

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
June 12, 2017

Commissioner Ahrens at the Fishers Island Community Center called to order a meeting of the Board of Commissioners of the Fishers Island Ferry District (“the Ferry District”) on June 12, 2017 at 4:30 PM.

Commissioners Dianna Shillo, Heather Burnham and Peter Rugg were present. Also in attendance were Gordon Murphy, Geb Cook and Diane Hansen. RJ Burns attended by phone. Commissioner William Bloethe was absent. There was one member of the public present.

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

Correspondence/Public Comment – No correspondence was received. There was no public comment.

Minutes

RESOLUTION 2017- 096

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the minutes of the May 2, 2017 meeting.

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

RESOLUTION 2017- 097

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the minutes of the May 15, 2017 meeting as amended.

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

Warrants

RESOLUTION 2017- 098

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated June 12th in the amount of \$36,230.76

Moved by: Commissioner P. Rugg
Seconded by: Commissioner D. Shillo

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

Enabling Act

Commissioner Rugg no update since the last report. The legislation is through the working committee of the Assembly and on the floor as of June 5th. He reported that the document was moving through Albany very well with the help of our two Albany representatives. Prior to going to the “floor” it has to go through the Rules Committee. Everyone seems to think that it should occur in a few weeks. Counsel has been very helpful.

Management Updates

Dolphin/Piling Project – Mr. Cook reported they were finished with the bid analysis and timelines would be an issue due to the ordering of material. It is not expected that the project will be started before August. It was noted that the work will take two weeks to complete. Mr. Cook and Mr. Burns reviewed the analysis and recommended that the project be awarded to Mohawk Northeast, Inc.

RESOLUTION 2016- 099

Whereas Dolphin and Pilings need to be replaced in Silver Eel Cove and an RFP was issued and duly advertised, and

Whereas two bids were received and the bid from Mohawk Northeast, Inc. is the lowest responsible bid received, and whereas management recommends accepting the bid from Mohawk Northeast, Inc.; and whereas there may be unforeseen replacement items requiring change orders, now therefore it is

Resolved that the Board of Commissioners of the Fishers Island Ferry District accepts the bid from Mohawk Northeast, Inc. for \$345,720 to replace the dolphins and pilings in Silver Eel Cove near the North Ramp; and be it further

Resolved to authorize management to review and authorize change orders up to \$34,572; the total cost not to exceed \$380,292.

It is further Resolved to authorize management to execute all contract and ancillary documents for this project after review by District counsel.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner D. Shillo

Ayes: Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

It was also discussed that the traffic for arriving and departing passengers at the South Ramp is chaotic. Management responded that plans would be put into place to address this with social media and working with the public.

Mr. Burns updated the BOC on the MU engine swap – which went very well and that burn-in and sea trial would begin this week. They are watching the new formula oil and expect to check the engines regularly to verify the impact of the new lubricant.

Mr. Cook reported on the passenger ferry. The start up expenses are high, as to be expected, and there is an expectation that the passenger traffic will improve as the summer progresses.

Mr. Murphy reported on the health insurance plan renewal. The plan purchased for 2016-2017 is discontinued by the provider. The District will remain with Harvard Pilgrim and with Progressive Benefit Solutions, the HRA provider. It was noted that the employees are very happy with the current plan. A brief discussion ensued on aspects of the renewal.

Health Insurance

RESOLUTION 2016-100

WHEREAS the District desires to put in place new health insurance coverage for its qualified employees commencing July 1, 2017; and

WHEREAS the insurance broker Gowrie Group presented insurance options; and

WHEREAS the Harvard Pilgrim Silver PPO HSA 2600 health insurance plan (the “Plan”) was selected based on coverage and terms; and

WHEREAS the Harvard Pilgrim Silver PPO HSA 2600 health insurance plan is a high deductible plan and a Health Reimbursement Account (“HRA”) arrangement can be combined with this health insurance plan, requiring the services of a third-party HRA plan administrator, and Progressive Benefit Solutions, LLC was selected to provide these services; and

WHEREAS the District through the HRA will reimburse employees enrolled in the Plan up to \$4,950 per single employee or up to \$9,900 per enrollee greater than a single employee for Plan Year out-of-pocket expenses;

