\$ (965,909)	\$ 195,267	16.8%	\$ (1,117,427)	13.6%
OP GRANT REVENUES											
FTA PREVENTATIVE MAIN	\$ -	\$ -	\$ 4,358	\$ 4,358	0.0%	\$ -	\$ 4,358	\$ 4,358	0.0%	\$ -	0.0%
FTA RURAL REVENUE	\$ 516,862	\$ 157,392	\$ 114,956	\$ (42,436)	0.0%	\$ 272,876	\$ 241,013	\$ (31,863)	-11.7%	\$ 263,295	-8.5%
FTA OPERATING REVENUE	\$ 2,110,410	\$ 472,177	\$ 343,038	\$ (129,139)	0.0%	\$ 818,630	\$ 719,210	\$ (99,420)	0.0%	\$ 785,688	-8.5%
STATE SUBSIDY REVENUE	\$ 68,444	\$ 17,118	\$ -	\$ (17,118)	100.0%	\$ 68,444	\$ -	\$ (68,444)	0.0%	\$ 68,444	0.0%
TOTAL	\$ 2,695,716	\$ 646,687	\$ 462,352	\$ (167,217)	-25.9%	\$ 1,159,950	\$ 964,581	\$ (126,925)	-10.9%	\$ 1,117,427	-13.7%
SURPLUS/LOSS	\$ (633)	\$ (531)	\$ -	\$ 531	100.0%	\$ (1,226)	\$ (1,328)	\$ (102)	-8.3%	\$ -	0.0%

