

Minutes

FISHERS ISLAND FERRY DISTRICT

FISHERS ISLAND, NEW YORK

4:45 April 3, 2012
Community Center

1. Chairman opens meeting at 4:55 PM noting that a quorum was present including Commissioners Robert Brooks, Chris Rafferty, David Burnham, and Lucinda Herrick. Craig Gilbert and Gordon Murphy were present representing management and two members of the public were also in attendance.

2. Review minutes:

Minutes of the meeting held on February 20, 2012, were approved.

Moved by Commissioner Herrick

Seconded by Commissioner Burnham

Ayes: three

Abstention: one – Commissioner Rafferty who had attended the February 20 meeting by telephone, and thus was not entitled to vote.

Nays: none

Minutes of the meeting held on March 6, 2012. It was noted that several commissioners would like further time to review. It was agreed to table the minutes until the next meeting.

Commissioner Rafferty noted some typographical items that needed to be corrected in the Minutes of the meeting held on March 19, 2012. After outlining the changes it was agreed to accept the minutes with noted changes. It was resolved to approve the minutes.

Moved by Commissioner Rafferty

Seconded by Commissioner Herrick

Ayes: three

Abstention: Commissioner Brooks who had attended the March 19 meeting by telephone, and thus was not entitled to vote.

Nays: none

3. Warrants – Invoices of March 30 items in the amount of \$35,028.33. After a short discussion it was agreed to remove the two C&S invoices pending further review of management with the consultant, warranty work and grants. Gordon Murphy asked to have invoices held on the books as a liability and if the number changes work it through the accounting. COMMISSIONER Herrick asked if it could be booked as disputed liabilities. COMMISSIONER Rafferty asked about the KardasLarsen invoice and for management to review the contract to be sure that were getting value for money. Craig Gilbert described the refocusing of KardasLarsen to concentrate their efforts to support the hiring process all the way through. The chairman requested a motion to approve the warrants with the exception of the two C&S invoices.

Moved by Commissioner Rafferty
Seconded by Commissioner Herrick
Ayes: all
Nays: none

4. Correspondence – none was presented. COMMISSIONER Rafferty referenced an email he had received from Linda Mwroka dated March 23, 2012, requesting the Commission to investigate the possibility of installing WIFI on the ferries. COMMISSIONER Rafferty mentioned that he had forwarded this email to Management and the other commissioners, and that management was investigating.

5. Old Business

- a. Finance & update on the monthly bank reconciliation. Gordon Murphy gave a brief summary the 2011 rebuilding and reconciliation project. In addition he summarized the new monthly bank reconciliation process that had been asked for at the last meeting. Each of the five bank accounts are reconciled to the accounting system, reviewed and approved by senior management. COMMISSIONER Rafferty asked if we had any bank accounts with balances in excess of FDIC insurance. The Board asked management to look into and report back on the feasibility of splitting these accounts into smaller insured accounts.

- b. COMMISSIONER Burnham gave a review of the commercial rates. A discussion ensued relating to all the variables including informal subsidies, leveling, etc. It was described that peak and off-peak were fairly balanced. It was agreed to raise the peak rates for small roll-off and island based fuel vehicles to \$295 and \$272 respectively effective May 15th, 2012.

Moved by COMMISSIONER Rafferty
Seconded by COMMISSIONER Herrick
Ayes: all
Nays: none

A motion to increase all peak and off-peak commercial traffic by 5% effective May 15th, 2012, including the rates applicable to small roll-offs adjusted in the preceding resolution. Moved by COMMISSIONER Herrick

Seconded by COMMISSIONER Rafferty
Ayes: all
Nays: none

The new schedule is attached as an Exhibit A to the minutes.

- c. Rates – non-commercial. Craig Gilbert gave a presentation on moving to from the 18' threshold to a 200" one for non-commercial vehicles with a onetime excess charge of \$10/\$5 (NR/R) during the peak season. A discussion ensued regarding the vehicles that would be captured and not as the variance is 16" and whether to have a mid-week break. The motion was presented to adopt a 200" non-commercial threshold with a onetime excess charge of \$10/\$5 (NR/R) during the peak season.

