

**FISHERS ISLAND FERRY DISTRICT**  
**February 15, 2016**

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

A meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") was called to order on February 15, 2016 at 4:33 PM by Chairman Ahrens at the Fishers Island Community Center.

Commissioners Andrew Ahrens, William Bloethe, Harry Parker, Peter Rugg, and Dianna Shillo were present. Gordon Murphy, RJ Burns, Jon Haney, Diane Hansen, and Elizabeth Burnham also attended.

Chairman Ahrens opened the meeting and established that a quorum was present. Everyone in attendance pledged allegiance to the flag.

**Public Comment**

The Board reviewed its correspondence and recognized P. Evans, who thanked the Board for its accommodation and flexibility.

The Board also reviewed a proposal for a hangar at the airport, as submitted by J. Ski and B. Burnham. The Board agreed to investigate the process for building on land owned by the Town of Southold, and to consider how a hangar's construction might fit into the long-term development of the property bordered by the airport road, the airport runways, the Race Point access road, and Whistler Ave.

**Minutes**

The Board reviewed and discussed the minutes from its January meetings.

RESOLVED that the Board of Commissioners hereby approves the minutes of the January 11, 2016, meeting without amendment.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner H. Parker

Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo

Nays: None

RESOLVED that the Board of Commissioners hereby approves the minutes of the January 25, 2016, meeting without amendment.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner H. Parker

Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo

Nays: None

**Warrant**

The Board reviewed and discussed a list of outstanding financial obligations provided by D. Hansen, then passed the following resolution.

RESOLUTION 2016-18

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RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated January 25, 2016, in the amount of \$64,329.98.

Moved by: Commissioner H. Parker  
Seconded by: Commissioner P. Rugg  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**Budget Modification:**

The Board discussed and approved the following 2015 budget modification provided by D. Hansen.

RESOLUTION 2016-19

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2015 Fishers Island Ferry District budget as follows:

Decrease Appropriations

SM5710.4.000.700	UPS Freight Char	\$1,100
SM9030.8.000.000	Social Security	\$11,000
SM9060.8.000.000	Medical Insurance	\$25,000
	Total	<u>\$37,100</u>

Increase Appropriations

SM5710.4.000.000	Ferry Ops Other/Miscellaneous	\$1,100
SM5710.1.000.000	Payroll Expense	\$36,000
	Total	<u>\$37,100</u>

Moved by: Commissioner H. Parker  
Seconded by: Commissioner P. Rugg  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**2016 Ferry District Goals**

The Board reviewed its draft goals and added an eleventh goal: to only budget use of the fund balance for capital projects, not operations. Although the Board only uses this account in extraordinary circumstances that cannot be predicted or budgeted for, the sense of the Board is that its careful preparation and execution of the 2016 budget, along with continuous improvement in the District's policies and procedures, makes this goal achievable.

1. Implement BOC Master calendar with planned milestones for major goals and progress review at each BOC meeting
2. Munnatawket Yard Package Completed March 15
3. New Ticketing System, Implement April 15
4. Full review of Staffing efficiently, training, and leadership succession planning. With support of outside advisor as needed. May 15

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5. Full review by external consultant of Ferry traffic demand and future vessel planning requirements June 1
6. Finance and Budget Committee
  - a. Produce a side by side analysis of employee medical benefits for BOC presentation – Jan 15
  - b. Review and update payment processing with Southold Feb 1
  - c. Update planning, milestones and members of team to generate the budget. March 15
  - d. Review alternate legal strictures for FIFD Feb 15
  - e. Update enabling act Dec. 1
  - f. Determine 5 to 10 years of major boat needs Oct 1
    - i. Passenger service
    - ii. Vehicle service
    - iii. Cargo service
  - g. Revamp monthly financial reporting package to better meet needs, Feb 15
  - h. Annual (air and sea) Competition Analysis, traffic, service and fares, 2016 update May 1
7. Property Committee
  - a. Prepare, with consultants as needed, a long term vision for FIFD property management and development. Nov 1
  - b. NLT Security system- Done?
  - c. Airport camera system Jun 1
  - d. Based on South Ramp Project develop a policy and procedure checklist to meet all necessary regulatory, permits and authorizations on significant property projects April 1
8. FIFD Public Relations Improvement – Make 2016 better than Jan 1 – Dec 30, 2015
9. Improve relationships with Grant advisors, and include them in all longer term planning. Feb 1
10. Embed monthly reporting stats into AM Performance reviews by setting 2016 goal. March 1
11. Only budget use of the fund balance for capital projects, not operations.

RESOLVED, that the Board of Commissioners hereby approves the slate of goals for 2016, as amended, and directs the management of the District to provide monthly reports on its progress.

Moved by: Commissioner H. Parker

Seconded by: Commissioner P. Rugg

Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo

Nays: None

### **Management Reports**

Marine Operations Manager RJ Burns reported that the Munnatawket remains in dry dock for its biennial Coast Guard Hull and Internal Structural Exam and planned maintenance. The inspection has confirmed certain anticipated problems that require repair while the boat is hauled out. If this work is conducted in the current yard period, these repairs cost \$11,000. Under the terms of the December 7, 2015, resolution authorizing “additional amounts on a time and materials basis not to exceed \$50,000,” the Board confirmed that RJ Burns may authorize this repair work and additional work as necessary, not to exceed \$50,000, subject to review.

The Race Point will go into the yards for repairs and upgrades when the Munnatawket returns to service, as previously authorized on December 7, 2015.

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Management remains concerned about the depth of water in the Silver Eel channel, which can be as little as 3-4 feet under the ferries' keels in extreme tides associated with adverse weather and lunar phase. The Board notes that dredging will likely be necessary in the next few years.

