

**MINUTES
OF THE
WOODS HOLE, MARTHA'S VINEYARD
AND NANTUCKET STEAMSHIP AUTHORITY**

The Meeting in Public Session

November 28, 2022

The Members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority met on November 28, 2022, beginning at 2:01 p.m. in the first-floor meeting room (Room 103) of the Authority's Administrative Offices, 228 Palmer Avenue, Falmouth. All five (5) members were present. Participating via Zoom videoconferencing were Chair Moira E. Tierney of New Bedford; Vice Chair Robert F. Ranney of Nantucket; and Secretary Robert R. Jones of Barnstable. James M. Malkin of Dukes County; and Peter J. Jeffrey of Falmouth participated in person.

Port Council Chairman John F. Cahill of Tisbury and member Joseph E. Sollitto of Oak Bluffs were present via Zoom videoconferencing, as were the following members of management: General Manager Robert B. Davis; Treasurer/Comptroller Mark K. Rozum, General Counsel Terence G. Kenneally; Communications Director Sean F. Driscoll; Director of Marine Operations Mark H. Amundsen; Woods Hole Reconstruction Project Manager William J. Cloutier; Director of Security Todd M. Falvey; Director of Shoreside Operations Alison A. Fletcher; Director of Human Resources Janice L. Kennefick; Director of Marketing Kimberlee J. McHugh.

Video and Audio Recording of Today's Meeting:

Ms. Tierney announced Mr. Driscoll was making an audio and video recording of the meeting; Louisa Hufstader (representing the *Vineyard Gazette*), and Rich Saltzberg (representing the *Martha's Vineyard Times*) indicated they were also making audio recordings of the meeting.

Statement Regarding Remote Participation:

Ms. Tierney stated that, pursuant to Section 20 of Chapter 20 of the Acts of 2021, in line with social distancing guidelines following the COVID-19 pandemic, some Board Members were participating remotely in the meeting because their personal attendance would be unreasonably difficult. Those Board

Members were participating in the meeting via the Zoom videoconferencing app, and all members would be clearly audible to each other. As a result of the remote participation, any and all votes taken by members shall be by roll call votes.

Minutes:

IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Jeffrey – to approve the minutes of the Board’s October 18, 2022, meeting in public session.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Port Council Report:

Mr. Cahill then reviewed the Port Council’s November 1, 2022, meeting, and highlighted the members’ review of the proposed 2023 Reservation-Only Days, the Preferred Space changes, and the members’ vote to recommend approval of the Island Commuter Corp. one-year license renewal.

Website Update/Redesign Status:

Mr. Driscoll provided the following updates on the project:

- The ADK technology team worked on advancements to the API stability and functionality and continues to connect to real-time data from the reservation system for testing.
- The technology team also worked on a proof-of-concept prototype for the Authority’s new credit card processor, Eigen.
- The ADK design team reviewed photography and videography from recent photo shoots to provide recommendations for what images will be used at launch.
- Content specialists worked on blog post and additional informational pages.

- ADK began measuring Consumer Effort Score on the current site to measure the ease of booking a reservation and changing a reservation. The same measurements will be taken on the new site for comparison.
- ADK and the Authority also began discussions about an internal and external communications plan around the launch, which will include staff training; communication with customers about the new functionality on the website; creation of videos, how-tos and other instructional materials; and a media plan.
- The Authority reached an agreement with Storyblok to use their content management system platform for the new website. The headless product will be a great improvement over the current CMS and will allow a more flexible way for the Authority to provide information to its customers.
- Public engagement has been ongoing via the biweekly eNews and website updates at www.steamshipauthority.com/websiteproject.

Mr. Malkin noted he has expressed concerns about “garbage in, garbage out” on the website and asked Mr. Davis what internal review and improvements were under way as to the Authority’s communications. Mr. Davis said some efforts included investigating an internal messaging application that could be used to disseminate information more accurately and quickly to its employees. Mr. Malkin asked about the need to consolidate and coordinate communications between the marine side and shoreside operations; Mr. Davis said a unified messaging application would also help in that regard. He added that the Authority was pursuing digital signage for its terminals and other facilities as well to get messaging to its customers.

Mr. Jeffrey asked what efforts were being made to develop training materials for customers and employees on the new website; Mr. Driscoll said a meeting was scheduled for the first week of December 2022 on that topic, and he would have further information for the Board at their January 2023 meeting.