THEREFORE BE IT RESOLVED, that commencing July 1, 2017, the District shall make available to its qualified employees the Harvard Pilgrim Silver PPO HSA 2600 health insurance plan; and be it further

RESOLVED that management is authorized to execute all documents relating to the Plan subject to review by counsel; and

BE IT FURTHER RESOLVED that commencing July 1, 2017 the District authorizes management to execute all documents relating to establishment of and oversight over an HRA with Progressive Benefit Solutions, LLC subject to review by counsel; and

BE IT FURTHER RESOLVED that for the year commencing July 1, 2017 and ending June 30, 2018 only, the District shall fund the HRA sufficiently to reimburse employees enrolled in the Plan up to \$4,950 per single employee or up to \$9,900 per enrollee greater than a single employee for plan year out-of-pocket expenses; and

BE IF FURTHER RESOLVED that management be authorized and instructed to work with the Gowrie Group to review any other related documents as the case may be and in general to finalize and put in place these two related health care coverage programs commencing July 1, 2017;and

BE IF FURTHER RESOLVED that that beginning July 1, 2017 employee premium contribution will increase from 15% to 20% of the premium cost for their coverage category.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner D. Shillo

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

Mr. Murphy reported on the FAA requirement to have a grant management process in place. Neither the Town nor the Ferry District had a written policy. A new policy was crafted by the District and accepted by the Town. Mr. Murphy recommended that the BOC accept the policy. A brief discussion ensued.

Grant Process

RESOLUTION 2017 – 101

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District adopts the Grant oversight Process for FAA grants as a Ferry District Policy.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner A. Ahrens

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

A copy of the Grant Process will be attached to the minutes as Exhibit A.

Mr. Murphy reviewed the annual Town request to charter a ferry to bring Town and other government personnel to the island on August 9th for meeting and a Town Board meeting at the school.

Special Request for Town of Southold Transportation

RESOLUTION 2017 - 102

RESOLVED, that the Board of Commissioners authorizes the special use of the ferry to transport Town of Southold and other officials from Orient Point to Fishers Island and back on August 9th at no charge, and directs management to post any changes to the schedule online and at the terminals.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner A. Ahrens

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

The following HR resolutions were approved:

RESOLUTION 2017 – 103

WHEREAS Ryan Tramont has resigned from his position as Deckhand (FIFD) with the Fishers Island Ferry District effective June 1, 2017; and

WHEREAS Ryan Tramont is not owed any additional compensation.

THEREFORE, BE IT RESOLVED that the Board of Commissioners accepts the resignation of Mr. Tramont with effect June 1, 2017.

Moved by: Commissioner H. Burnham

Seconded by: Commissioner P. Rugg

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

RESOLUTION 2017 – 104

WHEREAS the Ferry District requires additional Deckhands (FIFD);

Therefore it is RESOLVED to appoint, with effect June 22, 2017, Dawson Millbauer as a Deckhand (FIFD) with full-time summer seasonal status at a rate of \$11.10 per hour. On September 17, 2017, Mr. Millbauer will terminate from the summer seasonal Deckhand (FIFD) position and on September 18, 2017 be appointed part-time Deckhand (FIFD).

Moved by: Commissioner D. Shillo

Seconded by: Commissioner P. Rugg

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

RESOLUTION 2017 – 105

WHEREAS the Ferry District requires additional Cashiers (FIFD);

Therefore it is RESOLVED to appoint, with effect June 22, 2017, Karina Curbelo as a Cashier (FIFD) with full-time summer seasonal status at a rate of \$11.10 per hour. On September 17, 2017, Ms. Curbelo will terminate from the summer seasonal Cashier (FIFD) position and on September 18, 2017 be appointed part-time Cashier (FIFD)

Moved by: Commissioner D. Shillo

Seconded by: Commissioner A. Ahrens

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

RESOLUTION 2017 – 106

WHEREAS the Ferry District requires additional full-time Cashiers (FIFD);

Therefore it is RESOLVED to appoint, with effect June 22, 2017, Jason Orga as a Cashier (FIFD) with full-time summer seasonal status at a rate of \$11.10 per hour. On September 17, 2017, Mr. Orga will terminate from the summer seasonal position and on September 18, 2017 be appointed part-time Cashier (FIFD).

