

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
October 11, 2016

Commissioner Ahrens 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 October 11, 2016 at 4:30 PM.

Commissioners Dianna Shillo, William Bloethe, Peter Rugg and Heather Burnham were present. Also in attendance were Gordon Murphy, Diane Hansen, Deanna Ross and members of the public. Manager RJ Burns was present via telephone.

Commissioner Ahrens established that a quorum was present. Everyone in attendance pledged allegiance to the flag.

Correspondence/Public Comment

Manager Gordon Murphy reported no correspondence was received. There was no public comment.

Warrants

RESOLUTION 2016-189

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated September 12, 2016, in the amount of \$29,564.63

Moved by: Commissioner W. Bloethe

Seconded by: Commissioner D. Shillo

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

Nays: None

Budget Modification

RESOLUTION 2016-190

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2016 Fishers Island Ferry District budget as follows:

Decrease Appropriations

SM1910.4.000.100	Ferry Insurance	\$5,000
SM1930.4.000.000	Insurance Claim	\$7,000
SM.1950.4.000.000	Property Tax, City of New London	\$36,500
SM5709.2.000.100	Rental Building	\$7,000
SM5710.2.000.100	Munnatawket	\$20,000
SM5710.4.000.950	Training/Education	\$5,000
SM5710.4.400.100	Marine Engineering	\$20,000

SM9010.8.000.000	NYS Retirement	\$20,000
	Total	\$120,500
<u>Increase Appropriations</u>		
SM5710.2.000.200	Race Point	\$80,500
SM5710.4.000.600	Janitorial Supp	\$3,000
SM9060.8.000.000	Medical Insurance	\$37,000
	Total	\$120,500

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

Managers Report

Manager RJ Burns confirmed that advertisement for the yard package is scheduled in The Day newspaper October 12 and is available on the FIFD website now. Five (5) vendors were contacted to notify them of the advertisement. Mr. Burns is asking vendors to clarify their quotes regarding the Lift Cable Renewal Project. He is actively watching hurricane Nicole and the FI School has been notified, although he doesn't feel it will be an impact. Narcan training is tentatively scheduled for October 14. There will be some members from UConn – Avery Point and the US Coast Guard in attendance. Mr. Burns spoke with Mr. King from Baseline King regarding the airport repairs and established that he would be the primary contact regarding moving of equipment. The Hovercraft trial was a success despite minimal advertising. Feedback to staff and Tom Murray was positive.

Manager Gordon Murphy reported that he is looking in to adding American Express as an option and that pricing appears to comparable to the other cards accepted by the District. Mr. Murphy is working with Vantiv merchant services regarding the software and point of sale terminals. The CAP to the State is due next month. Mr. Murphy expects to present a working copy to the BOC at the October 24 meeting. Mr. Murphy updated the Commissioners on the budget. He reported that the Ferry District is still operating under a deficit and we are continuing to find ways to reduce expenditures and generate revenue. Long term goal is to move to a two-way ticketing system.

Credit Card Policy

Resolution 2016-191

It is resolved that with effect October 1, 2016, the Board of Commissioners amends the credit card policy and requests that the policy will be attached to the minutes.

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

American Express

Resolution 2016-192

Whereas the Ferry District has relationships with several credit card providers it is necessary to review and add or remove providers.

Therefore it is resolved to have management initiate and add the American Express credit card system and authorize Gordon Murphy to execute any necessary documents with American Express and Vantiv merchant services subject to legal review.

Moved by: Commissioner W. Bloethe

Seconded by: Commissioner H. Burnham

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

Nays: None

Ratify Blackbird Resolution

RESOLUTION 2016-193

Whereas resolution 2016-188 did not clearly state that the board of commissioners resolved to execute an agreement with Blackbird VII, LLC, subject to satisfactory review.

Therefore it is resolved to amend resolution 2016-188 such that a member of the board of commissioners or a District manager is approved to execute the trial agreement subject to satisfactory review by counsel and the District's insurance provider.

Moved by: Commissioner A. Ahrens

Seconded by: Commissioner D. Shillo

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

Nays: None

PUBLIC HEARING

At 1700, the following resolution was proposed: RESOLVED, that the Commission move into Public Hearing.

Proposed by: Commissioner D. Shillo

Seconded by: Commissioner W. Bloethe

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

Nays: None

At 18:06, the following resolution was proposed:

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

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

J Ski South Beach Lease

Resolution 2016-194

Whereas the Ferry District has lease with Jim Ski Construction and tenant wishes to have a temporary lease at the South Beach parking lot.

Therefore it is resolved to have management enter into a temporary lease with Jim Ski Construction for approximately 13,000 square feet of unimproved land for a period of up to 18 months subject to legal review.