Woods Hole Terminal Site Work:

Messrs. Davis and Cloutier provided an update on the Woods Hole Terminal Reconstruction Project, which is now in Phase 5B, with enabling work occurring immediately adjacent to the freight shed in preparation for construction of the new terminal building and utility building. Mr. Cloutier also shared a PowerPoint presentation with recent photographs from the site.

Mr. Jeffrey noted that the concrete barriers on the north end of the site, where Luscombe Avenue meets Railroad Avenue, had turned into a de facto

waiting and parking area, and asked that the Authority coordinate with Falmouth police to address the issue. Mr. Davis said staff had met with the Falmouth Department of Public Works earlier in the year to address the barriers' location, and they had been asked to pull them in slightly to allow parking to not interfere with access to Railroad Avenue. Mr. Davis said the DPW acknowledged there is not much the Authority can do to stop the illegal parking and waiting, as the space is not striped for parking, but people still use the area for that purpose at times.

M/V Eagle Dry Dock Status:

Mr. Amundsen provided via PowerPoint presentation an update on the dry dock of the *M/V Eagle*, which is currently underway at Senesco Shipyard in Kingstown, Rhode Island. Highlights of the project include bow thruster overhaul; structural steel renewals; blasting and coating the hull and superstructure; installation of an ultraviolet water purification system; and port and starboard shaft overhauls. The current total contract price is \$1,140,491.

M/V Aquinnah and M/V Monomoy Status:

Mr. Amundsen then provided an update on the conversion status of the *M/V Aquinnah* and *M/V Monomoy*. The Invitation for Bids for the conversion and dry dock contract is due January 9, 2023, and it is expected that a recommendation will be brought to the Board at its January 17, 2023, meeting. Given the extended length of time the contract will be on the street, it is now anticipated that the first vessel will not arrive until June or July 2023. Mr. Davis noted that, given the schedule calls for a 30-day training period on the new vessel, it was uncertain if the Authority would have the staff to devote to that training at the height of the summer season.

Mr. Jeffrey asked how broadly the Authority advertised its bid; Mr. Amundsen said twenty-seven (27) companies located from Rhode Island to the Gulf of Mexico had received the package.

Proposed 2023 Reservation-Only Dates:

Mr. Davis presented for informational purposes the proposed 2023 Reservation-Only Days on the Vineyard route. Reservations will be required on the following dates:

- Every Friday, Saturday, Sunday and Monday from May 19, 2023-October 23, 2023
- May 25, 2023, and May 30, 2023
- June 27-29, 2023, and July 4-6, 2023
- August 22, 2023
- September 5, 2023

The Reservation Office will have extended office hours during these times as follows:

- 7 a.m. to 6 p.m. on May 19, 2023, May 22, 2023, June 2-29, 2023, and September 8, 2023-October 23, 2023.
- 7 a.m. to 8 p.m. May 25-30, 2023, June 30-September 5, 2023, and August 22, 2023.

Mr. Malkin noted that the general reaction of the traveling public to the extended Reservation-Only Days was mixed, as some were pleased to have more reservations available, but others were upset there was no standby travel. He also noted the reaction was different on the Vineyard than it was in Woods Hole. Ms. Fletcher said the system worked generally well, and it was a very rare occasion when a customer with an urgent travel need could not be accommodated. She noted that staff was examining the Blue Line policies in an effort to get more information out to the public about it.

Proposed Redistribution of Preferred Space:

Mr. Davis said, following a recent request to increase the amount of preferred space for island residents, staff reviewed the current daily allocations of preferred spaces on all routes and considered the total overall amount of preferred spaces allocated per day throughout the year; the distribution of total preferred spaces between those available seven (7) days versus one (1) day in advance of the dates of departure; the distribution of preferred spaces initially designated as over-height preferred spaces for vehicles that require center space; and the distribution of regular and over-height preferred spaces among scheduled trips throughout the operating day.

Mr. Davis noted the Preferred Space distribution on the Vineyard route:

- 144 preferred spaces per day during the summer schedule,
- 120 preferred spaces per day in the shoulder season,
- 112 preferred spaces in the fall/winter season, and
- 90 preferred spaces departing from Woods Hole year-round.

Of these, 82.8% of seven-day preferred spaces were used, on average, during the summer schedule, and 39.2% of one-day preferred spaces during the same time, Mr. Davis said.