Moved by Commissioner Herrick
Seconded by Commissioner Brooks

Ayes: three

Abstention: one – COMMISSIONER Rafferty, who felt there was inadequate information presented regarding the numbers and types of vehicles that might exceed the new threshold.

Nays: none

- d. Peak schedule and advertising – since the 200” threshold was agreed the peak schedule is locked and the Management was instructed to release the schedule to the telephone company.
- e. South Ramp Update – Craig Gilbert gave a brief overview of the project and noted that the RFP was completed and was issued on 2 April 2012. Charter rates – COMMISSIONER Herrick gave an overview of the work that COMMISSIONER Edwards and her had worked on. A brief discussion ensued on various elements of the charter rates. It was noted that the District has no control over discount rates ultimately effecting end user pricing and therefore it was agreed that the District should not be placed in a position where it could be deemed to be subsidizing island commerce. The private charter rate and fuel rates were tabled until the next meeting. The proposed changes are attached as an exhibit to the minutes.

A motion to change commercial charters effective May 15th, 2012 was made.

Moved by COMMISSIONER Herrick

Seconded by COMMISSIONER RAFFERTY

Ayes: all

Nays: none

- a. Reservations & build out at white building – COMMISSIONER Herrick spoke to build out the waiting room and replace the signage. She sourced several benches and offered to have some photographs from the museum framed and hung. Gordon Murphy noted that there were a couple of quotes to replace the windows between the waiting the waiting rooms and the reservation office. After a brief discussion it was agreed that the build out would be capped at \$4,000. However Mr. Murphy would have to present a source (within the 2012 budget) and provide an analysis of the economic benefits of not moving reservations to the Annex for the peak season. It was also asked that a traffic (pedestrian and automotive) analysis would be presented at the next meeting. A motion was presented, but not voted, to not move the reservation office to the Annex this summer subject to the above requested analysis.
- b. Property Management update – Craig Gilbert described that we had met w/ Mr. Hubert and had a very productive meeting. The tenant offered to provide the District with an accounting of his non-permitted improvements and a summary of his airport work. It was also discussed that the tenant must immediately remove the stored propane tanks from inside the building and that the District would have the roof looked at.
- f. BoA VISA card - it was noted that the current business VISA cards were issued in error and that BoA would only allow Corporate cards to be issued to the District. Gordon Murphy noted that the new cards would be

issued with the same spending cap and that their use would follow current procurement policy.

Moved by COMMISSIONER Herrick

Seconded by COMMISSIONER BURNHAM

Ayes: all

Nays: none

- g. Habitat Committee – A discussion over the annual amount to be contributed ensued. It was agreed that management would confirm that the allocated amount to the Habitat Committee was \$30,000 over a three year period (subject to annual appropriations) and the Habitat Committee should present an invoice to the District. One third of the allocation was paid in 2011, and a second \$10,000 was budgeted for 2012.
- h. Budget reclassification. Gordon Murphy gave a summary of the communications with the town of Southold regarding the recently adopted 2011 year end budget modifications. After the last meeting the town rejected the Commission's 2011 budget reclassification resolution, apparently because they were not happy with the format. The town of Southold did make a recommendation on ways to improve the presentation. Randy Wyrofsky then worked with the town on reformatting and making further changes based on revised information. After discussion, it was RESOLVED that the Board of Commissioners, upon recommendation of the Manager, approves the budget line transfers set forth in the attached scheduled as Exhibit B.
Moved by COMMISSIONER Herrick
Seconded by COMMISSIONER BURNHAM
Ayes: all
Nays: none

