



Board of Director Regular Meeting Minutes

September 15, 2020 Recorder: Donna Halvorsen

1. **Call Meeting To Order:** Harvey Mc Donald called meeting to order at 10:08am.

2. **Roll Call:**

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

Staff Present: Ron Curtis, Rich Rogers and Donna Halvorsen

Staff present via teleconference: Chrissy Torsey-Lucero and Walter Marsh

Public Present: None

Public present via teleconference: None

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

4. **Approval of Minutes** Motion: Approve minutes from June 17, 2020 Regular Meeting w/Executive Session; moved by Harvey McDonald and seconded by Dee Dee Jeffreys. Motion approved unanimously.

5. **Public Comment** n/a

6. **Correspondence** n/a

7. **General Manager's Report**

1) **Operating Status** – We are currently running 6 days a week. The management team is evaluating the 7th day (Tuesday) on a monthly basis. At this time ridership does not dictate adding the 7th day. We also believe at this time, with the POW still down, it is prudent to save wear and tear on the Stikine. We are operating at a capacity of 100 passengers, approximately half capacity. We are using a passenger wellness form before passengers are allowed to board. We are requiring face coverings in certain instances. All employees are required to wear face coverings when they cannot maintain safe distancing from passengers.

2) **M/V Prince of Wales status** – The POW is still down. We have the Buy America waivers in place for the parts and the work. We have the matching funds for the federal contract expenses. We are working to move the federal funding for this repair forward as it was originally scheduled for 2021. Best case scenario is that the boat will be operational at the end of 2020.

- 3) We eliminated the Night Watch position and have moved to rotating deckhands through night watch. This allows for better training of all boat crews.

Jeff asks how the crew like the combining of Nightwatch/Deckhand duties and Ron replies that it's about a 50/50% split but what it really comes down to is that fully staffed each Deckhand will be doing one night shift about every 6 weeks. Management agrees this is not overly burdensome to any one person and averts a lot of other issues.

- 4) We developed a new smoking policy for employees and will be asking approval to include it in the employee handbook. The changes are necessary to include "other smoking devices" that were not included in the previous policy. These changes will also bring us into compliance with the Smoke Free Alaska law.
- 5) We would like to completely revamp the Employee handbook over the next year. A recent issue on the vessel dictated a review of the smoking policy. It was found inadequate. In review of the current handbook, I believe many other policies need to be updated and/or revised.
- 6) The IFA had two firsts in the month of August. We had a funeral service for Jean McLeod Craig, daughter of Gilbert McLeod. We also had the wedding of employee Brad Crayne which was officiated by Rich Rogers. Both events took place on the vessel.
- 7) We are close to receiving Cares Act funding for operational costs. Chrissy is working through the final details and working on the potential of moving some of our expenses to the administrative side of the business. The proposed move would make more of our expenses reimbursable long term and not just under this period of the Cares Act.
- 8) Staffing – Managers have been doing interviews and hiring for open positions. We have filled a terminal agent position in Hollis and 3 positions on vessel crews.
- 9) S.E. Conference is coming up in September. The event will be virtual instead of the usual gathering. We will be presenting during the transportation segment of the meeting.
- 10) Patty Gilbert communicated to me that Wrangell has a ballot initiative to drop out of the IFA. Their election is on October 6th. Patty apologized that she could not make the Board meeting as she has another commitment.

Respectfully Submitted, Ron

Jeff asks about the Tuesday no sailing and that it's a good idea, and is wondering if are there any other days we could look at no sailing. He continues that he understands about wanting to provide daily service but times have definitely changed and we need to ensure the success of our company. Ron comments that we are not losing any money but the difficult part of this is typically during the summer we are adding revenue to the annual income; under Cares Act we are being funded for expenses only so we are not building up our reserves as we normally would. He continues that we may need to make decisions to add more no sail days once the Cares funding ends so we are monitoring everything as we go. Ron states we usually run in the winter on the profits that were generated in the summer and since we won't receive any profits for the summer we are reviewing sailing schedule, capacity and ridership monthly. Ron continues that right now the main thing we are looking at is should we add the 7th day, but if financial situation warrants it, we will look at cutting back additional day(s). Chrissy states the

Cares Act funding does not expire; Alaska has imposed an end date of 2023 but the Federal Government has no end date.

Jeff asks if we had trouble filling the job openings? Rich states that this was probably the most number of applicants he's seen and many even had marine experience or license. Jeff states he is glad to hear and that maybe we are proving that the IFA is here to stay. Rich states that has heard many people agree that this is a good place to work and one of the better jobs on the island.

8. **Old Business** Rich states that he looked into whether the USCG would allow us to let passengers stay in their vehicle while vessel was underway to facilitate social distancing or quarantine requirements. Rich states he talked to the MSO supervisor and his team, and they were not ok with this at all. They stated that the risk of dying in a fire or going down with the ship superseded the chance of spreading or getting COVID-19, and that there are other safety and security issues with our general operations if we tried to provide this option.
9. **New Business**
 - a) Motion: Accept Mayor Tim O'Connor's reappointment of Otis Gibbons to Craig BOD seat; moved by DeeDee Jeffreys and seconded by Harvey McDonald. Motion approved unanimously.
 - b) Motion: Approve Resolution No. 2021-01 approve revised "Smoking Policy" Section 9.3 in Employee Handbook; moved by DeeDee Jeffreys and seconded by Harvey McDonald. Motion approved unanimously.
 - c) Motion: Approve Driver Free for January, February and March 2021; moved by DeeDee Jeffreys and seconded by Otis Gibbons. Motion approved unanimously.
 - d) Motion: Approve Resolution No. 2021-02 authorize Ron Curtis General Manager as designated DBE Liaison; moved by Harvey McDonald and seconded by DeeDee Jeffreys. Motion approved unanimously.
10. **Board Comments** Dee Dee thanks the IFA team for all the extra work this unusual year has brought us.
11. **Schedule Next Meeting** TBD
12. **Adjournment** Motion to adjourn meeting at 10:37am; moved by DeeDee Jeffreys and seconded by Brian Wilson. Motion approved unanimously.