The current distribution on the Nantucket route is as follows:

- 16 preferred spaces per day during the summer schedule,
- 16 preferred spaces per day in the shoulder season, and
- 12 preferred spaces in the fall/winter season.

Of those, 52% of seven-day preferred spaces were used, on average, during the summer schedule, Mr. Davis said, although he noted the total seemed low and that he would look at it further.

Staff's recommendation is to maintain the number of seven-day and one-day Preferred Spaces to both islands but to reallocate some of the spaces from less popular trips to more in-demand trips; namely, using an additional seven (7) spaces off island and seven (7) spaces to the Vineyard per day on the more popular trips with islanders, Mr. Davis said.

Staff is recommending converting additional spaces to a 30-day Preferred Space during the summer schedule to help Vineyard residents with long-range planning. The trips that will be adding the 30-day Preferred Spaces will be the 7:00 a.m. and the 9:30 a.m. from Vineyard Haven, the 6:15 p.m. trip to Oak Bluffs and the 7:30 p.m. trip to Vineyard Haven, Mr. Davis said.

Staff is also recommending returning to the original policy of any unused spaces going back to the general public at noon the day before departure for unused Preferred Space, he said.

At its meeting on November 1, 2022, the Port Council discussed but was not asked to vote on staff's proposed redistribution of spaces, Mr. Davis noted.

Mr. Jones noted he had recently talked with a trucker about difficulties getting reservations and asked if this would exacerbate that issue; Mr. Davis said it would not. He added that staff was cognizant of the fact that the more space that was taken for Preferred Spaces would mean fewer spaces available to book at the general openings.

Mr. Malkin said he appreciated what the Authority was doing to help accommodate island residents and their travel needs. He asked if data about Preferred Space usage could be provided to him; Mr. Davis said it would.

Island Commuter Corp. License Renewal for 2023:

At 2:40 p.m., Mr. Jones' participation in the meeting was briefly interrupted.

Mr. Kenneally said the Authority has, for several years, entered into one-year license agreements with Island Commuter Corp. allowing the *M/V Island Queen* to begin its summer schedule one (1) week earlier than it otherwise would be allowed under the Authority's Enabling Act. However, for the third year in a row, Island Commuter Corp. did not request to begin its summer schedule one (1) week early for the forthcoming 2023 operating season. On October 24, 2022, Island Commuter Corp. asked the Authority to run one (1) additional round trip between Falmouth and Oak Bluffs on Mondays through Thursdays during its 2023 spring schedule (May 26, 2023, through June 15, 2023) and its fall schedule (September 11, 2023, through October 9, 2023).

Mr. Kenneally said staff recommends approval of the license request by Island Commuter Corp., particularly during its spring and fall schedules. Mr. Davis added that, without the additional licensed round trip on Mondays through Thursdays during those times of year, the *M/V Island Queen* would have no afternoon trips from Falmouth or morning departures from Oak Bluffs.

At its meeting on November 1, 2022, the Port Council unanimously recommended that the Members vote to endorse the request.

Mr. Jeffrey asked when the Authority last reviewed the licensing fee structure; Mr. Davis said such a review is done when the licenses are brought to the Authority for renewal.

IT WAS VOTED – upon a motion by Mr. Jeffrey, seconded by Mr. Malkin – to authorize the general manager to execute the license agreement with Island Commuter Corp. and to take all necessary and appropriate actions to carry out that license agreement and fulfill the Authority's obligations thereunder, as recommended in Staff Summary #L-533, dated November 18, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	<hr/>
TOTAL	90 %	0 %

Mr. Jones abstained from voting on the motion.

Veterans Day Promotion Results:

Mr. Davis presented the results of the 2022 Veterans Day program, which allowed free travel for all United States veterans, including active military personnel and retired veterans, on Veterans Day, November 11, 2022.

On the Martha's Vineyard route, a total of forty-seven (47) tickets were issued to veterans. Vineyard Haven issued thirty (30) tickets, while Woods Hole issued seventeen (17) tickets. Last year, fifty-two (52) tickets were issued to veterans; Vineyard Haven issued twenty-five (25) tickets, while Woods Hole issued twenty-seven (27) tickets.

On the Nantucket route, a total of thirty-six (36) tickets were issued to veterans, eighteen (18) each from Nantucket and Hyannis. Last year, a total of thirty-eight (38) tickets were issued to veterans, as Nantucket issued twenty-one (21) tickets, while Hyannis issued seventeen (17) tickets.