6. New Business

- a. Dental / Life and AD&D policy renewals – in May. Will be soliciting bids through the incumbent broker. Current policies may not be available. The goal is to obtain policies that closely match.
 - b. BAN payment – The Commission approved the recommendation by town controller, John Cushman, that the District make the minimum \$100,000 payment on the BAN, in order to preserve cash and financial flexibility. The issue was not presented by Mr. Cushman whether or not to roll the BAN obligations into bonded debt. However, the Commission reached a general consensus that it was comfortable to continue current levels of floating rate debt (less the \$100,000 paydown) represented by the BAN for another year. Management was instructed to explore the process of converting any BAN balances into bonded debt for future purposes, so that the District might be in a position to anticipate a higher rate environment in future years, if appropriate.
7. Season hires – management notified the Board that the seasonal hires process is being formulated with the town and civil service.
8. Public Comment Session – Deb Shillo made three comments:
- a. Can non-commercial freight be added to the email notification system?
 - b. Freight system is different between the presented numbers and the daily system.

- c. The reservation activity on Fishers is in decline. A need to review the “go to the office” policy.
9. A motion by COMMISSIONER Herrick to enter Executive Session to discuss the employment history of certain employees and legal matters involving attorney client privilege.

Seconded by Commissioner Rafferty

Ayes: all

The session was commenced at 7:35PM and the session ended at 7:45PM.

10. Next meeting – April 17, 2012

11. Adjournment at 7:45PM.

Exhibit A:

COMMERCIAL VEHICLES ON SCHEDULED TRIPS----- May 15, 2012				
CHARGES ARE ROUND TRIP			PEAK	OFF PEAK
DRIVER MUST PURCHASE SEPARATE TICKET			MAY 15-SEPT 15	SEPT 16-MAY 14
Commercial pickups, vans and trailers up to 18 feet			\$100.00	\$80.00
Large commercial box trucks, vans, trailers over 18 ft.			\$7 / ft	\$5 / ft
Mason dump			\$126.00	\$102.00
Concrete Trucks			\$635.00	\$390.00
Triaxles, Large Compactors/Roll-Offs			\$494.00	\$373.00
10 Wheelers dumps/trucks			\$284.00	\$211.00
6 Wheel dumps/trucks			\$187.00	\$163.00
Tractor Trailer dump			\$771.00	\$529.00
Trailer trucks			\$771.00	\$529.00
Trailer trucks carrying gas/oil			\$694.00	\$453.00
Bicycles--Motorcycles			\$55.00	\$55.00
Heavy equipment				
	Light	Small rental style units	\$111.00	\$87.00
	Medium	Typical style backhoes, etc.	\$211.00	\$163.00
	Heavy	Large heavy duty equipment	\$430.00	\$310.00
	Super	Large cranes and equipment	\$1,049.00	\$807.00
Fishers Island Waste Management Roll Offs			\$494.00	\$373.00
Small Rolloffs			\$310.00	\$235.00
Small Island based fuel trucks			\$286.00	\$187.00
Reservation cancellation penalty			50.00%	50.00%
(cancellation within 1 calendar day)				

Exhibit B:

TO:

SM.1310.4.000.000	Accounting & Finance Contractual Expense	55,000.00
SM.1420.4.000.000	Accounting & Finance, CE Legal Fees & Fines Contractual Expense	26,000.00
SM.1930.4.000.000	Legal Fees & Fines, CE Insurance Claims Contractual Expense	1,000.00
SM.5710.2.000.200	Insurance Claims, CE FI Ferry Operations Equipment & Capital Outlay	3,267.00
SM.5710.4.000.000	Repairs – Race Point FI Ferry Operations Contractual Expense	16,000.00
SM.5710.4.000.200	Ferry Operations Other FI Ferry Operations Contractual Expense	500.00
SM.5710.4.000.300	Utilities Fishers Island FI Ferry Operations Contractual Expenses	100,000.00
SM.5710.4.000.500	Fuel Oil Vessels FI Ferry Operations Contractual Expense	2,900.00
SM.5710.4.000.600	Computer Operations FI Ferry Operations Contractual Expense	1,100.00
SM.5710.4.000.800	Janitorial Supplies FI Ferry Operations Contractual Expense	1,000.00
SM.5710.4.000.900	Uniforms FI Ferry Operations Contractual Expense	20,000.00
SM.5712.4.000.000	Credit Card Fees Commissioner Fees Contractual Expense	100.00
SM.9050.8.000.000	Commissioner Fees Unemployment Insurance Employee Benefits Unemployment Benefits	1,500.00
	TOTAL	228,367.00

