

FISHERS ISLAND FERRY DISTRICT  
AUGUST 15, 2016

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

Commissioner Rugg at the Fishers Island Community Center called a meeting of the Board of Commissioners of the Fishers Island Ferry District (the Ferry District”) to order on August 15, 2016 at 4:30 PM. Commissioner Rugg is acting temporary Chairman for Chairman Ahrens who is absent.

Commissioners Dianna Shillo, William Bloethe and Heather Burnham were present. Also in attendance were Gordon Murphy, Deanna Ross and members of the public. Diane Hanson was present via telephone.

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

**Welcome New Commissioner**

Commissioner Rugg welcomed new Commissioner Heather Burnham who was elected August 9, 2016 to a 5-year term. Commissioner Rugg reported that Commissioner Burnham was sworn in. Commissioner Rugg reported that Chairman Andrew Ahrens was elected August 9, 2016 to a 3-year term and was sworn in. Both Commissioners were sworn in in the business office of the Ferry District the morning of August 11th.

**Correspondence/Public Comment**

Mr. Murphy presented two items of correspondence: a thank you letter from Town Supervisor Scott Russell for the use of the Munnatawket to transport the Town Board and others to Fishers Island on August 3rd and a letter from a tenant requesting additional property. Commissioner Rugg asked the Property Committee to review the tenant request and report to the BOC.

**Warrant**

Commissioner Shillo questioned D. Hansen regarding a particular invoice. D. Hansen reported that this was a one-time situation.

**RESOLUTION 2016-165**

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated August 1, 2016, in the amount of \$ 94,568.67

Moved by: D. Shillo

Seconded by: Commissioner W. Bloethe

Ayes: W. Bloethe, H. Burnham, D. Shillo and P. Rugg

Nays: None

Marine engineering and architecture was discussed, in particular the need to maintain and upgrade the current fleet and to acquire another ferry that would have similar capacity to the Race Point, as the Munnatawket has insufficient deck space to carry tractor trailers/tankers.

### **Gilbert Associates**

Resolution 2016-166

WHEREAS, the continued operations of the Fishers Island Ferry District (“FIFD”) are dependent upon the safe and efficient operation of its two marine vessels, the Munnatawket and the Race Point (hereinafter referred to collectively as “the vessels”); and

WHEREAS, the structural integrity, stability and mechanical condition of the vessels is subject to review and inspection by the US Coast Guard; and

WHEREAS, the FIFD has an established a relationship with Gilbert Associates, Inc. (“Gilbert”), a naval architecture and marine engineering firm in Hingham MA; and

WHEREAS, Gilbert has provided professional engineering services to the FIFD on an ongoing basis to evaluate and provide guidance and recommendations on repairs and improvements required to maintain the vessels, ensure compliance with Coast Guard regulations and avoid interruption of services; and

WHEREAS, prior agreements for Gilbert’s professional services were authorized by the assistant manager for marine operations; and

WHEREAS, the Board of Commissioners (“BOC”) of the FIFD is desirous of ratifying those agreements and authorizing payment for professional services rendered by Gilbert.

Now, therefore be it RESOLVED that the BOC of the FIFD hereby ratifies and approves the professional services agreements between Gilbert and the FIFD and authorizes assistant manager RJ Burns to execute said agreements and any and all other documents necessary to secure Gilbert’s services;

and be it further RESOLVED that the BOC of the FIFD authorizes payment for all professional services provided by Gilbert, in an amount not to exceed \$52,220.00.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner D. Shillo

Ayes: W. Bloethe, H. Burnham, D. Shillo and P. Rugg

Nays: None

### **Public Hearing on the Draft Budget**

Resolution 2016-169

At approximately 4:42 PM on a motion from Commissioner D. Shillo and seconded by Commissioner H. Burnham and the public hearing on the 2017 budget was opened.

Commissioner Rugg presented the draft budget starting first on the rebuilding of Fund Balance after 2015. He then went on to review the slides in order from the FD's mission statement to capital expenditures. It was expected that the dolphin and piling project would be bonded. Additional CapEx projects were largely long-term maintenance at the NL terminal. It was noted that even though traffic was down in 2016 the budget was showing increased revenue. This was from additional leased property and certain revenue sources such as small freight, touch fees and one-way heavy equipment pricing if items were chartered over. Expenses were discussed with specific items, payroll and legal fees increasing. Expense management would be critical in 2017. The short term notes were rolled into bonds at a lower rate, however the FEMA airport work would require a short-term credit facility to offset the time of contactor payment to FEMA reimbursement. The draft budget showed a \$100k surplus and this would be worked on to bring it into balance as required by municipal accounting for the final budget due in October.

#### Resolution 2016-170

At 5:13 PM on a motion by Commissioner P. Rugg and seconded by Commissioner D. Shillo the public hearing was closed.

After the hearing closed, Commissioner Rugg opened the floor to questions. These ranged from a discussion on credit card fees, bond and ban interest, airport landing fees. It was noted that a camera installation at airport would be forthcoming. It was noted that the touch fee would be on the August 29<sup>th</sup> meeting agenda. A final discussion ensued regarding passengers unable to get out of vehicle. It was noted that the crew makes a big effort to notify passengers that once you are in a car you may not have the opportunity to exit it until the ferry lands. The space is very tight. There are limited options

#### **Audit**

#### Resolution 2016-167

Whereas the 2015 financial audit was approved by the Board of Commissioners of the Fishers Island Ferry District subject to the revision of management responses.

Therefore, it is RESOLVED to accept the financial audit of 2015, which includes amended management responses.

It is further RESOLVED to have the audit placed on the District website and make copies available in the business office.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner D. Shillo

Ayes: W. Bloethe, H. Burnham, D. Shillo and P. Rugg

Nays: None

#### **Adjournment**

There being no other business to discuss, Acting Chairman Rugg reminded those present that the next meeting will be Monday, August 29, 2016 at 4:30pm at the Fishers Island Community Center.

At 5:29 pm, Commissioner Bloethe moved to adjourn the meeting, Commissioner Burnham seconded the motion, and the motion was unanimously passed.