

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
June 3, 2013

A Meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") was called to order on June 3, 2013 at 4:36pm by Commissioner Edwards at the Fishers Island Community Center.

Present were Commissioners Burnham, Edwards, Rafferty and Rugg. Also present were Manager Donald Lamb, Assistant Manager Gordon Murphy, Jane Ahrens and one member of the public.

Mr. Lamb asked Commissioner Edwards to chair the meeting. Commissioner Edwards opened the meeting and declared a quorum present. Everyone in attendance pledged allegiance to the flag.

Public Comment:

Bill Bloethe asked if the freight charge on milk cartons currently at \$2 possibly going to \$1. The Commissioners will discuss and make a decision by the June 17 Commissioners' meeting.

Correspondence:

Mr. Lamb mentioned that he would follow up to a letter regarding vista work on a stand of trees on the parade grounds and he would discuss the request with Mr. Joe Henderson of the Fishers Island Conservancy's Habitat Committee. Mr. Henderson will follow up to see if the recommendation cost will be covered by the requesting party.

Review of Meetings and Minutes:

Minutes of the meeting held on May 20, 2013 were approved with edit requested by Commissioner Edwards.

MOVED by: Commissioner Rugg

SECONDED by: Commissioner Burnham

AYES: All

NAYES: None

Warrants:

A list of outstanding obligations of the District was received and discussed. All invoices were declared to abide by Procurement Policy. At the conclusion of the discussion, a resolution was made to pay the outstanding obligation totaling \$46,279.61.

MOVED by: Commissioner Burnham

SECONDED by: Commissioner Rafferty

AYES: All

NAYES: None

1. Projects:

North Ramp Project:

Mr. Lamb reported the project is basically complete. The new ramp chocks require new chain holes to be installed on the boats. The counter weights will be capped and have fenders added. The pedestrian lines will be repainted and the Coast Guard access issue has been taken care of.

A discussion followed on the replacement or reinforcement of the middle dolphin.

Airport Project:

Mr. Murphy reported C&S engineers are checking the airport runway approaches and the lighting system for night landings. It is hoped FEMA will cover the initial lighting expense and capital improvements will supply the funds to install LED lights.

- A discussion followed on the possibility of having just one runway open, considering available funding while considering this in regard to the prevailing winds.
- Mr. Murphy continues to pursue the formation of an Airport Advisory Board.

Mr. Murphy suggested the 5 Year Plan should be considered a living document, reviewed annually, taking into consideration the current considerations and possible modifications.

HR:

Mr. Lamb would like to initiate a formal training program to certify the captains and crew further with regard to:

- Safety
- Compliance
- Coast Guard regulations and
- Security

This would entail creating manuals and initiating training procedures.

Other:

Election Guidelines and Voting Eligibility:

Mr. Murphy is preparing Commissioner Election voting rules and comments. Commissioner Rugg has asked Barry Bryan for his assistance in reviewing and sharing the findings.

Freight Rates:

Mr. Lamb presented a review of ferry freight rates for specific freight items. A discussion followed including cost of handling, revenue stream, and timing. It was suggested that the revised rates be presented for public comment before selecting an 'effective as of' date, and possible off-season discount.

Committee Reports:

None

Unfinished Business:

- HR Committee will meet with Margo Larson to review Management Performance and review documents and procedures.
- Management is working to raise airport fees and use increase to support the airport infrastructure. Fee increases will be used to make improvements to Elizabeth Field facilities.
- Grant writer is working with management on six grant initiatives with the goal to train management to write grants in the future.

Executive Session:

Entering Executive Session:

At 5:58 pm the following resolution was proposed:

The Board of Commissioners, RESOLVED, that the meeting be adjourned into Executive Session for the purpose of discussing the employment history of certain individuals and other legal matters.

Proposed by Commissioner Rafferty
Seconded by Commissioner Burnham

AYES: All
NAYS: None

Exiting Executive Session:

At 6:18 pm the following resolution was proposed:

RESOLVED, that the Commission exit from Executive Session and resume Public Session.

Proposed by Commissioner Rafferty
Seconded by Commissioner Rugg

AYES: All
NAYS: None

WHEREAS, the Fishers Island Ferry District requires the services of seasonal Deckhands and Laborers; and

WHEREAS, the seasonal Deckhands and Laborers will be employed by the Fishers Island Ferry District for the period May 15, 2013 through September 15, 2013.

NOW, THEREFORE, BE IT RESOLVED, that Heather Stone is appointed as seasonal Deckhand at the rate of \$11.00 per hour for the period June 1, 2013 through September 15, 2013.

On a MOTION by Commissioner Burnham
SECONDED by Commissioner Rugg
Ayes: All
Nays: None

WHEREAS, the Fishers Island Ferry District requires additional reservationist services during the peak season period May 15, 2013 through September 15, 2013.

NOW, THEREFORE, BE IT RESOLVED that Veronica Kapralov appointed as a seasonal Clerk from June 4, 2013 through September 15, 2013 at a rate of \$10.30.

On a MOTION by Commissioner Burnham
SECONDED by Commissioner Rugg
Ayes: All
Nays: None

NOW, THEREFORE, BE IT RESOLVED, that Michael Franco is appointed as a Marine Mechanic as of June 17, 2013 with a pay rate of \$22.00 per hour.

MOVED by Commissioner Burnham
SECONDED by Commissioner Rafferty
AYES: All
NAYS: None

The next scheduled meeting begins at 4:30pm June 17, 2013 at the Fishers Island Community Center.

- Finance Committee will meet June 17 at 2:30pm.
- A work session will be held June 17 at 3:30pm.
- HR Committee will schedule a meeting with Margo Larson.

Meeting Adjournment:

There being no further business to discuss, and on motion made by Commissioner Rafferty, seconded by Commissioner Burnham, and unanimously adopted, the meeting was adjourned at 6:20pm.

MOVED by: Commissioner Rafferty

SECONDED by: Commissioner Burnham

AYES: All

NAYES: None

Follow Up to May 20 Meeting of the Board of Commissioners:

Commissioner Rugg asked Mr. Murphy to have auditors review accruals on sick days and vacation days.

Follow Up to June 3 Meeting of the Board of Commissioners:

The Commissioners will discuss the freight charge on milk cartons at \$2 possibly going to \$1 and make a decision by the June 17 Commissioners meeting.

Commissioner Burnham will ask the Conservancy's Habitat Committee's Mr. Henderson to follow up to see if the requested tree work in the parade grounds recommendation's cost will be covered by the requesting party.

Schedule pedestrian lines to be repainted in the Ferry District staging area.

Mr. Murphy is preparing Commissioner Election voting rules and comments. Commissioner Rugg will have lawyer Barry Brian review and share the findings.

HR Committee will meet with Margo (?) to review Management Performance Review documents and procedures.

Management is sharing revised airport fees with tenant.