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

Executive Session

At 6:09pm, the following resolution was proposed: RESOLVED, that the Commission move into Executive Session for the purpose of discussing personnel issues

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

At 6:31pm, the following resolution was proposed:

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

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

HR

Resolution 2016-195

The Board of Commissioners affirms the decision that employee #34899 was suspended without pay on 22 July 2016 and on 15 September 2016 employee #34899 was reinstated.

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

Next Scheduled Meeting

Next scheduled meeting is **Monday, October 24, 2016** at 4:30pm.

Adjournment

There being no further business to discuss, and on motion made by Commissioner W. Bloethe, seconded by Commissioner H. Burnham , the meeting was adjourned at 6:36pm.

FISHERS ISLAND FERRY DISTRICT

DISTRICT CREDIT CARD POLICY AND PROCEDURES

POLICY

Employees shall be given access to a District credit card when the nature of their job requires such use.

District credit cards may only be used for business expenses and may not be used for personal expenses of any kind. The District will not issue credit cards that allow cash advances or cash-back from purchases.

The credit card is a payment method and all products and services purchased with the credit card must adhere to the District's Procurement Policy.

PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure that District credit cards are used for appropriate purposes and that adequate controls are established for day-to-day use.

SCOPE

The District Credit Card policy applies to all employees who use a credit card for District use, and to their managers.

RESPONSIBILITY

Individuals holding District Credit Cards are responsible for:

- Using the cards only for their intended purpose
- Using the credit cards for approved business expenses only
- Requesting, retaining and supplying to management receipts for ALL credit card purchases
- Providing detailed descriptions for all District credit card transactions
- Obtaining management authorization and subsequent approval for all credit card purchases

Operating managers / supervisors are responsible for:

- Limiting the use of District credit cards to those employees who are authorized to make purchases for District business
- Identifying and requesting credit or transaction-level limits required for individual cards
- Requiring itemized receipts
- Reviewing, authorizing and allocating to budget lines, on a timely basis to avoid late payment charges, all credit card receipts and/or invoices
- Verifying that items purchased are for approved business uses
- Verifying that items purchased are received and on the premises
- Requiring card holders to provide the name(s) of persons who incurred the expense and the purpose of the expense (Ex: designating the purpose of the meeting and who was present at the meeting where food was provided by the District.)

Accounting personnel are responsible for:

- Ensuring that all credit card transactions are properly authorized by management
- Processing payments for credit card invoices on a timely basis to avoid late payment charges

FISHERS ISLAND FERRY DISTRICT

DISTRICT CREDIT CARD POLICY AND PROCEDURES

- Arranging credit or transaction-level limits for individual cards
- Declining to pay charges for cash advances or cash back from purchases
- Ensuring that billing statements are separated by credit card holder
- Not using automatic payment deductions to pay credit card bills
- Not paying claims without documentation
- Requiring that all receipts are approved by management and documented with the purpose and the budget line to which the charge is to be applied
- Reconciling credit card statements with itemized receipts and invoices

PROCEDURES

Use of Credit Cards

- Credit cards are to be used for approved business expenses only
- Employees must request from the vendor, retain, and supply to management all purchase receipts and must note the purpose of the expense on each receipt
- Using a District credit card for personal expenses of any kind will result in disciplinary action up to and including termination of employment

Credit Card Invoicing, Authorization and Payment

- The employee shall submit receipts to the authorizing manager within a week of incurring the expense. Facsimile or scanned documents are acceptable if the employee is on travel and will not return to the office in time to meet the one week deadline, provided that original receipts are presented upon return from travel
- Charges for items where the receipt has been misplaced must be explained to the authorizing manager, who must initial the specific charge and indicate “receipt missing”
- The authorizing manager will confirm that the charges are justified and appropriate before authorizing the receipt for payment by initialing the body of the receipt and noting the budget line to which the charge shall be applied
- The approved receipt shall be forwarded to the Accounting Department for payment.
- The Accounting Department shall verify the authorization and schedule the invoice for payment according to the terms of the credit card contract, and so as to avoid late payment charges.

DEFINITIONS

“General Credit Card” means a credit card that can be used at multiple establishments, such as VISA, MasterCard, Discover, or American Express.

“Supplier Specific Credit Card” means a credit card that can be used only with a specific supplier, such as a gas District or an office supply District.

“Credit limit” means the total amount that may be charged to the credit card before transactions are refused by the credit card District.

“Transaction-level limit” means the total value of any individual transaction that may be charged to the card or the type of transaction that may be charged to the card.

**FISHERS ISLAND FERRY DISTRICT
DISTRICT CREDIT CARD POLICY AND PROCEDURES**

AGREEMENT

I have read and understood the Fishers Island Ferry District Statement of Policy and Procedure for having a District General Credit Card. By signing this form, I give permission for The Fishers Island Ferry District to deduct funds from my pay check to reimburse the District for any personal items, unauthorized expenses, and unreported expenses incurred by me using a Fishers Island Ferry District General Credit Card.

Employee Signature: _____ Date: _____

Card Number: _____ Expiration Date: _____