Results of Operations:

Mr. Rozum reviewed the results of the September 2022 business summary via a PowerPoint presentation, which showed the Authority carried more passengers (up 6.1%), fewer vehicles under twenty (20) feet (down 3.1%) and more freight trucks over twenty (20) feet (up 4.8%) than in the same month in 2021. Year-to-date, the Authority has carried more passengers (up 7.0%), fewer vehicles less than twenty (20) feet (down 2.3%) and more freight trucks (up 4.0%) than the same period in 2021.

In September 2022, the Authority's operating revenue was approximately \$14,663,000, and its operating expenses were approximately \$10,694,000, that, when combined with other income and income deductions, result in a net operating income of \$4,482,000, about \$397,000 lower than budget, he said.

During the month of September 2022, the Authority's vessels were scheduled to make a combined 2,442 trips, of which zero (0) were canceled for mechanical reasons on the Martha's Vineyard route and fourteen (14) on the Nantucket route, he said.

Preliminary traffic data for October 2022 shows that the Authority carried more passengers (up 4.5%) than October 2021; for vehicles, the Authority carried more to the Vineyard (up 0.2%) and more to Nantucket (up 2.6%), he said.

Change Order for *M/V Eagle* Seating:

Mr. Davis said the Authority intends to purchase seats and coverings for the refurbishment of seats and coverings for the passenger areas of the *M/V Eagle* for a total price of \$100,610.40, including parts and shipping. Purchase of the original equipment coverings is necessary for matching with other existing coverings in the passenger areas, he said. Mr. Davis noted that the Australian company, Beurteaux Australia PTY Ltd., was the only manufacturer of these parts, but that a United States manufacturer was expected to be available soon.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Malkin – to authorize the general manager to execute purchases of seating coverings and parts and shipping under Purchase Order 0018849 for a grand total of \$100,610.40, as recommended in Staff Summary No. MO-2022-14, dated November 23, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Purchase Parts and Materials for the *M/V Iyanough*:

Mr. Davis said staff intends to purchase MTU diesel engine parts suitable for planned maintenance of one (1) MTU 12V4000M engine for the *M/V Iyanough*. The Fairhaven maintenance staff will use the parts to perform planned

maintenance of the engine during the vessel's scheduled repair cycle. These parts and materials were removed from the 2023 Operating Budget and accelerated into 2022 due to supply chain concerns. The parts will be used to rebuild the spare engine back to operating condition.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Malkin – to authorize the general manager to execute purchases of miscellaneous spare engine parts, turbocharger parts, injector parts and pumps in reference to quotation No. 30228820 with Stewart & Stevenson Power Products, LLC - Atlantic of Marlborough, Massachusetts, for the total price of \$452,294.21, not including core charges, as recommended in Staff Summary No. MO-2022-12, dated November 23, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Purchase Parts and Materials for the *M/V Katama*:

The Authority intends to purchase EMD diesel engine parts suitable for planned maintenance of one (1) EMD port main engine model 8-645-F7 for the *M/V Katama*, Mr. Davis said. The Fairhaven maintenance staff will use the parts to perform planned maintenance of the engines during the vessel's scheduled repair cycle.

Mr. Jeffrey asked if the evaluations had been done of the *M/V Katama* and *M/V Gay Head* to determine their value prior to leaving the Authority's fleet; Mr. Davis said a marine surveyor had examined both vessels and was preparing a report. Mr. Davis noted, with the vessels now planned to come online no earlier than mid-summer, the Authority may be in a position where both vessels are needed for longer than originally thought. Mr. Jeffrey said he remained concerned with the amount of money being put into the vessels; Mr. Davis noted the Authority does not have a spare vessel, so it needs to make sure what it has is operational.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Malkin – to authorize the general manager to execute purchases of miscellaneous spare parts, turbocharger parts, injector parts and pumps referenced in quotation No. 2727041 with Marine Systems Inc. of Chesapeake, Virginia, for a total contract price of \$140,620.39, as recommended in Staff Summary No. MO-2022-13, dated November 23, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Change Order No. 5 to Contract 02-2021,
Redesign of the Steamship Authority's Website
and Development of a Mobile Application:

Mr. Davis said, during the development process of the website and mobile application, several significant hurdles have occurred to the project that have largely been out of the control of both the Authority and ADK Group. The largest of these is the Authority's switch to a new credit card processing service at the request of Martha's Vineyard Savings Bank, which is now handling the Authority's credit card transactions. This company-wide switch affects not only the website but all the point-of-sale systems at the Authority's terminals and its Reservation Office, and as such has resulted in a delay in the ability to construct and test core functionality around payments.

