

# **Fishers Island Ferry District**

Minutes of the meeting of the Board of Commissioners  
Fishers Island Ferry District  
March 16, 2015

Mr. Murphy opened the meeting and asked the commissioners present to elect a meeting chairman. It was agreed that Commissioner Rugg would chair the meeting.

A meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") was called to order on March 16, 2015 at 1:55 PM by Commissioner Rugg at the Fishers Island Ferry District's New London terminal.

Present were Commissioners Rugg, Ahrens and Parker. Commissioner Cook via a call asked not to attend the meeting telephonically. Also present were Asst. Managers Burns and Murphy.

Commissioner Rugg opened the meeting. Everyone in attendance pledged allegiance to the flag.

Commissioner Rugg discussed Diana Shillo joining the board of commissioners to fill the vacant seat of Mr. Edwards until the next election. A discussion ensued on Ms. Shillo's qualifications to sit as a commissioner. Mr. Murphy was tasked to check on the voter registration and property ownership requirements.

On a motion brought forth by Commissioner Parker it was agreed to accept Ms. Shillo subject to a positive review of her two commissioner requirements.

Moved by: Commissioner Parker  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

## **PUBLIC COMMENT/ CORRESPONDENCE:**

No correspondence.

## **REVIEW OF MEETINGS & MINUTES:**

Upon review of the February 16, 2015 meeting minutes it was agreed to approve them as amended.

Moved by: Commissioner Parker  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

Ratify resolutions agreed at the meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") on February 16, 2015

Moved by: Commissioner Parker  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

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“Upon review of the January 12, 2015 meeting minutes it was agreed to approve them as amended.

Moved by: Commissioner Rugg  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

A list of outstanding obligations of the Ferry District were 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 \$199,512.31.

Moved by: Commissioner Rugg  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

## **Budget Modification:**

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2014 Fishers Island Ferry District budget as follows:

### Decrease Appropriates

SM1310.4.000.000	Accounting/Finance	\$4,000
SM5710.2.000.100	Ferry Repairs, Munnatawket	\$7,000
SM5710.2.000.200	Ferry Repairs, Race Point	\$15,000
SM5710.4.000.300	Fuel Oil/Vessels	\$25,000
SM5610.4.000.000	Elizabeth Airport, C.E.	<u>\$19,000</u>

**Total: \$70,000**

### Increase Appropriations

SM1420.4.000.000	Legal Fees, C.	\$5,000
SM1910.4.000.300	Insurance Workers Comp	\$1,000
SM5709.2.000.200	Docks and Terminals	\$7,500
SM5710.1.000.000	Payroll	\$41,000
SM5710.4.000.000	Other/Misc	\$2,000
SM5710.4.000.100	Utilities-New London	\$1,000
SM5710.4.000.500	Computer Operations	\$3,500
SM5710.4.000.800	Uniforms	\$1,000
SM5710.4.000.900	Credit Card Fees	\$2,500
SM5713.4.000.000	US Mail	\$500
SM9060.8.000.000	Medical Insurance Benefit	<u>\$5,000</u>

**Total: \$70,000**

Moved by: Commissioner Rugg  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

## **PUBLIC HEARING:**

Public hearing opened at 3:00 PM to discuss a lease of vacant land north of the freight shed to Masonry Aesthetics, Jared Toldo's company

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Moved by: Commissioner Rugg  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

At 3:02 PM the public hearing was closed by way of motion.  
Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

## **MANAGER'S REPORTS:**

### **Property Management:**

On a motion it was agreed to approve the lease to Jared Toldo's company, Masonry Aesthetics.  
Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

### **Public Officials Insurance Policy:**

On Commissioner Ahrens motion Mr. Murphy was authorized to execute the public officials' et al insurance policy.

Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

## **HR RESOLUTIONS:**

At the February 16, 2015 meeting of the Fishers Island Ferry District Board of Commissioners, the following resolutions were brought by the Board:

With effect December 31, 2014, Jobina Miller voluntarily resigned and is released from her accounting clerk position.

Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

With effect January 2, 2015, the Ferry District contracted the services of Robert Half International to supply a staff accountant, Diane Hansen, and to assist in a search for the new accountant to replace Ms. Miller.

Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

With effect January 2, 2015 the Ferry District contracted the services of Beancounter LLC to assist in training the new accountant.

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Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

With effect February 18, 2015 Derek Scroxton has been hired as part-time call-in Laborer at the rate of \$10.56 per hour.

Moved by: Commissioner Ahrens  
Seconded by: Commissioner Rugg  
Ayes: All  
Nays: None

## **MEETING ADJOURNMENT:**

There being no further business to discuss, and on motion made by Commissioner Rugg, Seconded by Commissioner Ahrens, and unanimously adopted, the meeting was adjourned at 4:08 PM.”

## **WARRANTS:**

A list of outstanding obligations of the Ferry District were 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 \$1,136,109.08.

