

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
February 4, 2021  
Video/Phone in only due to COVID-19**

Directors on Conference: Anderson, Braden, Clark, Cohen, Crowley (late), Doane, Higgins, Luedke, Overlock, Pizey, Wentworth  
Directors absent: Murray  
Public on Conference: L. Heinemann, F. Somers, J. Hoffman, S. Cuetarn (left early)  
Staff on Conference: Greven, Mavodones, Berg, C. Gildart  
Guest: M. Hewey with Drummond Woodsum

**1. Call to Order:**

- A. *The Board meeting was called to order at 8:01 AM by President Braden and it was noted that the meeting was being recorded.*
- B. *President Braden asked Berg to share who was attending the meeting with everybody which he did.*

**2. Approve the minutes of the December 17, 2020 Board of Directors meeting**

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Doane moved to approve the minutes, Wentworth seconded.*
- C. *President Braden opened the floor for public comments and there were none.*
- D. *President Braden opened the floor for Board comments and there were none.*
- E. *President Braden called for a roll call vote.*
- F. *Berg did a roll call vote. The motion passed unanimously (9-0, Clark dropped off during vote, Crowley had not joined yet)*

**3. Business**

- A. *Consideration and action regarding the Delegation of Authority to the Board Vice President and General Manager*
  - i) *Berg explained this was the same as in previous months except that the requirement to conduct weekly COVID-19 update meetings was removed based on feedback at the last meeting*
  - ii) *President Braden asked if there was a motion (in accordance with the Board packet page 6)*
  - iii) *Doane made a motion to approve, Overlock seconded*
  - iv) *President Braden opened the floor to public comment; J. Hoffman spoke in support of the motion and requested improvement in availability of Board/Committee material*
  - v) *President Braden opened the floor to Board comment: Cohen opposed the motion, Wentworth stated it was important to hear public opinion, Clark shared her thoughts, Overlock spoke in favor, Anderson reminded everyone what the motion was for, Braden spoke to the reason for the change and spoke in favor of the motion*
  - vi) *President Braden called for a roll call vote.*
  - vii) *Berg did a roll call vote. The motion passed (8-2) (Cohen & Clark voted against; Crowley had not joined yet)*
- B. *Consideration and action to adopt the resolution authorizing the District's President, Treasurer and General Manager to open bank accounts, sign checks and perform other necessary banking and financial functions*
  - i) *Berg explained the purpose of this item*
  - ii) *President Braden asked if there was a motion (in accordance with the Board packet page 8)*
  - iii) *Wentworth made a motion to approve, Overlock seconded.*
  - iv) *President Braden opened the floor to public comment; There were no comments*
  - v) *President Braden opened the floor to Board comment: Cohen opposed, Overlock spoke in favor*
  - vi) *President Braden called for a roll call vote.*
  - vii) *Berg did a roll call vote. The motion passed (10-1) (Cohen voted against)*
- C. *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*
  - i) *Berg explained the purpose of this item*
  - ii) *President Braden asked if there was a motion (in accordance with the Board packet page 10)*
  - iii) *Doane made a motion to approve, Overlock seconded.*
  - iv) *President Braden opened the floor to public comment; There were no comments*

- v) *President Braden opened the floor to Board comment: There were no comments*
- vi) *President Braden called for a roll call vote.*
- vii) *Berg did a roll call vote. The motion passed (11-0)*
- D. *Adoption of Federal Transit Administration's (FTA) FFY2021 Certifications and Assurances*
  - i) *Berg explained the purpose of this item*
  - ii) *President Braden asked if there was a motion (in accordance with the Board packet page 12)*
  - iii) *Doane made a motion to approve, Crowley seconded.*
  - iv) *President Braden opened the floor to public comment; There were no comments*
  - v) *President Braden opened the floor to Board comment: There were no comments*
  - vi) *President Braden called for a roll call vote.*
  - vii) *Berg did a roll call vote. The motion passed (11-0)*
- E. *President Barden moved this item to the end of the meeting so the public could hear reports*
- 4. **Workshops**
  - A. *M. Hewey provided FOAA training and entertained questions from Braden, Clark, Cohen, Anderson and Hoffman*
- 5. **Treasurer's Report**
  - A. *Treasurer Overlock reported on the October financials and preliminary November financials*
- 6. **General Information Reports**
  - A. **Committee Reports** - *Doane gave a report of the January 21 Operations Committee meeting.*
  - B. **Staff Reports from General Manager Berg**
    - i) *CARES ACT Phase 3 funding request of \$2.7M for the first six months of 2021 has been approved by MPO and will be submitted to FTA in the next few weeks*
    - ii) *CRESSA Act did not allocate any urban funds to Maine due to the funding cap part of the act, however \$23M of rural funds has been allocated to Maine*
    - iii) *Vaccine plan includes public transit workers in phase 1b of the distribution plan which is next up after 70+ but still no guidance or direction*
    - iv) *Currently no active COVID cases at CBL*
    - v) *New Federal Mask Mandate: glad to report we are in alignment with new order*
    - vi) *Staff is working on getting Ipads for Directors so everyone will be using same platform to attend meetings*
    - vii) *Based on feedback effectively immediately every Friday staff will email to Board & Committee and post for public the draft agendas and actionable material for any meeting scheduled for the following week*
    - viii) *Received feedback regarding availability of Board minutes on the website. It has taken longer than usual to post Board minutes and this is because of challenges in getting the approved minutes signed so CBL will start using electronic signatures*
    - ix) *Berg gave an update on the following projects:*
      - i) *Terminal renovation*
      - ii) *New vessel*
  - C. **Wharf and MDOT Reports** - *Berg gave an update on the Peaks transfer bridge MDOT project*
- 7. **General Announcements**
  - A. *Establish next meeting dates: (all meetings at 8:00 AM unless indicated otherwise)*
    - i. *Executive Committee: Thursday, February 11*
    - ii. *Board of Directors: Thursday, February 25*
    - iii. *Operations Committee: TBD*
    - iv. *Finance Committee: TBD*
    - 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*
- 8. **Public Comment**
  - A. *President Braden opened the floor to public comment. Hoffman thanked staff for reacting quickly to feedback on meeting materials*
- 9. **Agenda item 3E: Executive Session** *(President Braden moved this item out of order to the end of the meeting so public would not have to leave before hearing reports)*
  - i) *Discussion of General Manager's evaluation pursuant to 1 M.R.S.A. Section 405(6) (A)*