Other delays have included extended work to secure a satisfactory contract with a provider for a content management system; additional development work to complete the Application Programming Interface (API) that serves as the bridge between the Authority's reservation system and the website; and internal changes to the reservation system to support new functionality, such as the ability to add multiple reservations to a user's shopping cart before checkout. Those hurdles have largely been resolved, and development work is proceeding at a brisk pace, Mr. Davis said.

ADK Group estimated that approximately \$690,000 would be needed to fund development until the website launches on or about March 15, 2023. ADK initially proposed a discount equal to approximately \$200,000 of that cost; following negotiations with the Authority, they have further discounted the request by \$110,210, leaving the change order request to \$368,962, or approximately fifty-three percent (53%) of the total cost of additional development, he said.

Mr. Jeffrey asked about updates to the Authority's reservation system and the status of those; Mr. Driscoll said those have been largely resolved. Mr. Jeffrey asked about the Eigen credit card processing system; Mr. Driscoll said ADK Group is working on proof-of-concept flows now, but as the new credit card processing system is company-wide, the rollout is more complex than just the website work. Mr. Jeffrey said he wanted to make sure this would be the only change order submitted; Mr. Driscoll said, absent a catastrophe, it would be.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jones – to authorize the general manager to execute Change Order No. 5 to Contract No. 02-2021, Redesign of the Steamship Authority's Website and Development of a Mobile Application, with ADK Group LLC in the amount of \$368,962, as recommended in Staff Summary No. COMM-2022-06, dated November 11, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Memorandum of Understanding with the
Cape Cod Regional Transit Authority
Relative to Prospective Federal Funding:

Mr. Davis reviewed the background of the Authority's participation in the National Transit Database (NTD) program, which began in 2015 when it was approached by the Cape Cod Regional Transit Authority (CCRTA). The Authority subsequently applied for and was accepted to participate in the NTD program.

The CCRTA is the designated recipient for the Barnstable Urbanized Area (UZA), thus grant funds related to the Authority's reporting activities are first transferred to the CCRTA. While these grant funds are a result of the Authority's operating data, the CCRTA, as the designated recipient for the Barnstable Urbanized Area, has oversight and audit responsibilities, Mr. Davis said.

In addition to the "standard" grant funding historically received from the Federal Transit Agency (FTA) via the CCRTA, the Authority is eligible to receive funding from numerous other programs, including the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act of 2021 (ARPA), he said.

Under the MOU draft, CCRTA agrees to reimburse the Authority up to 100% of the additional CARES Act urbanized area formula funding and approximately thirty-nine percent (39%) of the apportionment resulting from the Authority's direct reporting to the NTD. Similar to the standard apportionment funding allocation, funding from the FTA's State of Good Repair Program will be split between the CCRTA and the Authority, he said.

Grant funds related to this program total \$55,081,358, of which \$19,207,557 has already been paid, resulting in \$35,873,801 in funding that is available to the Authority for financing of certain projects and services, including defined eligible preventative maintenance expenses and capital items such as the retrofitting and reactivation of the three (3) new vessels, he said.

Mr. Davis then invited CCRTA Administrator Thomas S. Cahir to speak. Mr. Cahir thanked the Members and said this was a "significant" milestone for the two (2) organizations. The CCRTA and Authority collaborate on a number of issues, one (1) of which is the reporting of the Authority's ridership statistics to the NTD, which has resulted in more federal funding being available for transportation projects in the region.

Following the COVID-19 pandemic and multiple rounds of stimulus funding that were generated, Mr. Cahir said both organizations have showed "creative, innovative" thinking to determine the best ways to use those dollars. Mr. Cahir said both organizations continue to meet regularly and identify issues of mutual interest that require a coordinated approach.

Ms. Tierney thanked Mr. Cahir for his support and said the partnership has been a wonderful one that was cultivated with hard work and patience.

Mr. Davis thanked Mr. Cahir and Henry Swiniarski and the rest of the CCRTA staff who have worked so closely with the Authority on these funding programs. He said the MOU is just the most recent illustration of the ongoing strong partnership the Authority has with the CCRTA and how this partnership benefits the regional transit network, including essential services to the Islands.