Moved by: Commissioner Parker  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

The board asked Mr. Murphy to review the Procurement Policy and additionally to make sure that all vendors and service providers are qualified New York State certified for their trade and insured.

## **MANAGER'S REPORTS:**

Mr. Burns gave a brief summary of the Race Point items completed and outstanding at the yard. He noted that the ferry went in a month late and with the weather timing will be very tight.

Mr. Murphy reported on the commercial rates and that the plan was to continue with the peak rates for the remainder of the year and that at the April meeting a May public hearing would be set. Mr. Murphy reported that he would be recommending to move its merchant services from First Data to mercury and would ask for approval at the April meeting. Benefits are a tight integration with ticketing software and a price reduction. An overview of the airport management and administration was discussed and management was reviewing how it wants to proceed with the RFPs. Mr. Murphy was asked to look into FAA flight plan and to initiate an airport policy.

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## **OTHER:**

Commissioner Rugg presented a one-page summary on behalf of the Finance . He reviewed the summary items and went over a brief out line of the year to date finances of the Ferry District. Over all revenues are down from a year ago and to budget. This may be due to the weather. Additionally he noted that the Finance Committee has asked Ms. Hansen and Mr. Murphy to review and report on several lines. Traffic data was not reported and the BOC asked the managers to have this available at the next meeting along with the BOC being provided with the same financial reports as the Finance Committee.

Mr. Murphy requested that he be authorized to engage Chernoff-Diamond to provide the federally mandated GASB 45 audit of the pension assets. The contract is for three years. The BOC asked Mr. Murphy to have the audit put out for bid at the end of its contract.

Management recommends contracting with Chernoff Diamond to perform the GASB 45 actuarial valuation of the pension plan as required by statute and the audit. The rates of the three year contract are \$5,780 for the first year and \$2,100 for the next two years. There being little discussion a resolution was made to authorize Mr. Murphy to execute the letter of Engagement.

Moved by: Commissioner Parker  
Seconded by: Commissioner Ahrens  
Ayes: All  
Nays: None

Messrs. Burns and Murphy present a brief status update on the contract negotiations with the CSEA. The BOC asked management to discuss The Lighthouse Work's request to place large works of art at the same locations as in 2014.

## **HUMAN RESOURCES:**

With effect March 1, 2015, Diane Hansen is appointed to the full time position of Secretary to fulfill the accounting duties of Jobina Miller who voluntarily resigned. Ms. Hansen's rate is \$25.00 per hour.

MOVED by Commissioner Parker  
SECONDED by Commissioner Ahrens  
Ayes: All  
Nays: None

With effect March 19, 2015, the Ferry District has appointed Mr. Jonathan Haney to be the new Marine Operations Supervisor at a rate of \$65,000 per year. Mr. Haney is released from his Deckhand and Captain positions on the same date.

MOVED by Commissioner Parker

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SECONDED by Commissioner Ahrens

Ayes: All

Nays: None

With effect April 1, 2015, Amy Ruffin has resigned from her fulltime deckhand (FIFD) position and will be retained as a part-time call-in Deckhand (FIFD) for the Ferry District. Her salary has not been changed and remains at \$14.35 per hour.

MOVED by Commissioner Parker

SECONDED by Commissioner Ahrens

Ayes: All

Nays: None

## OLD BUSINESS

In order to continue with the lighting and sea wall work at the airport. The FD needs to waive its Procurement Policy requirement (Guideline 8) on professional services so that its airport consultant, C&S Engineers, who also has been previously appointed project manager on many airport projects can be named to manage and over see all aspects of the lighting and seawall work in alignment with their budgeted quote (for FEMA). In addition the resolution should also require hat the BOC request that TOS as the airport's owner also waives its requirement on professional services for C&S engineers to manage the airport projects.

Moved by: Commissioner Parker

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

Management recommends that the Mattern proposal for the South Ramp Project be accepted. This is the only bid that we received and we recommend accepting it subject to a cap of \$60,000.

Moved by: Commissioner Parker

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

Management recommends that the attached Spring and Peak season ferry schedules be approved.

Moved by: Commissioner Parker

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

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Commissioner Rugg noted the airport fee analysis and overview and noted that the Finance Committee would review it. The Commissioner also asked that management run the airport and open meeting law issues with counsel and how it is affected by the Enabling Act.

In conclusion the entire BOC wished to congratulate Mr. Burns and the entire crew for their unbelievable work on swopping the MU's engine. A fantastic operation.

### **MEETING ADJOURNMENT:**

The next scheduled meeting of the Fishers Island Ferry District Board of Commissioners will be held Wednesday, April 15th, 2015 at the Fishers Island Community Center. It is expected that there will be a working session in advance of the meeting. Time to be finalized and posted in advance.

