

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
November 4, 2013

A Meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") was called to order on November 4, 2013 at 4:33 PM by Commissioner Edwards at the Fishers Island Community Center.

Present were Commissioners Cook, Edwards, Rafferty and Rugg. Also present were Manager Don Lamb, Assistant Manager Gordon Murphy, and Jane Ahrens.

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

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Mr. Lamb shared an October 25, 2013 letter from the US Coast Guard Sector Long Island Sound. In the correspondence, Commander E. J. Cubanski wrote, "On behalf of the Long Island Sound (LIS) Area Maritime Security Committee (AMSC) for this Captain of Port zone, I express my great appreciation to you and the Fishers Island Ferry District staff for hosting marine firefighting drills at your New London ferry terminal during the week of 5 October. Due to you and your staff's exemplary support roughly 60 of the local and regional land-based firefighters received critical hands-on training regarding marine firefighting issues specific to passenger/ferry fleet operations and for broader maritime risk considerations." The complete letter is on file at the Ferry Office.

November 4, 2013 the Commissioners received a letter from the Fishers Island Utility Company requesting to rent the Fishers Island Ferry District housing on Whistler Avenue. Mr. Lamb will review files, will be in touch with the Utility Company's Chris Finan regarding this request, and make a recommendation to the Commissioners.

REVIEW OF MEETINGS and MINUTES

Minutes of the meeting held on October 21, 2013 were approved as amended.

MOVED by: Commissioner Rugg

SECONDED by: Commissioner Rafferty

AYES: All

NAYES: None

WARRANTS

A list of outstanding obligations of the Ferry District was received and discussed. All invoices were declared to abide by Procurement Policy. There being no discussion, a resolution was made to pay the outstanding obligation totaling \$32,096.52.

MOVED by: Commissioner Rugg

SECONDED by: Commissioner Rafferty

AYES: All

NAYES: None

MANAGER’S REPORT

HR:

MOTION to approve the five (5) year Longevity at 3% for Raymond LeFevre effective November 1, 2013. Mr. LeFevre’s pay rate would go from \$16.40 to \$16.89.

Made by Commissioner Rafferty
Seconded by Commissioner Rugg
Ayes: all
Nays: none

2013 Budget Modifications:

Mr. Lamb presented a budget modification.

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2013 Fishers Island Ferry District budget as follows:

Decrease Appropriations

SM.5710.4.000.200	Utilities-FI	<u>\$4,500</u>
	Total	\$4,500

Increase Appropriations

SM1910.4.000.100	Ferry Insurance	2,300
SM5710.4.000.950	Training/Education	1,980
SM7155.4.000.000	Theater	<u>220</u>
	Total	\$4,500

On a **MOTION** by Commissioner Rugg
SECONDED by Commissioner Rafferty
Ayes: all
Nays: none

Revised P&L Report:

The Fishers Island Ferry District 11/01/13 Profit & Loss Accrual Basis Report for January through September 2013 was reviewed. A discussion followed regarding the Town of Southold’s use of 10% as ‘targeted appropriated fund balance’. Commissioner Rugg pointed out that we are saving funds now in anticipation of boat replacement costs in 2017.

Vehicle Capacity and Safety:

A discussion followed regarding crew and passenger safety when the boat is filled to vehicle capacity and over crowding occurs on the car deck. While the Ferry District makes every effort to take as many cars from the stand-by line, it would be advantageous to have more customers make reservations not only to guarantee their vehicle passage, but as an indication to the District of each trip’s volume. Management will review in reference to a new ticketing system.

Management is also reviewing the operations of the Massachusetts Steamship Authority and others to learn more about best practices and how these might be applicable to the Fishers Island Ferry District.

LONG RANGE PLANNING

Ferry Boat Replacement Planning:

Commissioner Rugg reported the Long Range Planning Committee met recently to determine the priorities for marine architects regarding the possible boat replacement in 2017. Areas of consideration include:

- Maximum boat width and length
- Balancing capacity with sea worthiness and safety
- Need for aft steering capability
- Investigation of roll-on, roll-off design
- Retro upgrade of Race Point

Commissioner Rugg will circulate the priorities list to Commissioners and Management for review.

Captain Steve Burke and Assistant Manager RJ Burns have interviewed three marine architects including Eastern, builder of Race Point, and others. Selection will be determined based on most responsive and highest recommendation.

The original purchase pricing for the Munnatawket was \$750,000 and Race Point was \$2.5 million. Estimated cost to build a new ferry is \$17 million. The timing for boat replacement is:

- 2014 – Hire marine architects - \$30,000 is in the 2014 budget for this funding. Fund boat rebuild with possible state and/or federal grant assistance.
- 2015 – Design boat
- 2016 – Build boat
- 2017 – Launch boat

Elizabeth Field Airport SYR CIP

Commissioner Rugg reviewed the US Department of Transportation Federal Aviation Administration (FAA) Draft ACIP_0B8_FY2014-2018 Report including projects and possible improvements to Elizabeth Field.

The Ferry District, and their airport consultant C&S Engineers, Inc., will review airport usage reports to determine the Ferry District's priorities in relation to the FAA report. The Ferry District is also waiting a final report from FEMA regarding storm damage repairs to seawalls to assure they are placed where the FAA reports requires.

Elizabeth Field has a 93% rating with two runways. Commissioner Rugg noted the importance of retaining the two runways, as prevailing winds require two approach options for year-round air traffic.

A discussion followed on ceiling repairs to the airport terminal.

OTHER

Decisions regarding freight rates, including the 'after hours' rates, use of the fork lift, and rational in support of the rates, was moved to Executive Session for approval.

EXECUTIVE SESSION

ENTERING EXECUTIVE SESSION:

At 6:05 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 employees.

Proposed by Commissioner Rafferty

Seconded by Commissioner Rugg
AYES: All
NAYS: None
Commissioner Rugg exited at 6:55pm to catch ferry

Exiting Executive Session:

At 7:19 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 Cook
AYES: All
NAYS: None

The Fishers Island Ferry District requires the services of Captains and Deckhands.

NOW, THEREFORE, BE IT RESOLVED, that Jonathan Haney is appointed as a part-time captain as of October 18, 2013 with a pay rate of \$22.00 per hour. Mr. Haney retains his deckhand duties at a pay rate of \$18.00 per hour in addition to this new responsibility.

MOVED by Commissioner Rafferty
SECONDED by Commissioner Cook
Ayes: All
Nays: None

The Fishers Island Ferry District wishes to amend its Freight Rate schedule and fee structure.

NOW, THEREFORE, BE IT RESOLVED, that the freight rates proposed at the October 7, 2013 meeting (attached as an exhibit to the minutes) and related surcharges are approved and will take effect on January 1, 2014. Additionally Management is instructed to post the rates and cover letter with justifications for the public and customers.

MOVED by Commissioner Rafferty
SECONDED by Commissioner Cook
Ayes: All
Nays: None

The next scheduled meeting begins at 4:30 pm November 18, 2013 at the Fishers Island Community Center.

Meeting Adjournment:

There being no further business to discuss, and on motion made by Commissioner Rafferty, seconded by Commissioner Cook, and unanimously adopted, the meeting was adjourned at 7:25 pm.

Remaining 2013 Ferry District Commissioners Meeting Schedule (schedule revised):

Monday, November 18, 2013
Monday, December 2, 2013 (canceled)
Monday, December 16, 2013