Mr. Davis also thanked the state's Washington D.C. delegation, and in particular Rep. Bill Keating, for their ongoing support. Rep. Keating was instrumental in having these funds available for the Barnstable UZA and in turn for the Authority. He also thanked FTA Region 1 Administrator Peter Butler, who provided guidance regarding eligible uses of the funds. Mr. Davis expressed his thanks to Mr. Rozum for his assistance in this matter and Steve Tupper and the staff at the Cape Cod Commission for their work in this regard.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jeffrey – to authorize the general manager to execute a Memorandum of Understanding between Cape Cod Regional Transit Authority and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority concerning grant funds from the Federal Transit Administration related to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); Coronavirus Aid, Relief, and Economic Security Act (CARES Act); American Rescue Plan Act of 2021 (ARPA); and under 49 U.S.C. §5307 and § 5339 UZA Formula Grant Funds and § 5337 State of Good Repair Grant Funds, as recommended in Staff Summary No. A-679, dated November 23, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	<u>10 %</u>	<u> </u>
TOTAL	100 %	0 %

Request for Authorization to Purchase
One (1) Used Offshore Supply Vessel:

Mr. Davis said, since spring 2021, staff has been working on the various aspects of a vessel replacement plan. On August 16, 2022, the Board authorized the purchase, subject to satisfactory additional inspections, of two (2) used offshore supply vessels (OSVs) from Hornbeck Offshore Services LLC for a total contract price of \$11,275,000, inclusive of a two and one-half percent (2.5%) brokerage fee. Inspections took place at the end of August 2022 and the vessels were found to be in satisfactory condition. Closing occurred on September 22, 2022, for the purchase of the HOS Lode Star and HOS Shooting Star, which have since been renamed, respectively, the *M/V Aquinnah* and *M/V Monomoy*.

Hornbeck also provided the Authority with an option to purchase up to two (2) additional vessels from the Lode Star class. This option to purchase extends to November 30, 2022, with a closing and delivery of the vessel(s) no later than December 30, 2022, Mr. Davis said.

Staff meanwhile has been working on identifying additional funding sources relative to the acquisition and conversion of the up to two (2) options to purchase Lode Star class vessels. Funding for an additional vessel in this class would be accomplished through a combination of bonding and grant funds. Closing would take place on or before December 27, 2022.

Mr. Malkin said to add a third ship that was identical to the *M/V Aquinnah* and *M/V Monomoy* was terrific and an example of the efficiencies he has been talking about.

Mr. Davis expressed his thanks to Mr. Amundsen and his staff for their work on the new vessel project.

IT WAS VOTED – upon a motion by Mr. Ranney, seconded by Mr. Jones – to authorize the general manager to purchase, subject to satisfactory additional inspections, one (1) used offshore supply vessel from Hornbeck Offshore Services LLC for a total contract price of \$5,673,500, inclusive of a two and one-half percent (2.5%) brokerage fee, as set forth in the Agreement of Purchase and Sale and as recommended in Staff Summary No. GM-784, dated November 23, 2022.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Ms. Tierney	10 %	
Mr. Ranney	35 %	
Mr. Jones	10 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
TOTAL	100 %	0 %

Old or New Business:

Mr. Davis noted the Authority would run extra service with the *M/V Iyanough* on the upcoming weekend to accommodate travelers to the Nantucket Christmas Stroll.

Mr. Davis also noted the recent news release that was issued regarding canned water being available at the Authority's concession stands.

Mr. Jeffrey asked for an update on several projects, including the hiring of the chief operating officer and grants coordinator, and the strategic planning initiative. Mr. Davis said the final interviews for the chief operating officer position were scheduled for later in the week, after which time he would decide if a second round of interviews was necessary. Mr. Rozum said six (6) or seven (7) people had been interviewed for the grants coordinator position, but none of the applicants had experience with FTA grants. In response to a question from Mr. Jeffrey, Mr. Rozum said the Authority had indicated it would be flexible in remote work for that position; in the interim, some training had been ongoing internally on administering those grants. And finally, Mr. Davis said the strategic planning RFP would be brought to the Port Council and Board at their joint meeting on December 13, 2022.

Mr. Malkin noted the Authority had not yet responded to questions from the Martha's Vineyard Commission regarding its alternative fuel study; Mr. Davis acknowledged he had dropped the ball on that, but he would talk with Elliott Bay Design Group about a response soon.

