



Board of Director Regular Meeting Minutes

December 19, 2017 Recorder: Donna Halvorsen

1. **Call Meeting To Order:** Harvey Mc Donald called meeting to order at 10:03am.
2. **Roll Call:**

Chair	Thorne Bay	Harvey McDonald	present
Vice Chair	Klawock	Jeff Nickerson	present
Sec/Tres	Craig	Otis Gibbons	absent excused
Director	Wrangell	Patricia Gilbebrt	present via teleconference
Director	Hydaburg	Anthony Christianson	present via teleconference 10:45am
Director	At Large	Dee Dee Jeffreys	present via teleconference
Director	Coffman Cove	Brian Wilson	absent excused

Staff Present: Dennis Watson and Chrissy Torse-Lucero
 Staff present via teleconference: Donna Halvorsen and Rich Rogers
 Public Present: None
 Public present via teleconference: None

3. **Approval of Agenda** Motion: Approve agenda as presented; moved by Harvey Mc Donald and seconded by Patricia Gilbert. Motion approved unanimously.
4. **Approval of Minutes** Motion: Approve minutes from September 25, 2017; moved by Dee Dee Jeffries and seconded by Jeff Nickerson. Motion approved unanimously.
5. **Public Comment**
6. **Correspondence**
7. **Manager's Report** Dennis states we are in governor's budget for 250K for the coming fiscal year which is really good news considering the ongoing struggles with the state budget. He also asks if there are any questions regarding the Kasaan ferry stop documentation; Harvey states this documentation was needed and may be helpful in the future. Dennis states we can address this topic in the future if circumstances change. Dee Dee commented that the report was very informative, and it surprised her how much extra time it would add to the run which made it clear that ferry stop is not an option at this time. Dennis states he sent a list of planned work projects for the POW & Stikine from Walt; the ferry boat refurbishment funding has been extremely helpful in making these projects possible. Harvey wants to make sure we stay on top of the funding and make a trip to Juneau if necessary. Chrissy states that by the first of the year she'll send out an addendum to the approved budget but that things look good. Revenues are higher than projected and we haven't had to pay as much as intended in fuel plus what is left of 3 State legislative grants, the remaining 5311 admin grant and funds in Money Market Reserves, there is about \$1,650,000 available to the us. Dennis states that he spoke with Walt & Rich about vessel cleanup and we'd like to remove carpet everywhere except forward lounge and put in linoleum so we

keep things sanitized. Also, should we allow people to eat in reading lounge once we have linoleum? We would like to install more outlets and possibly remove computer station areas and put in seating. These need discussion so we can get feedback and move forward. Donna gives update with RocketRez; we are transferring 2018 reservations as we speak so hopefully by end of tomorrow, everything will be transferred into RocketRez. Our go live date will be no later than January 1 2018; this is the best time to be transferring to a new system because it is not our peak busy time. The timing also coincides with the new Website coming online. Dennis asks if we'll use it for the MTM run and Donna explains that since the Agents are well versed in Rezware and the MTM run time is only 45 minutes, we'll use Rezware for 2018 MTM and then in 2019 we'll use RocketRez. Harvey asks Dennis about AMHS following the Railroad Corporation model. Dennis states SE Conference wants to model the AMHS after this system because it gives them an extra element of separation between them, the legislature and DOT. Right now, its hard to reconcile issues because DOT is running as a whole and not able to focus on the AMHS needs. Harvey asks for update on HYL water; Dennis replies that we have a quote for materials from Moore Engineering and by spring will be moving forward on project. Harvey asks for parking expansion update, and Dennis states it has been awarded to SE Road Builders and work should start this Spring. Harvey welcomes Patricia to the Board!

8. Old Business

9. New Business

- a) There are two nominees appointed for At-Large open seat, Dee Dee Jeffries and Perry Olson. Motion: Appoint At-Large BOD Seat nominee Dee Dee Jeffries; moved by Patricia Gilbert and seconded by Harvey Mc Donald. Roll call vote was taken, motion passes.

Chair	Thorne Bay	Harvey McDonald	yes
Vice Chair	Klawock	Jeff Nickerson	yes
Director	Wrangell	Patricia Gilbert	yes
Director	At Large	Dee Dee Jeffreys	yes

- b) Donna states that the 800th Passenger event will occur before our next quarterly meeting or sometime in end of February or beginning of March. She will keep the Board updated as it gets closer and if anyone wants to participate or has any prize ideas, let her know. We plan to give R/T tickets for 2 people and a 20' vehicle. The last similar event was for the 500K passenger.
- c) Chrissy gives update on the Drug & Alcohol Policy stating that there is a federal mandate that will take effect January 2018. It has to do with opioid category and they will add new types to test for. She just received a draft policy and we'll hold a special meeting later to approve the new policy. For now, she wants people to know we are moving forward and a draft policy and addendum will be sent out to you when ready. Patricia asks about current drug awareness program, and Dennis states that managers take a Drug Awareness course and that we'll see what these new requirements are and go from there. Jeff asks what the cost of a drug test is, and Chrissy states it is about \$80 for random drug screening.
- d) Chrissy states that the Deferred Compensation Plan 457 is moving forward but slowly, no resolution at this time.
- e) Dennis discusses the need for developing an IFA Cell Phone Use Policy. Generally, employees are good about not using their phone will on duty, but we need to define reasonable usage. This issue has come up several times over the years and Dennis is asking for any input from Board. Harvey tells Board to contact Dennis directly to provide input. Dennis states that on similar topic of this is that should passengers be asked to take phone calls away from other passengers who are trying to read quietly or sleep or relax and enjoy scenery in forward lounge. He has received comments requesting IFA to have people on cell phones talk away from these areas. He is not sure if we should pursue trying to enforce this or not.

10. **Board Comments** Patricia thanks everyone for the information and will relay it to Wrangle community.
11. **Schedule Next Meeting** TBA. Chrissy asks which quarterly meeting would be better to have a face to face, and that 5311 funds could cover travel costs if we incorporate Board training or strategic planning into the day. Harvey, Dee Dee, Patricia and Anthony said June would work better. Chrissy will follow up.
12. **Adjournment** Adjourned meeting at 10:50am