



Board of Director Regular Meeting Minutes

January 6, 2015 Recorder: Donna Halvorsen

1. **Call Meeting To Order:** Harvey Mc Donald called meeting to order at 10:02am.

2. **Roll Call:**

Chair	Thorne Bay	Harvey McDonald	present via teleconference
Vice Chair	Klawock	Jeff Nickerson	absent excused
Sec/Tres	Craig	Otis Gibbons	present via teleconference
Director	Wrangell	Bernie Massin	present via teleconference
Director	Hydaburg	Jolene Edenshaw	present via teleconference 10:15am
Director	At Large	Dee Dee Jeffreys	present via teleconference
Director	Coffman Cove	Brian Wilson	present via teleconference

Staff Present: Dennis Watson, Chrissy Torsey-Lucero and Donna Halvorsen

Staff present via teleconference: None

Public Present: MistyFitzpatrick

Public present via teleconference: None

3. **Approval of Minutes:** Motion: Approve September 22, 2014 Regular Meeting Minutes as presented; moved by Dee Dee Jeffreys and seconded by Otis Gibbins. Motion approved unanimously.

4. **Approval of Agenda:** Motion: Approve agenda as presented; moved by Harvey Mc Donald and seconded by Dee Dee Jeffreys. Motion approved unanimously.

5. **Public Comment:** None

6. **Correspondence:** None

7. **Manager's Report:**

- Dennis Watson states that not unexpectedly the Governor has pulled our appropriations out of the draft budget. Dennis has things in motion to create a dialog with the Governor, the Office of Management and Budget and Senator Stedman to try to get the appropriations reinstated. The supplemental appropriation for FY2014 for 1 million dollars is secure, and we have roughly \$650 thousand of that left. What we lost was the remainder of the 5 year appropriation which was \$500 thousand each year for the next 4 years. Dennis states that he will try to get some or hopefully all of it back. The process has just started, and unfortunately the forecast is pretty dismal in Juneau right now as we all know.
- Dennis states that it is lucky that the contract for the new Hollis dock has already been awarded. The Governor pulled a lot of projects that were in the planning stage or that required matching funds. We are thankful that we will have a new dock, paving and good

access. Harvey asks if the covered walkway in Ketchikan is still happening. Dennis answered that it is still in the STIP for this construction season.

- Dennis states that we swapped out boats on January 6, 2015 so the POW is online now. The Stikine will be in layby for maintenance until spring sometime.
- Dennis talked to Captain Falvey with AMHS and they made successful trial runs into Coffman Cove so it sounds like they'll start running out of there one time per month.
- Dennis states that we had a generator failure on the Stikine recently. We sucked a valve on one of the generators we just had rebuilt and unfortunately it did significant damage. It ruined the head and the piston liner and rod. It will cost about \$18000 to repair. Although it was not due to operator negligence, the rebuild valve is not covered under any warranty. There was around 7000 hours on the rebuild and this usually doesn't happen; thankfully the gauges had unusual readings so Engineer Chad Fulton immediately took it off line. His quick response resulted in extremely less damage.

8. **Old Business:** Marketing Analysis Tracking System Update

Donna Halvorsen stated that the marketing analysis tracking system is in place. Agents started collecting official data January 1, 2015 and will continue through 2015. Hopefully this data will show us which marketing approaches are giving us the most ridership so we can better customize where we advertise. The BODs will be receiving monthly stats showing number of bookings and revenue for each current marketing approach we use. It was only \$360 for Rezware to develop this software into our system. We are collecting data in several places; most will be by phone, and some will be by filling out a card and when booking Online. The attachment sent has the monthly and daily stats and you will probably only need the monthly one but feel free to view the daily one if you like.

9. **New Business:** Motion: Approve Resolution No. 2015-01 adopting an IFA Records Retention Schedule; moved by Harvey McDonald and seconded by Dee Dee Jeffreys.

Chrissy Torsey-Lucero states that the Records Retention Schedule has been a long time coming. The IFA has wanted to put one in place for some time. This document is based on the Alaska Records Retention and Statutes, and Chrissy has used it as a guide to develop what would work for the IFA. This document gives administration the information needed for knowing what should be saved and for how long. The formatting errors in the draft are corrected now.

Harvey asked if holding records for 50 years was standard.

Chrissy answers that yes once employment is terminated, we need to keep records for 50 years.

Donna was concerned that the definition of "essential records" held us liable for protecting documents from fire and flood which would be costly to do.

Dee Dee asks if we could put the data on CDs so less space was taken up.

Chrissy states that we could do that or put it on an external hard drive but the originals would still need to be retained.

Safes were discussed but not chosen as a reasonable option at this time.

Discussions followed and the general consensus was to reword the definition to state something like, the records will be managed in a way to ensure their survival "to the best of our ability" or "as resources allow," and to create electronic copies of what needs to be retained on CD or an external hard drive as time allows.

Donna asks to remove vehicle "license, type" and change manifest retention from 4 years to 2 years from item V#10 on page 22.

Donna asks for clarification on item V#2 page 21. Chrissy adds V3 to "Typically a one page document, see V3."

Donna asks for clarification on item GO#13 on page 4, and wants it removed if it isn't required by law. Dennis will check if it is a requirement so we can amend the document later.

Harvey suggests that we approve the existing document with the understanding that we will review this item and then make amendments later.

Jolene Edenshaw states that she is not onboard for approving a document that she hasn't even looked at yet. She couldn't access it; Chrissy will get the document to her.

A vote was taken and motion passes.

Chair	Thorne Bay	Harvey McDonald	yes
Sec/Tres	Craig	Otis Gibbons	yes
Director	Hydaburg	Jolene Edenshaw	no*
Director	Wrangell	Bernie Massin	yes
Director	At Large	Dee Dee Jeffreys	yes
Director	Coffman Cove	Brian Wilson	yes

*Jolene Edenshaw explains that she voted no because she has not seen the document yet.

10. Board Comments:

- Harvey Mc Donald comments that Driver Free and the Winter Incentive Sales are in place and working.
- Otis Gibbons states that we aren't being advertised on AMHS and it was his understanding that we traded that service; they are on our website, why aren't we on theirs? Dennis states that we did have an agreement with them but they have a new advertising person now so he will look into it.
- Bernie Massin asks if falling diesel prices are helping us. Dennis states that we paid \$2.15 last refueling and that it would need to go below \$1.25 and it would have to be there for a long time before we would begin to gain back lost ground.
- Brian Wilson asks if we should write letters of support to the Governor. Dennis states that last year we put a full court press; we got letters from cities, boroughs, tribes, communities, businesses and others and we have it all on file. All that information is in CAPSIS and available to all of them so we don't need to do it right now.

11. **Schedule Next Meeting:** The next meeting will hopefully be held on the vessel; we will pick a date as it gets closer to the deadline.

12. **Adjournment:** Motion: Adjourn meeting at 10:46am; moved by Jolene Edenshaw and seconded by Dee Dee Jeffreys. Motion approved unanimously.