Public Comment:

Via Mr. Driscoll, Mr. Saltzberg asked "Can you elaborate on the bow thruster repair to the *M/V Katama* and why it wasn't fixed when a diver was deployed earlier?" Mr. Amundsen said the repair was not diver-related; the

starter on the thruster required replacement. He added the equipment fails from time to time, but that it's a piece of equipment that is addressed through the Authority's maintenance program.

Ms. Hufstader asked when the new vessel would be named; Mr. Driscoll said staff would prepare a slate of names from the naming contest and present it to the Port Council and Board at their joint meeting on December 13, 2022.

At 3:33 p.m., Mr. Driscoll on behalf of Ms. Tierney requested a motion to go into executive session to discuss and approve the minutes of the Authority's meeting in executive session on September 27, 2022, to review the Authority's strategy with respect to security issues and collective bargaining negotiations because a public discussion of these matters may have a detrimental effect on the Authority's security and its negotiating and bargaining positions. These matters include:

- Video surveillance system service contract renewal; and
- Anticipated and ongoing negotiations with Teamsters Union Local No. 59 and its maintenance employees.

Mr. Driscoll said the public disclosure of any more information with respect to these matters would compromise the purpose for which the executive session is being called. After the conclusion of the executive session, Mr. Driscoll said the Board would not reconvene in public.

IT WAS VOTED – upon a motion by Mr. Malkin, seconded by Mr. Jeffrey – to go into executive session to discuss and approve the minutes of the Authority's meeting in executive session on September 27, 2022, to review the Authority's strategy with respect to security issues and collective bargaining negotiations.

<u>VOTING</u>	<u>AYE</u>	<u>NAY</u>
Mr. Ranney	35 %	
Mr. Malkin	35 %	
Mr. Jeffrey	10 %	
Ms. Tierney	<u>10 %</u>	<u> </u>
TOTAL	90 %	0 %

Mr. Jones did not vote on the motion.

A TRUE RECORD

ROBERT R. JONES, Board Secretary

Documents and Exhibits Used at the
November 28, 2022, Meeting in Public Session of the
Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

1. November 28, Meeting Agenda, posted November 23, 2022.
2. Video and audio recording announcement.
3. Statement regarding remote access to the meeting.
4. Minutes of the Board's October 18, 2022, meeting in public session (draft).
5. Minutes of the Port Council's November 1, 2022, meeting (draft dated November 9, 2022).
6. PowerPoint Presentation, Woods Hole Terminal Reconstruction Project, dated November 28, 2022.
7. PowerPoint Presentation, *M/V Eagle* Dry Dock at Senseco Shipyard, dated November 28, 2022.
8. PowerPoint Presentation, *M/V Aquinnah* and *M/V Monomoy* Conversion Status, dated November 28, 2022.
9. Staff Summary #RCR-2022-02, Proposed 2023 Reservation-Only Dates on the Martha's Vineyard Route, dated November 23, 2022.
10. Staff Summary #SO-2022-10, Redistribution of the Current Preferred Space for All Routes and the Addition of 30-Day Preferred Space, dated November 23, 2022.
11. Staff Summary #L-533, Renewal of License Agreement with Island Commuter Corp., dated November 18, 2022.
12. Staff Summary #COMM-2022-07, Results of the 2022 Veterans Day Program, dated November 23, 2022.
13. PowerPoint Presentation, Business Summary – September 2022, dated November 28, 2022.
14. September 2022 Business Summary.
15. Staff Summary #MO-2022-14, Purchase Order 0018849 for Indoor Seating Covers for the *M/V Eagle*, dated November 23, 2022.
16. Staff Summary #MO-2022-12, Purchase Order 0021737, Supply and Deliver Spare Engine Parts for MTU Model 12V4000M Engines, dated November 23, 2022.

17. Staff Summary #MO-2022-13, Purchase Order 0022102, Supply and Deliver Spare Parts for One (1) EMD Model 8-645-F7 Main Prop Engine, dated November 23, 2022.
18. Staff Summary #COMM-2022-06, Change Order No. 5, Contract No. 02-2021, Redesign of the Steamship Authority's Website and Development of a Mobile Application, dated November 11, 2022.
19. Staff Summary #A-679, Memorandum of Understanding with Cape Cod Regional Transit Authority, dated November 23, 2022.
20. Staff Summary #GM-784, Request for Authorization to Purchase One (1) Used Offshore Supply Vessel, dated November 23, 2022.
21. Statement to be read prior to going into executive session.