

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
September 24, 2020
Video/Phone in only due to COVID-19**

Directors on Conference: Doane, Crowley, Johnston, Luedke, Wentworth, Cohen, Overlock, Flynn, Murray, Clark, Higgins, Braden (joined late)

Directors Absent:

Public on Conference: J. Hoffman, L. Heinemann

Staff on Conference: Greven, Pottle, Mavodones, C. Gildart, Berg

1. Call to Order:

- A. *The Board meeting was called to order at 7:45 AM by President Flynn and he noted that the meeting was being recorded.*
- B. *President Flynn asked Berg to share who was attending the meeting with everybody which he did.*

2. Approve the minutes of the August 27, 2020 Board of Directors meeting

- A. *President Flynn asked if there was a motion to approve the minutes*
- B. *Wentworth moved to approve the minutes, Doane seconded.*
- C. *President Flynn opened the floor for comments and there were none*
- D. *Berg did a roll call vote. The motion passed unanimously (11-0) (Braden had not joined yet)*

3. Business (None)

4. Workshops (None)

5. Treasurer's Report

- A. *Treasurer Overlock gave a summary of the July financials and the preliminary August numbers.*

6. General Information Reports

- A. **Committee Reports** - *There were no committee meetings in September. Doane reported there is an Operations Committee planned for October 15.*
- B. **Staff Reports**
 - 1) *Berg gave an update on following:*
 - a) *Distributed thank you notes with checks to thank staff for being on the front line during the pandemic.*
 - b) *COVID Operational Grant Funding*
 - c) *Annunciators*
 - d) *FTA Triennial review announcement; restart up late this year and will conduct virtual audit in Spring (1 year late)*
 - e) *Plan to present FY2021 operational budget and long range capital improvement plans at October finance and Board meeting*
 - 2) *Pottle gave an update on the following projects:*
 - a) *Terminal renovation*
 - b) *New vessel*
 - c) *Preventative Maintenance Software*
 - d) *Peaks transfer bridge*
 - 3) *Greven gave an update on the Electronic Ticketing Project*
 - a) *Cohen shared her thoughts including her opinion of the need of more communication and public involvement for this project*
 - 4) *Berg gave an update on recent ridership*
- C. **Wharf and MDOT Reports** - *There were no reports*

7. General Announcements

- A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)
- 1) Executive Committee: Thursday, October 1
 - 2) Operations Committee: Thursday, October 15
 - 3) Finance Committee: Wednesday, October 21
 - 4) Board of Directors: Thursday, October 22
 - 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

8. Public Comment

- A. *Hoffman shared her thoughts about the Ambassador program and agreed with Cohen's comments about the Electronic Ticketing project*
- B. *Heinemann echoed Hoffman's comments*

9. Adjournment

- A. *President Flynn asked if there was a motion to approve the minutes*
- B. *Doane moved to adjourn the meeting, Crowley seconded.*
- C. *Berg asked for a roll call for the motion to adjourn. The motion passed unanimously (12-0) and the meeting was adjourned*

Respectfully submitted by:
Robin Clark, Clerk