Moved by: Commissioner

Seconded by: Commissioner

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

RESOLUTION 2017 – 107

WHEREAS Darcy Scroxton has resigned from her position as Cashier (FIFD) with the Fishers Island Ferry District effective May 31, 2017; and

WHEREAS Darcy Scroxton is not owed any additional compensation.

THEREFORE, BE IT RESOLVED that the Board of Commissioners accepts the resignation of Ms. Scroxton with effect May 31, 2017.

Moved by: Commissioner D. Shillo

Seconded by: Commissioner P. Rugg

Ayes: A. Ahrens, H. Burnham, P. Rugg and D. Shillo

Nays: None

Mr. Cook reported on the status of the advancement ladders and wage ranges. He had discussed this with the CSEA, the FD union representatives and with legal counsel Mr. Cook will further report on this at the next meeting.

Other items:

A general agreement that the refurbishment of the Annex by the Lighthouse Works was done well and that the District is happy with the results.

The North lot parking project at the entrance of Silver Eel Cove was discussed.

Mr. Cook reported that he has begun discussions with a tenant in the Fright building to re-apportion the rented area. An un-used are would become available for development by the District. Commissioner Burnham recommended that Mr. Cook reach out to the Walsh Park board.

Mr. Cook reported that since the last Board of Commissioners meeting there had been little movement on the airport hangar.

Mr. Cook stated that he would prepare a plan on two-way ticketing. A brief discussion ensued on passengers and vehicles being one way or round trip.

Mr. Burns suggested that the District look into fees for FI to NL commercial reservation changes. Management will look into this. Discussion ensued on this item as well as on one-way ticketing revenue and the potential for having tickets sold on board the vessels.

Mr. Cook reported on a letter going out to the District tenants on hazardous material, waste oil, other unsafe material, etc. The tenants will be asked to prepare a plan to remove the identified material in thirty days and disposition of noted material in sixty days. The next generation of leases will have specific language regarding waste storage and disposal and monetary disincentives. . The Commissioners requested that the District be consistent in applying these standards.

Discussion ensued on the salt shed (salt barn) and the need for islanders to come to the August 9th Town Board meeting to express their opinions on the need for and placement of a salt barn.

Next Scheduled Meeting – **Monday, June 26th, 2017 at 4:30pm** at the Island Community Center.

Adjournment

There being no further business to discuss, and on motion made by Commissioner P. Rugg seconded by Commissioner D. Shillo, the meeting was adjourned at 5:42 PM.

Exhibit A

Elizabeth Field Airport (OB8)

Airport Capital Improvement Program and Grant Oversight Process

Airport Capital Improvement Program General Overview

- Town of Southold, NY – Owner/Sponsor (“TOS”)
- Fishers Island Ferry District – Airport Manager (“FD”)
- C&S Companies – Airport consultant to Owner and Airport Manager (“C&S”)
- FAA- NY Airports District Office (NYADO) – regional division of FAA

Airport Capital Improvement Planning Process:

- Annually in September FD and their consultant review current Airport Capital Improvement Plan (“ACIP”), a rolling five-year capital planning document required by the FAA.
- At the start of the federal fiscal year (October 1st) the FD meets with consultant to verify capital project(s) for current fiscal year review and discuss updates to the next five-year period.
- Between October – November, FD, their consultant, and the NYADO review the ACIP and the FAA prepares comment. C&S and the FD address changes to the ACIP and the FD board reviews and approves the revised ACIP.
- The ACIP is forwarded on the TOS Town Board to be ratified.
- Once ratified, FD (through their consultant) prepares CIP project data sheets for FD review. Data sheets contain detailed project information and costs. Upon FD approval, data sheets are sent to TOS for signature and forwarded to the FAA.
- Upon decision to pursue federal funding and participate in AIP process, FD (through their consultant) notifies the NYADO and prepares grant application packages for programming in the FAA System known as SOAR. Grant approval requires submission of actual cost information (verified professional fees, contractor bids, etc.). The ability to program federal funding is predicated on the Sponsor being compliant with Federal Grant Assurances https://www.faa.gov/airports/aip/grant_assurances/#current-assurances, as well as obtaining proper environmental clearances for the subject project(s); typically at least one year in advance of the programming year.
- Upon receipt of formal grant offer from FAA, FD and TOS must each execute and return official document to FAA in a timely manner (typically within five business days).