FROM:

SM.1910.4.000.100	Insurance Contractual Expense	4,000.00
SM.1910.4.000.200	Insurance Ferry Operation Insurance Contractual Expense	7,000.00
SM.1910.4.000.300	Insurance Airport Insurance	8,400.00

	Contractual; Expense	
SM.1950.4.000.000	Insurance Workers Comp	
	Property Tax	1,767.00
SM.1980.4.000.000	Contractual Expense, CE	
	Payment of MTA Payroll Tax	900.00
SM.5610.4.000.000	Contractual Expense	
	MTA Payroll Tax	
	Elizabeth Airport	400.00
SM.5709.2.000.000	Contractual Expense	
	Elizabeth Airport, CE	
	Repairs	9,800.00
SM.5709.2.000.100	Capital Outlay	
	Repairs - Other	
	Repairs	12,000.00
SM.5709.2.000.200	Capital Outlay	
	Repairs Rental Buildings	
	Repairs	74,000.00
SM.5710.1.000.000	Capital Outlay	
	Repairs Docks & Terminals	
	FI Ferry Operations	17,000.00
SM.5710.2.000.000	Personal Services	
	Ferry Operations, PE	
	FI Ferry Operations	5,000.00
SM.5710.2.000.100	Equipment & Capital Outlay	
	Ferry Repairs – Both Vessels	
	FI Ferry Operations	13,500.00
SM.5710.2.100.000	Equipment & Capital Outlay	
	Ferry Repairs - Munnatawket	
	FI Ferry Operations	30,000.00
SM.5710.4.000.100	Equipment & Capital Outlay	
	Fish Ladder	
	FI Ferry Operations	3,000.00
SM.5710.4.000.400	Contractual Expenses	
	Utilities New London	
	FI Ferry Operations	3,200.00
SM.5710.4.000.925	Contractual Expense	
	Printed Materials	
	FI Ferry Operations	5,000.00
SM.5710.4.000.950	Contractual Expense	
	Waste Management	
	FI Ferry Operations	2,000.00
SM.5711.4.000.000	Contractual Expense	
	Training/Education	
	Office Expense	12,100.00
SM.9030.8.000.000	Contractual Expense	
	Office Expense	
	Social Security	5,200.00
SM.9060.8.000.000	Employee Benefits	
	Social Security Benefits	
	Hospital & Medical Insurance	2,000.00
	Employee Benefits	

	Medical Insurance Benefits	
SM.9710.7.000.000	Serial Bonds	4,400.00
	Interest	
	Serial Bonds Interest	
SM.9730.7.000.000	Bond Anticipation Notes	7,700.00
	Interest	
	BAN Interest	
	TOTAL	228,367.00

RESOLUTIONS

April 3, 2012

At the April 3, 2012 meeting of the Fishers Island Ferry District Board of Commissioners, the following resolutions were brought by the Board. The new commercial rate schedule is attached.

COMMISSIONER Burnham gave a review of the commercial rates. It was agreed to raise the peak rates for small roll-off and island based fuel vehicles to \$295 and \$272 respectively effective may 15th, 2012.

Moved by COMMISSIONER Rafferty
Seconded by COMMISSIONER Herrick
Ayes: all
Nays: none

A motion to increase all peak and off-peak commercial traffic by 5% effective May 15th, 2012, including the rates applicable to small roll offs adjusted in the preceding resolution.

Moved by COMMISSIONER Herrick
Seconded by COMMISSIONER Rafferty
Ayes: all
Nays: none

RESOLVED, that the following line item modifications to the 2011 budget, are hereby approved in all respects, effective as of December 31, 2011 superseding and replacing prior budget modifications ratified and approved on March 19th and April 4th, 2012.

