



Board of Director Regular Meeting Minutes

March 29, 2017 Recorder: Donna Halvorsen

1. **Call Meeting To Order:** Jeff Nickerson called meeting to order at 10:06am.

2. **Roll Call:**

Chair	Thorne Bay	Harvey McDonald	present via teleconference
Vice Chair	Klawock	Jeff Nickerson	present via teleconference
Sec/Tres	Craig	Otis Gibbons	present
Director	Wrangell	Bernie Massin	present via teleconference
Director	Hydaburg	Anthony Christianson	present via teleconference
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: Tracy Moore

Public present via teleconference: None

3. **Approval of Agenda** Motion: Approve agenda as amended; moved by Dee Dee Jeffreys and seconded by Otis Gibbons. Motion approved unanimously.

4. **Approval of Minutes** Motion: Approve minutes from December 13, 2016; moved by Dee Dee Jeffreys and seconded by Otis Gibbons. Motion approved unanimously.

5. **Public Comment** None

6. **Correspondence** None

7. **General Manager's Report** In addition to his written report, Dennis follows up on issue using 2nd boat for school activities. He talked to Petersburg & Wrangell schools and they were very interested because they had big events they didn't participate in due to lack of transportation. Dennis will use the data from the 2016 Northern Route with the State and provide a quote. The schools will then present quote to their Board and go from there. Jeff asks what we need revenue wise to make a run without going into the red. Dennis says he will take numbers Chrissy ran to do the run for the State and from that, define a number for estimated cost. Bernie asks if we can combine school travel with Northern Route and Dennis replies that after this May and June our contract is over with the State and doesn't look like it will continue. Also, it ran in the summer months when school was not in session. Bernie wondered if we could run for the State in the Fall and Winter months instead. Brian asks Dennis to also contact Craig and Klawock schools. Dennis replies he talked to Troy Thain of Craig and will catch up with Klawock soon.

8. **Old Business** None

9. New Business

- a. Remove writing checks as a form of payment for customers. Chrissy states that we had about 2.9 million in revenue last fiscal year and \$82,000 of it was paid by check. The reason we are looking at this possibility is because there are only 2 accounting staff and processing bad checks is time consuming. Some credit card processing companies provide a service to verify a check amount the day it is received but there is a fee associated with that and we are trying to keep costs down. Chrissy states also that all checking accounts opened now are automatically given a debit card. Dee Dee comments that she understands the issues and her main concern is that if we do this, people are notified well in advance that checks will not be accepted anymore so no one is surprised and doesn't show up to travel without an alternative means to pay. Otis prefers to use checks personally and understands the bad check issue; he suggests banning all travel if you bounce a check. Otis continues that maybe with an improved Website/Online ticketing system, more people will pay Online and less in terminals. Dee Dee asks if there is a feature in new ticketing system to flag bad check writers, and Chrissy explains there is a feature in the credit card processing system she will check on it. Dennis suggests that we should get it out via the media for feedback. He also states that there is a big change coming for AMHS; they are going to stop taking cash in Prince Rupert. Brian states that Cornerstone has a program where check is verified on the spot to see if funds are available (at least for that moment.....) and Chrissy states that she looked into that already and the IFA doesn't have the volume of checks to cover the monthly costs of the feature. Donna states that, as time allows, ticket agents could ask check-writers if they would be comfortable if we quit accepting checks and if they had another means for payment. Dennis and Dee Dee state that getting it out to the public is priority. Jeff and Harvey state that the long-term goal should be to stop accepting checks and do whatever it takes to get word out well in advance of actually implementing policy. Bernie says he would vote against this if it comes to a vote and instead we should say one chance for writing a bad check (and charge a fee) and cash from them from that point on. Dennis states that we have enough information from the Board so we will move forward and see what kind of feedback we get and go from the public.
- b. Motion: Approve Resolution No. 2017-03 First reading establishing the FY2018 Budget as presented; moved by Harvey Mc Donald and seconded by Anthony Christiansen. Motion approved unanimously.
- c. Motion: Approve Resolution No. 2017-04 Approve FY2016 Financial Statements presented by Christine Harrington; moved by Dee Dee Jeffreys and seconded by Otis Gibbons. Motion approved unanimously.
- d. Motion: Approve Resolution No. 2017-05 Approve Moore Engineering's Alternative 2 Plan to provide potable drinking water to Clark Bay Hollis Terminal; moved by Dee Dee Jeffreys and seconded by Harvey Mc Donald. Harvey asks if there is a special truck required to haul water. Tracy Moore explains that there isn't, but the tank needs to be NFS certified and we're looking at 300 gallon tank @ about 2600lbs loaded; limiting factor is having a truck that can carry the load. He continues that he anticipates filling once or twice a week at most. Harvey asks if there is any special licensing for 2600lbs, Tracy replies no. Dennis states keeping tank as small and mobile as possible is best. Bernie asks if we have a water hauling forklift and how much water do we have to have onsite. Tracy recommends a 500 gallon tank if they aren't much more expensive (than the 300 gallon) just to have a little extra. But the 300 gallon is about all you want to handle going back and forth on ferry. Motion approved unanimously.
- e. Chrissy gives brief presentation about Trillium. Chrissy explains that Dennis and she attended the HTC conference Feb 2016 and Trillium was an exhibitor. Trillium is an Oregon based company specializing in public transit websites. Their systems offer live updates for arrival and departures, will have the new ticketing system embedded in it and will be a lot more user

friendly. It is a cost but with conservative spending and good ridership, we can afford it within this fiscal year. Dee Dee asks where does money come out of in the budget. Chrissy states that if you look at the anticipated costs for the remainder of this fiscal year we have a little extra money for both the website and the water system. Bernie asks if customers can post photos or comments and Chrissy states yes. Harvey states he thinks everything presented and talked about sounds very good; Jeff agrees and also says anything that lightens the load for staff is important. Dennis states that this will save money in the long run and get us up to speed with the rest of the world.

10. **Board Comments** Brian comments that NEPA had a meeting with USDA and they were told there was no more funding available for them. They are trying to get funding out of state and in other places but so far nothing; they aren't optimistic but are not giving up. Bernie asked about damage to vessel door. Dennis explains that a high cube container was being loaded and hit the upper track of the door and damaged the sealing lip and the track. More information will be available later. Jeff asked if there is a published height limit. Dennis replies that these high cubes under most circumstances make it through the opening. But if there is a tide fluctuation or if truck runs over a tie-down, the clearance changes. Harvey asks if door is repaired now, and Dennis replies yes, it's totally repaired and passed USCG tests. Bernie asks if Dennis got to Kasaan regarding whistle stop, and Dennis replies that he talked to new mayor and they decided to wait until weather was better; now that snow is almost gone he will meet with mayor.
11. **Schedule Next Meeting** TBA but somewhere around early June.
12. **Adjournment** Motion: Adjourn meeting at 11:07am; moved by Dee Dee Jeffreys and seconded by Harvey Mc Donald. Motion approved unanimously.