There being no further business to discuss, and on motion made by Commissioner Rugg, Seconded by Commissioner Ahrens, and unanimously adopted, the meeting was adjourned at **4:05** PM.

# Fishers Island Ferry District

Exhibit A

February 16, 2015

Commissioners,  
Fishers Island Waste Management District  
P.O. Box 22  
Fishers Island, NY 06390

RE: Letter from FIWMD as of January 31, 2015

Dear Commissioners,

In response to the letter dated January 31, 2015 from Ms. Beth Stern on behalf of the Commissioners of the Fishers Island Waste Management District the Commissioners of the Ferry District instructed its management to review the procedure to notify its commercial reservation customers and specifically the time-line and activity in relation to the FIWMD's roll-off reservation of January 22nd.

Mr. RJ Burns, Manager of marine operations reported to us and we wish to forward on his findings directly to you.

*"With regards to FIWM questions. Here is a timeline.*

*Jan 16 and 18, 2015, Polly (Ford) and I sat together with our commercial reservations book and I personally made the initial calls (on speaker phone) to our vendors/customers notifying them of the cancellations and the reason why.*

*We began making notifications five days prior to Jan 22, 2015 to give vendors opportunity to adjust schedules and ask any questions.*

*Jan 16, 2015: Polly and I each left one messages on FIWM answering machine. "We are cancelling trips on Jan 22, etc.". Please return call to move your reservation, etc.*

*No response*

*Jan 16, 2015: We moved their reservation into our on hold file (2020 file) at zero cost to them. This automatically generates an e-mail to customers notifying them of change to reservation. I feel that this alone should have generated a call to us from FIWM. Funds still available in 2020 file and not charged.*

*No response.*

*Home page posting of change: Jan 17, 2015*

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Commissioners,  
Fishers Island Waste Management District  
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*FIFD Facebook posting: Jan 17, 2015*

*Fog Horn posting: Not sure of date/time*

*Sterling never arrived on Jan 22, 2015 indicating they received a timely notification.”*

While we feel that the Ferry District did try to contact FIWMD as well as other customers we did not in fact have “person to person” communication. Our goal is improve our service and work with our valued customers. Subsequent to January 22nd we have reviewed our process and have identified additional means to better communicate with our customers.

We thank the FIWMD for bringing this incident to our attention and are using it to improve our operations and more importantly the customer experience.

Please do not hesitate to correspond with us, our managers or staff if you have any issues or concerns.

On behalf of the Commissioners of the Fishers Island Ferry District,

Gordon S. Murphy,  
Assistant Manager

# Fishers Island Ferry District

Exhibit B

## Finance Committee Report

Meeting Feb 11, 2015

1. January Financials
  - a. Revenues \$481K of which \$394 is Tax Revenue. Operations down 8%v. Budget (Weather or Traffic?) down 24% v. 2014
  - b. Expenses \$181K v, \$159K Budget (-14% due to timing on a range of items); down 31% from 2014
  - c. Fund Balance \$1,283 K
  - d. Need for traffic numbers in to fill out report
2. New cash management after Christmas Healthcare issue
  - a. Trying to schedule regular payments by TOS without Warrant
  - b. Increasing lines on Credit Cards
  - c. Looking at insurance renewal – defer to April
3. Enabling act – Deferred to after Property Management
4. Audit – O'Connor Davies focused on Southold, More in March
5. Diane Henson – 80% trained on finance work, HR to come
6. Discussion of PEO to handle HR needs
7. RJ and PR discussions with Gilbert to focus on these issues:
  - a. Increase capacity for trucks and commercial vehicles
    - i. Lengthen or replace Munnatawket to Race Point capacity
    - ii. Alter schedules to run more trips for commercial vehicles
  - b. Reduce trip time
    - i. Re-power both boats
    - ii. Alter hulls to reduce wake in the river
    - iii. Add hull and power plant efficiency so that fuel cost does not cause ticket price increase
    - iv. Sail the shorter Pine Island Channel route
    - v. Consider double enders to reduce back-in docking time. (Cost? Winter sea state?)
  - c. Add passenger only service
    - i. Reduce trip time
    - ii. Lower cost of early morning and late night trips
    - iii. Serve Noank-West Harbor passenger traffic
  - d. Manage around our operating schedule and financial constraints
    - i. Bi-Annual yard periods
    - ii. Need both boats peak season
    - iii. Long delay in municipal government budgeting
    - iv. Need for grant government money
  - e. We seek advice from Gilbert to:
    - i. Review our marine asset capabilities and condition
    - ii. Suggest order and priorities of various options

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- iii. Prepare alternate time lines
  - iv. Prepare preliminary budgets
  - v. Stand by for questions and additional naval architectural services
  - f. See Attached Gilbert Letter
8. Discussed Rate Change on commercial pricing – Suggested effective In September. Does BOC want to consider more changes such as vehicle length or commercial definitions?
  9. Next Mtg. March 11 - 0930