

**Minutes of the Meeting  
of the Board of Commissioners  
of the Fishers Island Ferry District**

A meeting of the Board of Commissioners of the Fishers Island Ferry District was called to order on **Monday, January 30, 2012** at 4:43 pm by Commissioner Brooks at the Community Center.

Present were Commissioners: Brooks, Burnham, Edwards and Rafferty.

Commissioner Herrick was present via video-teleconference.

Present was Randy A. Wyrofsky - Interim CEO/Manager, Gordon Murphy - Interim Assistant Manager, and Steve Burke.

Four members of the public were present.

Commissioner Brooks opened the meeting and declared a quorum present.

Minutes of the meeting held on January 10, 2012 were approved with insertion of the adjournment times.

Moved by Commissioner Brooks

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

Minutes of the meeting held on January 19, 2012 were approved with insertion of the adjournment times.

Moved by Commissioner Brooks

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

Minutes of the meeting held on January 24, 2012 were approved with insertion of the adjournment times.

Moved by Commissioner Brooks

Seconded by Commissioner Edwards

Ayes: all

Nays: none

A list of outstanding obligations of the Fishers Island Ferry District was reviewed. A resolution made to pay the outstanding obligation of **\$21,236.51** as represented in vouchers **#2049 through # 2061** dated January 27-30, 2012 by:

Moved by Commissioner Edwards

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

Mr. Chip DuPont inquired whether any financial reports were available. Mr. Wyrofsky responded that the report for November was available and that the report for December would be available soon.

Commissioner Rafferty asked Mr. Wyrofsky why numbers are not available yet since they are usually provided by the middle of the month. Mr. Wyrofsky responded that all cash reconciliations were previously done in Southold but that the Ferry District is now doing its own cash reconciliation. Mr. Wyrofsky continued that upon attempting to do the December reconciliation, he found that it was off and determined that the reconciliations were probably never correct hence the auditors were never comfortable with the bank reconciliations causing a qualified audit. Currently, the bank reconciliation difference is down to approximately \$76.00 at which Marien & Co. will check in the next week or so. Mr. Wyrofsky stated that hopefully, the financials will be available in the next day or so. Commissioner Rafferty asked how long it will take to produce financials in the coming months using the new system – Mr. Wyrofsky responded that it should take approximately fourteen (14) days. Commissioner Rafferty asked what the cash balance was – Mr. Wyrofsky replied that he was unsure. Commissioner Brooks verified that Mr. Wyrofsky will have Marien & Co. oversee the new bank reconciliation system so that they are comfortable with the new system. Commissioner Edwards asked when January numbers would be available – Mr. Wyrofsky responded in a week or so.

The Board entered into Executive Session at 4:53 pm to discuss personnel and legal matters.

Moved by Commissioner Brooks

Seconded by Commissioner Edwards

Ayes: all

Nays: none

The Board returned from Executive Session at 5:20 pm.

The Board accepted a letter from Twoomey Latham dated January 7, 2012.

Moved by Commissioner Edwards

Seconded by Commissioner Brooks

Ayes: all

Nays: none

A motion was made to hire Craig Gilbert as CEO/General Manager at an annual salary of \$95,000.00 annually to commence as soon as possible.

Moved by Commissioner Rafferty

Seconded by Commissioner Brooks

Ayes: all

Nays: none

Mr. Wyrofsky explained that he and Steve Burke had met with Mr. Gilbert and that he is available to begin immediately. Commissioner Edwards expressed the Board's feeling that Mr. Gilbert was the most qualified candidate regardless of his start date. Commissioner Rafferty explained Mr. Gilbert's experience – he is retired from the Coast Guard as a Full Captain, has had sea-based and administrative-based positions, and performed budgeting duties for the entire Coast Guard; after his retirement, he worked with FEMA and was an instructor at the Coast Guard Academy. Mr. Wyrofsky explained that he will assist with the transition on the Fishers Island side and will continue to keep costs at a minimum.

## **Correspondence**

Commissioner Brooks explained an e-mail sent to the Board from Paul Giles in which Mr. Giles states that he sent the bid letter and specs to his cousin for review. Mr. Giles stated that

his cousin replied that the spec language was not legal. Commissioner Brooks stated that the Board will verify the legality of the language to determine if there is any problem. Commissioner Brooks thanked Mr. Giles for his concern. Commissioner Rafferty inquired whether Mr. Giles had written this letter in a personal capacity since the e-mail was sent from Mr. Giles' account at the Fishers Island Club where he is employed. Commissioner Edwards will inquire.

