

Ferry Committee Charter and Goals

A Charter of the Ferry Committee

HMC Management (HMC) Ferry Committee is a standing committee of the HMC Management Board of Directors (Board), established under the Board's authority in Bylaw 5.16. Ferry Committee shall ideally consist of 5 or more HMC Members in good standing and shall, when practicable, include one or more HMC Board Members.

Each fiscal year, the Ferry Committee shall provide the Board the names of Co-Chairs and Ferry Committee members. The Board may at any time in its discretion, by a vote, appoint or remove members to Ferry Committee if it judges such action is in the interest of HMC members.

Meetings of Ferry Committee are open to all HMC Members as well as other interested parties approved by the Board. Voting on matters shall be only by those whose names have been submitted to the Board. The goals of the Ferry Committee are detailed in Sec B below.

B Ferry Committee Goals

Primary Functions

The primary function of the Ferry Committee (Committee) is to research and recommend to the HMC Board of Directors and Island Manager (IM) the feasibility and benefits of improvements to the Ferry System, as well as the planning and preparation regarding replacement of the existing ferry.

The Committee may seek the advice of marine trade professionals for mentorship. This role is to assist HMC with professional insight on short and long-term goals and planning for shipyard, and future ferry replacement.

The Ferry Committee will recommend marine or trade professionals, who may or may not, assist captains at shipyard and supply the Committee, Board, and IM with advice on improving efficiency and cost savings.

The Ferry Committee will recommend appointment of an Owner's Representative (OR), who shall inform the Ferry Committee, Board and IM in dealings with shipyard management, observations of contractors and deviations of good practices that may be detrimental to HMC.

The OR may not commit HMC to added work, costs or decisions beyond Board pre-approved shipyard work list and shipyard contract without approval of the Board.

Ferry Committee efforts will be achieved through budget planning of needs, utilizing recommended subcontractors and by conducting as much work as possible at dockside by qualified service people during and prior to shipyard.

- 1) Committee will monitor and review the practices and procedures of the Ferry System where it relates to safety, efficiency, and cost effectiveness. Committee will make recommendations to Board, Finance Committee and IM to aid in developing the annual budget for the Ferry system. The Committee will seek expert advice to solicit competitive bids for planning improvements as much as possible. Focus will be items such as: next shipyard, input and advice of Owner's Representative and captains, as well as plan for future UWILDs (Underwater Inspection in Lieu of Drydock).
- 2) The Committee will work to complete improvements to Life/Safety issues such as upgrading electronic systems and heat and air, per recommendations of marine or trade professionals. The Committee will solicit experienced maritime trade professional to produce bids for planning improvements. The Committee will work with IM to create plans ensuring compliance with federal and state regulations.

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- 3) Committee will recommend and assist in the development of efficient practices for scheduling, collecting fares and fees, and reviewing as needed. Committee will research cost effective technology to assist the process of boarding, accounting and recording passenger data. Committee will welcome input from captains, crew and HMC staff for suggestions regarding technology and helps for boarding/accounting.
- 4) Committee will assist the IM to ensure compliance with Coast Guard regulations.
- 5) Committee will provide insight and recommend long-term strategies in support of the Ferry system to include the long-term impact of HMC reserves, planning for and studying technologies for the acquisition, purchase or commissioning, and construction of replacement ferry.
- 6) The Ferry Committee will ensure improvement objectives are being adequately addressed and that all Ferry projects remain on task. In practice, these responsibilities are carried out by performing the following functions and reviewing them at regular committee meetings:
 - Monitor the various systems including dolphins, ramps and maintenance.
 - Consider alternate boarding processes and reliable technology to facilitate same.
 - Research improvements for future mainland parking and security.
 - Explore a mass texting system to alert members of problems with scheduling, e.g., ferry/ramp issues that cause interruption or delays.
 - Consider and research the possibility of installing live access camera to the mainland ferry terminal to view real time vehicle staging conditions.
- 7) Owner's Representative is a person appointed by the Board and is a key person coordinating with shipyard to communicate work, costs, changes, or decisions for approval. This person does not supervise or manage the ferry crew.
- 8) Marine Trade Professionals may be experienced, licensed, bonded, and insured persons or entities with marine experience.

C Ferry Committee Meetings

Meeting Schedule and Process

The Committee will meet monthly or as required to discuss and evaluate issues, and the progress of the of on-going projects. The Team will follow Goldberg's Rules of Order as does HMC in the conduct of meetings, motions, discussion and voting.

<http://www.herronisland.org/home/members/Rules%20of%20Order.pdf>

Meeting Agenda

At each meeting, project status will be reported to the Team by one of the Co-Chairs or a project's Manager using an agenda outline such as the following:

Introductions

Review Agenda

Minutes from last meeting

Review of actions arising from previous meetings

Overall Status

SIGNATURE IN FILE IN OFFICE

11-13-2021