Actions by Sponsor Upon Receipt of Executed Grant Offer

Contracts with consultants and contractors are required to be sourced in accordance with the FD’s Procurement Policy (Exhibit A). Contracts shall be approved by FD and ratified by TOS. TOS and FD establish an accounting project fund on both FD and TOS accounting systems. C&S establishes account in FAA web-based accounting system (Delphi) on behalf of the sponsor. Consultant prepares payment

requests to FD and TOS for consultant services or contractor pay applications. Payment request is reviewed and confirmed by FD with consultant. This action creates an accounts payable transaction on both the TOS and FD accounting systems. Upon notification of payment by FD and TOS, consultant prepares and processes reimbursement requests from FAA & DOT. A reimbursement request creates an accounts receivable transaction on both the TOS and FD accounting systems. FD and TOS monitor bank activity and advise each other of funds receipts. FD and consultant confirm reimbursement from NYS DOT and FAA; payments received electronically. FD confirms receipt of payments with consultant. TOS and FD maintain their separate accounting systems and “balance” to each other’s system as a normal practice.

Throughout AIP-funded project design or construction phase, consultant reports to FD (and as required in contract or by the FAA) on specific milestone events and/ or on a time basis. FD, TOS and consultant each maintain grant documentation between all parties; electronic and/or physical as required. Each organization manages documents in accordance with their respective retention policy or as required by FAA.

**General Overview of AIP Grant Procurement and Management Process for Elizabeth Field Airport:
(Services Provided by Airport Consultant)**

1. Preparation of grant application packages, coordination of their execution by the Sponsor and submission to the funding agencies.
2. Preparation of reimbursement request packages, and coordination of their execution by the Sponsor and submission to the funding agencies.
3. Assist the Sponsor in the preparation and maintenance of their Capital Improvement Plan (CIP). Prepare detailed cost estimates, detailed descriptions and justifications to projects identified on the CIP.
4. Prepare, update and submit the Sponsor’s Disadvantaged Business Enterprise (DBE) Plan and annual report of DBE accomplishments.
5. Update Annual DBE Goal and obtain FAA approval.
6. Prepare and submit annual Federal Financial Reports (SF 425) based federal funds requested by and received by the Sponsor for each project.
7. Prepare and submit Grant Amendment requests on behalf of the Sponsor.
8. Assist the Sponsor by acting as their liaison and program coordinator with the funding agencies.
9. Schedule and attend meetings with the Sponsor and the Federal Aviation Administration to review the Airport’s CIP and funding alternatives.
10. Assist the Sponsor in preparation of project funding packages to maximize receipt of Federal and State funds.
11. Projects must follow the Procurement Policy of the FD (Policy is attached as Exhibit A).
12. Prepare project close out reports and assist the Sponsor in the close out of Federal and State Grants.
13. Prepare and submit Quarterly Performance Reports for the subject project.
14. Prepare and submit the annual Federal Financial Report (Standard Form 425) for the subject project.

General Overview of Single Audit Act Requirements

Single Audit Act Requires that non-federal entities that expend \$750K or more in their fiscal year in federal awards must complete annual or program specific audit. (see attached – Exhibit B) or for more detailed information on the Single Audit Act Requirements, please reference the following web site:

<http://harvester.census.gov/sac>

Current year milestones

May 1, 2017

Deadline for Sponsors to submit written notification whether or not it will use its entitlement funds in FY2017. Since sponsors being considered for a FY2017 grant have submitted pre-applications, this notification does not have to reference submitting a grant application by June 2, 2017 (Published in Federal Register).

June 2, 2017

Sponsors that have not yet submitted a final application must notify the FAA of any issues meeting the final application deadline of June 30, 2017 (Published in Federal Register).

June 30, 2017

Deadline for Sponsors to submit final grant application (Published in Federal Register). FAA will carry-over the remainder of currently available entitlement funds (Published in Federal Register).

July 7, 2017

FAA will carry-over the remainder of currently available entitlement funds (Published in Federal Register).