



**CASCO BAY ISLAND TRANSIT DISTRICT
 MINUTES OF THE BOARD OF DIRECTORS MEETING OF
 September 22, 2022
 In Person/Video Conference/Phone**

Attendance

Webex In Person Phone Absent

Directors:

Braden (Pres)		X		
Wentworth (1 st VP)		X		
Crowley (2 nd VP)				X
Hoffman (Treasurer)		X		
Luedke (Clerk)				X
Anderson (Ast. Clk)	X	X @ 8:40		
Cohen	X			
Donovan	X			
Higgins		X		
Murray	X (Left @ 8:45)			
Pizey				X
Radis	X (Late)			

Staff:

Berg		X		
Gildart		X		
Greven		X		
Mavodones		X		

Public:

L. Heineman	X			
F. Somers	X			
J. Lavanture		X		
A.M. Baxter	X			
P. Flynn	X			
D. Courtney	X			

Guests:

C. Badger		X		
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1. Call to Order:

- A. *The Board meeting was called to order at 7:49 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 the June 23, 2022 Board of Directors meeting

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Wentworth moved to approve the minutes included in the Board packet; Hoffman seconded.*
- C. *President Braden opened the floor to Board comments. There were no comments.*
- D. *President Braden called for a roll call vote of the minutes*
- E. *Berg did a roll call vote. The motion passed unanimously (8-0; Radis had not joined yet)*

3. Business

- A. *Consideration and action on FY 2023 Operating Budget including a report from the Finance Committee*
 - a) *President Braden asked Berg to introduce the topic which he did*
 - b) *Treasurer Hoffman shared her thoughts including her concern about a possible trend of increasing operating loss before grants are applied. Hoffman also noted that in FY2024 CARES act funding will no longer be available. She thanked the Finance Committee for their work.*
 - c) *Greven gave an overview of the proposed budget*
 - d) *President Braden shared his thoughts including considering a long-range budget and the Board conducting a strategic planning retreat to develop goals.*
 - e) *Hoffman agreed with having a long-range budget but noted that it required a lot of work and staff not able to do it without hiring an additional person.*
 - f) *Discussion followed about a Board strategic planning session to set goals to be used as a guide for a 5-year plan.*
 - g) *President Braden opened the floor to the public*
 - i) *J. Lavanture (member of the Finance Committee) supported the budget as presented and is in favor of a five year plan.*
 - ii) *No other public attendees had comments*
 - h) *President Braden opened the floor to the Board*
 - i) *Radis was concerned that expenses were increasing and CARES act going away. Would like to start cutting expenses now*
 - ii) *Greven shared that the three major expense items accounting for 82% of expenses were personnel, fuel and maintenance. All three could be reduced with a reduction in service.*
 - iii) *Radis asked that the District use Revision Energy for green energy to save 15% of electric bill. Berg responded that the savings is only for the electrical power supply part of the bill and not distribution, Berg also shared that an energy consultant recommended not doing that at this point. Radis asked that a report be written by the consultant*
 - iv) *Hoffman shared that the Finance Committee had a robust discussion about the budget and would be glad to share with him*
 - v) *Cohen shared her thoughts about a five year plan, 2015 Board goals and scheduled service*
 - i) *Treasurer Hoffman moved to approve the FY2023 budget as presented; Higgins seconded.*
 - j) *President Braden opened the floor to Board comments. There were no further comments.*
 - k) *President Braden called for a roll call vote*
 - l) *Berg did a roll call vote. The motion passed unanimously (9-0)*
- B. *Consideration and action on FY 2023 Long Range Capital Plan including a report from the Finance Committee*
 - a) *This item was postponed until the October Board meeting*
- C. *Executive Session*
 - a) *Consultation with the District's attorney pursuant to 1 M.R.S.A. Section 405(6) (E)*
 - (1) *This item was moved out of order to the end of the meeting*

4. Workshops

- A. *Discussion regarding the level of detail of the Board of Directors' meeting minutes*
 - a) *This item was postponed until the October Board meeting*

5. General Information Reports

A. Financial Report

a) *Greven gave an overview of the June Financials. There were no questions*

B. Committee Reports

a) *There were no committee reports*

C. Staff Reports

a) *Berg gave a status update including increase of Overdoses, increase in restroom graffiti which was followed by discussion about public restrooms in Portland*

b) *Berg gave an update on the following:*

i) *Ribbon cutting ceremony on 8/16/2022*

ii) *Employee recognition programs implemented during the summer*

iii) *New Residential Boarding Area sign at the terminal*

iv) *New gates on the water side*

v) *Presentations at Island Institute Climate symposium, Portland Marine Society and Island Institute's virtual island summit*

vi) *Maquoit funding including commitments by PACTS and submittal to two FTA discretionary grant programs*

6. General Announcements

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

b) *Executive Committee: Thursday, October 6, 2022*

c) *Operations Committee: Thursday, October 13, 2022*

d) *Finance Committee: Wednesday, October 26, 2022*

e) *Board of Directors: Thursday, October 27, 2022*

f) *Personnel Committee: No meeting planned*

g) *Sales & Marketing Committee: No meeting planned*

h) *Government Relations Committee: No meeting planned*

i) *Pension Committee: No meeting planned*

7. Public Comment

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

a) *There were no comments*

B. *President closed the floor for public comments*

8. Executive Session (taken out of order)

A. *Wentworth made a motion to go into Executive session for Consultation with the District's attorney pursuant to 1 M.R.S.A. Section 405(6) (E); Anderson Seconded*

B. *President Braden opened the floor to comments. There were no comments.*

C. *President Braden called for a roll call vote*

D. *Berg did a roll call vote. The motion passed unanimously (9-0)*

E. *Public members were asked to leave, and the Webex virtual meeting was locked down so no public members could gain access.*

F. *Recording was stopped*

G. *The Board came out of Executive session at 10:40AM*

9. Adjournment

A. *There was no longer a quorum, so the meeting was adjourned by consensus*

Respectfully submitted by: James M. Luedke
James M. Luedke (Nov 17, 2022 10:23 PST)
 Steve Anderson, Assistant Clerk

CBITD Board Minutes 09.22.2022 FINAL

Final Audit Report

2022-11-17

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