Commissioner Brooks informed those present of an e-mail received from Deb Shillo in which she requests that the Board consider having two late Friday boats in the month of June as she believes it may limit the weekend island traffic in June. Commissioner Herrick stated that she is looking into the Amtrak schedule for Sunday afternoon – Commissioner Edwards requested that Commissioner Herrick also look at the Friday afternoon schedule. Commissioner Burnham stated that this is the first time that there have not been two late Friday night boats in June. Commissioner Herrick will check Amtrak schedules so that the Board may make a decision at their next meeting.

## **Old Business**

The Board entered into a conference call with Keith Nielson and Charles Brown of Docko. Mr. Wyrofsky explained that the Board would like clarification about the bid prices and scope of the bid as they had expected significantly lower bid prices (the lowest bid price was twice what was expected). Mr. Nielson explained that originally he believed that the North ramp needed to be removed, stripped, re-coated, re-fit and reinstalled using the existing counter weight system. Upon inspection though, Mr. Nielson explained that there was need for more extensive repairs if the ramp was to be brought up to a safe and operable condition. Hence three options were devised: 1 – ramp renovation with no replacement and a restricted weight limit, 2 – widen the ramp, and 3 – make the ramp stronger to accept the load of a concrete truck. Mr. Brown stated that the original budget was never tested and that the scope of the work was increased. A discussion ensued about the life expectancy of the existing bulkhead as replacement of the bulkhead requires a large crane and constitutes a large portion of the bid price. Mr. Brown stated that the bulkhead has a useful life of ten (10) years. Commissioner Rafferty requested that Mr. Nielson explain the cause for the price differences between contractors – Mr. Nielson responded that Chesterfield supplied the lowest bid for the actual material for the piling while Blakesly's higher bid price may be partially attributed to the fact that they are geographically the farthest and would thus have more travel expenses; there was also a difference in demolition and mobilization prices. The Board inquired why there were not bids for the different options – Mr. Nielson replied that with the concern about the diminished capacity of the dock which was discovered during the site visit, all three contractors had no significant difference in the price to refurbish as opposed to replace the ramp so they bid on a full replacement. Mr. Nielson stated that the Ferry District has 30 days remaining to award the bid or they may throw out all bids and re-bid the project which could include removing or adding options to the bid specs. Mr. Nielson stated that the best way to determine the longevity and stability of the counter weight system which is a major portion of the bid price is to conduct core samples and a more extensive examination of the existing counter weight system. If the Board decides to replace the counter weight system, Mr. Nielson said that money could be saved by using wooden pilings as opposed to steel pilings because the wood pilings could be put in place with a smaller crane although their life expectancy is much less. There is also the option of stabilizing the existing counter weight system to extend its life, which Mr. Nielson said could last ten (10) years. Either of these options would allow more contractors with