TO:

SM.1310.4.000.000	Accounting & Finance Contractual Expense	55,000.00
SM.1420.4.000.000	Accounting & Finance, CE Legal Fees & Fines Contractual Expense	26,000.00
SM.1930.4.000.000	Legal Fees & Fines, CE Insurance Claims Contractual Expense	1,000.00
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SM.5710.4.000.200	Ferry Operations Other FI Ferry Operations Contractual Expense	500.00

SM.5710.4.000.300	Utilities Fishers Island FI Ferry Operations	100,000.00
	Contractual Expenses	
SM.5710.4.000.500	Fuel Oil Vessels FI Ferry Operations	2,900.00
	Contractual Expense	
SM.5710.4.000.600	Computer Operations FI Ferry Operations	1,100.00
	Contractual Expense	
SM.5710.4.000.800	Janitorial Supplies FI Ferry Operations	1,000.00
	Contractual Expense	
SM.5710.4.000.900	Uniforms FI Ferry Operations	20,000.00
	Contractual Expense	
SM.5712.4.000.000	Credit Card Fees Commissioner Fees	100.00
	Contractual Expense	
SM.9050.8.000.000	Commissioner Fees Unemployment Insurance	1,500.00
	Employee Benefits	
	Unemployment Benefits	
	TOTAL	228,367.00
<u>FROM:</u>		
SM.1910.4.000.100	Insurance Contractual Expense	4,000.00
SM.1910.4.000.200	Insurance Ferry Operation Insurance	7,000.00
	Contractual Expense	
SM.1910.4.000.300	Insurance Airport Insurance	8,400.00
	Contractual; Expense	
SM.1950.4.000.000	Insurance Workers Comp Property Tax	1,767.00
SM.1980.4.000.000	Contractual Expense, CE Payment of MTA Payroll Tax	900.00
	Contractual Expense	
SM.5610.4.000.000	MTA Payroll Tax Elizabeth Airport	400.00
	Contractual Expense	
SM.5709.2.000.000	Elizabeth Airport, CE Repairs	9,800.00
	Capital Outlay	
SM.5709.2.000.100	Repairs - Other Repairs	12,000.00
	Capital Outlay	
SM.5709.2.000.200	Repairs Rental Buildings Repairs	74,000.00
	Capital Outlay	
SM.5710.1.000.000	Repairs Docks & Terminals FI Ferry Operations	17,000.00
	Personal Services	

SM.5710.2.000.000	Ferry Operations, PE FI Ferry Operations	5,000.00
	Equipment & Capital Outlay	
SM.5710.2.000.100	Ferry Repairs – Both Vessels FI Ferry Operations	13,500.00
	Equipment & Capital Outlay	
SM.5710.2.100.000	Ferry Repairs - Munnatawket FI Ferry Operations	30,000.00
	Equipment & Capital Outlay	
SM.5710.4.000.100	Fish Ladder FI Ferry Operations	3,000.00
	Contractual Expenses	
SM.5710.4.000.400	Utilities New London FI Ferry Operations	3,200.00
	Contractual Expense	
SM.5710.4.000.925	Printed Materials FI Ferry Operations	5,000.00
	Contractual Expense	
SM.5710.4.000.950	Waste Management FI Ferry Operations	2,000.00
	Contractual Expense	
SM.5711.4.000.000	Training/Education Office Expense	12,100.00
	Contractual Expense	
SM.9030.8.000.000	Office Expense Social Security	5,200.00
	Employee Benefits	
SM.9060.8.000.000	Social Security Benefits Hospital & Medical Insurance	2,000.00
	Employee Benefits	
SM.9710.7.000.000	Medical Insurance Benefits Serial Bonds	4,400.00
	Interest	
SM.9730.7.000.000	Serial Bonds Interest Bond Anticipation Notes	7,700.00
	Interest	
	BAN Interest	
	TOTAL	228,367.00