Management has also been conducting its annual incremental review of insurance policies to determine exposures in coverage. RJ Burns is examining whether liability coverage extends to New London terminal parking and crew involvement with dead-battery vehicles on the ferry.

The website overhaul is continuing to move forward, with minor errors (e.g., typos, variances between registers) being found and corrected. Commissioner Shillo requested that email addresses have the capability of representing a household rather than an individual; G. Murphy will have the vendor look into it.

Health care options, including New York State Health Insurance Plan (NYSHIP), for District employees are still under review. Management has reached out to the School District to assess satisfaction and coverage with NYSHIP; it will continue to compare options with insurance agents.

Management reported that design work has started on repairs at Elizabeth Field to correct damage sustained in Superstorm Sandy to lights, cables, and signage. C&S, the contractor, estimates construction will take about two weeks, but it must be completed by October 2016 to be covered by the FEMA grant, unless an extension is granted.

The Mercury store card plan, as approved in Resolution 2016-13, is being executed to plan.

**Enabling Act**

The Board reviewed and discussed counsel's proposed changes to the Enabling Act. Recalling that one purpose of revisiting this foundational law is to expand the pool of possible commissioners, and noting that the term "resident" is problematic on this island, the Board agreed to reengage counsel on this and some personal liability issues before bringing its changes to the Town of Southold.

**Fishers Island Conservancy Contract for 2016 Grass Lands Management**

The Board discussed a contract with the Fishers Island Conservancy to manage and execute necessary maintenance of the grasslands on the Parade Grounds and surrounding Elizabeth Field, with Chairman Ahrens recusing himself due to his position on the Conservancy Board of Directors.

**RESOLUTION 2016-20**

RESOLVED that the Board of Commissioners of the FIFD hereby approves the 2016 GRASSLAND MANAGEMENT AGREEMENT with the Fishers Island Conservancy and that the term of said agreement be three (3) years.

It is further RESOLVED the Board of Commissioners of the FIFD hereby approves the 2016 GRASSLAND MANAGEMENT PLAN and directs that it be incorporated into the Grass Lands Management Agreement.

Recused: A. Ahrens

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Moved by: Commissioner H. Parker  
Seconded by: Commissioner P. Rugg  
Ayes: W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**Heating Oil Contract**

The Board reviewed the two bids received before the January 25, 2016, meeting for a contract on heating oil for the Fishers Island terminal. Commissioner Shillo recused herself due to her position with one of the bidding companies. There being difference in the delivery charge, the Board chose the lowest bid.

RESOLUTION 2016-21

RESOLVED that the Board of Commissioners of the FIFD hereby accepts the proposal of Goose Island Corp. to deliver heating oil as needed through December 31, 2016, at the barge price of either Groton Harbor or New Haven on the day of delivery, plus a \$0.99 per gallon delivery charge.

Recused: D. Shillo  
Moved by: Commissioner P. Rugg  
Seconded by: Commissioner H. Parker  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg  
Nays: None

**New London Terminal Roof Repair**

The Board then discussed the damage recently noted at the New London terminal and the need to quickly repair the roof before repairing damage to an interior, second-floor ceiling.

RESOLUTION 2016-22

WHEREAS the New London terminal roof developed leaks due to damage to the valleys and flashing around a dormer and hip area. It is therefore RESOLVED that the Board of Commissioners of the FIFD hereby accepts the proposal of Krueger Window & Siding, LLC, to make the repairs and authorizes Mr. RJ Burns to execute the contract in the amount of \$2,475.00 subject to review of counsel and approval by the Town of Southold.

Moved by: Commissioner H. Parker  
Seconded by: Commissioner W. Bloethe  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**Memo from Counsel re: Summary of Meeting with Town Comptroller**

Acknowledging receipt of the memo dated February 9, 2016, and taking note of historic communication, the Board agreed that Chairman Ahrens will reply in writing to this memo.

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**Exceptional Medical Passage**

Upon application by P. Evans for medical passage, the Board agreed that emergency passage can be arranged from time to time. The Board directed management to establish a general policy, and resolved the following:

WHEREAS P. Evans has presented documentation of ongoing medical services only available off-island; and,

WHEREAS said services are not accessible by public transportation from the New London ferry terminal, therefore requiring transportation of P. Evans's car;

THEREFORE, RESOLVED that the Board of Commissioners extends no-fare passage to P. Evans through June 30, 2016, with review at the June 20, 2016, Board of Commissioners meeting; and, that the Board directs Assistant Manager G. Murphy to outline to P. Evans the Board's expectations for that review.

Moved by: Commissioner W. Bloethe  
Seconded by: Chairman A. Ahrens  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**Executive Session**

At 6:21 pm, the following resolution was proposed:

RESOLVED that the Board of Commissioners move into Executive Session for the purpose of discussing potential litigation between Mattern and the Ferry District.

Moved by: Commissioner P. Rugg  
Seconded by: Chairman A. Ahrens  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

That business being concluded, at 6:23 pm, the following resolution was proposed:

RESOLVED that the Board of Commissioners exit Executive Session.

Moved by: Commissioner P. Rugg  
Seconded by: Commissioner H. Parker  
Ayes: A. Ahrens, W. Bloethe, H. Parker, P. Rugg, D. Shillo  
Nays: None

**Adjournment**

There being no other business to discuss, Chairman Ahrens reminded those present that the next meeting would be on Monday, February 29, 2016, at 4:30 pm, at the Community Center.

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At 6:28 pm, Commissioner Rugg moved to adjourn the meeting, Commissioner Parker seconded the motion, and the motion was unanimously passed.