smaller cranes to bid which could allow for a savings on the project. Commissioner Brooks asked how long the counter weight system would last if replaced – Mr. Brown replied thirty (30) to forty (40) years. Mr. Nielson stated that the ramp could not be widened very much if the existing counter weight towers are used. Commissioner Burnham stated that the North ramp is functional and can handle a concrete truck – Mr. Nielson agreed and said that the South ramp is the workhorse. Commissioner Burnham verified that if the counter weight towers are replaced and the ramp widened now, they would not have to be replaced when the bulkhead was done at a later date – Mr. Nielson responded yes. Commissioner Brooks asked how much a new bulkhead would cost – Mr. Nielson replied up to \$500,000.00. While the bulkhead will eventually need to be replaced, Mr. Brown stated that he believes that replacing it at this time is premature since it has approximately ten (10) years of life remaining. Commissioner Edwards stated that the key issue is crane size – Mr. Brown responded yes, that the counter weight system is the single item that requires the largest equipment. Mr. Nielson reminded the Board that there are only four (4) contractors in the area that do a fast and efficient job and that smaller contractors may be less expensive but may also be slower and not as efficient. Commissioner Edwards asked if the project could be done with a land-based crane – Mr. Brown replied that the contractors had chosen the most efficient way. Commissioner Brooks asked if Mr. Nielson and Mr. Brown thought that smaller contractors should be given a chance to bid – Mr. Brown replied that larger contractors may not bid if the scope of the project is reduced. Commissioner Burnham stated that one positive in replacing the ramp and counter weight towers would be spreading out the cost over a period of time, whereas if the ramp were refurbished at this time it would have to be replaced in about ten (10) years when the Ferry District will also probably be considering replacing a ferry boat. Commissioner Brooks verified that Chesterfield was the lowest bidder, and Commissioner Burnham asked what Mr. Nielson's level of comfort was if Chesterfield was awarded the project. Mr. Nielson responded that he had a fair degree of confidence in Chesterfield as they had already replaced the corner ramp in 1997 and he has worked with them on other projects also. Commissioner Rafferty asked if the contractor needed to post a bond – Mr. Nielson replied that all three bidders had a 100% bond for performance and a 100% bond for payment. Commissioner Brooks asked if the project could still be done by summer – Mr. Nielson replied that we are "precariously close to no." Mr. Wyrofsky discussed the grant for which the Ferry District has applied and stated that grant money may be used for construction only and not the design. Mr. Nielson explained that the grant is from the Department of Transportation and must thus comply with their specs and record-keeping and that the original bid specs would need to be reworked. Commissioner Rafferty asked how long a re-bid process would take – Mr. Nielson replied at least thirty (30) days. Mr. Wyrofsky said that by waiting one year, the Ferry District would be more aware of how much grant money would be available for the project. Commissioner Brooks asked if any further structural problems will be caused by delaying the project – Mr. Nielson replied that there is a noise coming from the ramp when it is raised into its highest position and that he sees addressing the counterweight towers to be the highest priority at this time. Mr. Nielson reminded the Board that any money spent before a grant is awarded may not be eligible for reimbursement if a grant is eventually awarded. Mr. Wyrofsky asked how soon and inexpensively an evaluation of the counter weight system can be conducted. Mr. Brown said that limiting the use of heavy traffic on the ramp may band-aid the problem for another year. Mr. Wyrofsky suggested setting a policy restricting use of the North ramp. Commissioner Edwards asked how this would affect boat staging in the summer – Steve Burke stated that at some times it is necessary to use both ramps in the summer. Commissioner Brooks suggested having an inspection performed this week so that the Board is fully aware of the ramp's condition. Commissioner Herrick requested that Mr. Gilbert be involved in the ramp inspection. The ramp inspection will be scheduled as soon as possible.

Property Management – Lease Renewal Update - Mr. Murphy provided an update on the lease renewal process informing the Board that four or five leases are ready to be renewed and asked if he or Mr. Wyrofsky has the authority to counter-sign the leases – they do.

### **New Business**

Resident & Magnet Student ID Update – Mr. Murphy informed those present that an elaborate update had been put on hold and that a schedule by which to issue new cards will be posted in the next couple of weeks. Commissioner Edwards requested that Mr. Murphy e-mail a list of year-round residents to the Commissioners.

ID Cards for FIFD Staff – Mr. Murphy explained the consideration of ID cards for all employees. Mr. Burke was unaware of this idea. Mr. Wyrofsky will do more research and report back to the Board.

New Freight Pick-up Rules – Mr. Murphy reported that they are finalizing the freight check-in process once freight comes off of the ferry on Fishers. A trial period will begin in February. Commissioner Burnham stated that he will not be happy to have to wait an extra 45 minutes when receiving some items such as sod as this would affect his work schedule. Mr. Burke thinks that recipients need to sign for freight – Commissioner Rafferty agreed.

Charters – Commissioner Edwards asked what the policy is for a waiting time is for charters – Mr. Burke is not sure what the policy is. Commissioner Brooks suggested a fee if the charter has to wait – he asked for ideas and suggestions to consider. Commissioner Edward stated that he thinks that charter rates are too low and that they should be increased. The minimum charge at this time is \$800.00 for a charter. Commissioner Brooks suggested looking at all rates again. Mr. Burke stated that there is a problem with commercial vehicles making reservations on-line causing the Ferry District to lose revenue.

The next meeting is scheduled for Monday, February 20, 2012 at 4:30 pm at the Community Center.

The meeting adjourned at 7:12 pm.