

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

A meeting of the Board of Commissioners of the Fishers Island Ferry District was held at the FI Community Center on **Tuesday, October 18, 2011.**

Present were Commissioners Brooks, Burnham, Edwards, Rafferty and 12 members of the public. Commissioner Herrick teleconferenced in but was not eligible to vote.

Minutes of the meetings held on Sept. 6, Sept. 20 were reviewed and accepted.

Moved by Commissioner Rafferty
Seconded by Commissioner Brooks.
Ayes all.

Minutes of the October 4, 2011 meeting were reviewed and accepted.

Moved by Commissioner Edwards;
Seconded by Commissioner Rafferty.
Ayes all.

A listing of the outstanding obligations of the District was distributed to the Board for audit and discussion. At the conclusion of the discussion, a resolution to pay the outstanding obligations of: **\$51, 970.35** as represented by vouchers **#1845 through 1871** dated October 25, 2011, was;

Moved by Commissioner Edwards;
Seconded by Commissioner Rafferty;
Ayes: All

Correspondence

- a. Rev. Pamela Rose Vollinger has asked for an explanation of staging and standby policies due to her two experiences being bumped by vehicles arriving late for reservations. The Board asked that management respond in a letter to the Rev. Vollinger.
- b. Ivy Robichaux's has asked why certain pieces of equipment have higher freight tariffs than others and if the Board would be willing to provide a discount for year round residents. The Board asked management to send a letter to Mr. Robichaux with an explanation of the freight tariffs and the Board could not consider a reduction at this time.
- c. The Santini vehicle damage claim of 7/22/11 was discussed. Mark Easter explained that the burden of blame was unknown and he would contact Mrs. Santini and the owner of the other vehicle (Stuart McLean) to see if they could work out a settlement between themselves.
- d. Kandi Sanger wrote an email to Board profusely thanking Assistant Manager Nina Schmid and all involved, including Captain Easter, for the excellent customer service provided when sending her Jeepney over to the mainland for the winter in unexpected and stressful circumstances.

Old Business

- a. North Ramp Repair Update – Interim Manager Wyrofsky explained that new documents had been received but because of references to “Plum Island” throughout, a new set was requested of Gibble Norden. Tabled until next meeting.
- b. A public hearing for purposes of review and discussion of all rental properties was set for December 6, 2011 at 4:30. Management will advertise and letters will be sent out to tenants after inspections to advise them of cleanup which needs to be done before the new leases are finalized.
- c. Discussion took place regarding the final budget proposal and the pending 2% tax cap exemption documentation. It was decided, with Mr. Wyrofsky's advice and Commissioner Rafferty's reminder that the budget could remain approved as per the resolution of October 8, 2011.
- d. Commissioner Edwards gave an overview of the Kudzu removal plan at the parade ground bunker used by the Fire District for burn practice. The Kudzu removal is not part of the Habitat Program. It is estimated the cost for removal and maintenance will be \$8000, split 50-50 between the Fire District and the Ferry District. Cmr. Brooks suggested funds be solicited from additional sources. Cmr. Rafferty stated that \$10,000.00 had already been spent. The Habitat Committee will be seeking other sources for financial support.

- e. A resolution was made to advertise for bids for the drydocking of MV Munnatawket in a motion by Cmr. Burnham and seconded by Cmr. Edwards. Ayes all. The Munnatawket will be in dry dock from December 1st to January 9th. The bids will be advertised in the Suffolk Times and New London Day. The Race Point will be pulled when the Munnatawket returns to have the generator rebuilt but will be available for fuel charters. The maintenance repair budget for the Munnatawket was budgeted at \$25,000.00 and \$9,000.00 has been used to date.
- f. The PVA Conference – Mark Easter is working on which employees will attend and an overnight stay may not be required.
- g. Liability Insurance coverage overview was given by Cmr. Rafferty to help the Board determine whether more liability insurance is needed on properties. Cmr. Edwards mentioned that there is another bidder who would like to bid also. At the current time, there is \$10,000,000.00 liability insurance which could be considered sufficient, but, given the potential for increased liability, Cmr. Rafferty requested that the rates for increasing the liability insurance be investigated further.
- h. Cmr. Brooks submitted a report from an employee that a portion of the fence at the South Ramp on Fishers is broken and would like to determine what the repair should be if any.
- i. Cmr. Brooks inquired about the status of the tractor, the Brush Hog and the blade after the Habitat work had been done.

New Business

- a. Initiation of Permanent CEO/Manager Position Search/Advertisement – Cmr. Rafferty stated that Mr. Wyrofsky's qualifications were excellent and hoped that he will apply for the permanent position. There was some discussion about insuring this position as advertised when the time comes. The proposed salary range will be \$80,000.00 to \$100,000.00 annually. Cmr. Brooks stated the Mr. Wyrofsky was hired to implement internal controls over material weakness as reflected in the 2010 audit. There was some discussion about the duration of the temporary position of somewhere from 3-6 months. Mr. Wyrofsky suggested that he did not believe that the search would take too long. The question arose as to whether or not the manager position is a civil service position. Tabled until the next meeting.
- b. The hiring of Dave Denison was tabled until Spring as a part-time, seasonal freight laborer.
- c. Opening of the ATM bids – Two bids were received. One from William Bloethe for \$1,005.00 and one from Chris Finan for \$350.00. Cmr. Brooks entertained the idea that the Ferry District should keep the ATM machine. Mr. Wyrofsky indicated that proper controls are not difficult to implement and he indicated that he had experience in this matter. Cmr. Burnham concurred that the ATM machine does provide a service to the community. Cmr. Rafferty stated that he was against keeping it because he believes that the revenues obtained do not justify the cost of operating the machine. Cmr. Rafferty suggested a private servicing company could maintain and provide the funds. The Board decided to reject any and all bids and tabled the issue.
- d. Open of Annex Paving Bids – There were two bids submitted – one from Corazzini Asphalt for \$140,000.00 and the other from Hafstedt Brothers from Baltic, CT bids \$58,400.00 to include additional clean-up and repair of other areas if desired. Cmr. Edwards commented that there were too many restrictions on the bid document which caused many local contractors not to bid. The board decided to reject any and all bids and re-bid in the spring of 2012 since the window of opportunity with the weather has passed.
- e. Nina Schmid informed the Board that the FI Dock Light repairs were completed. These repairs were of an emergency nature.
- f. The Board requested that the Ford F-150 truck be sent for winterization and maintenance.
- g. September Financials/Financial System Overhaul Presentation– Mr. Wyrofsky discussed the 2010 qualified audit opinion, that the internal controls systems were very weak and that there was no degree of certainty that all revenues were being properly reported. He stated that these items need to be addressed immediately – one example is that he payroll for 2011 appeared to be lower versus that in 2010. However the number of payroll periods in 2011 versus 2010 may be a timing issue rather than an expense reduction. Another example is the \$50,000.00 insurance line item for September 2010 which which

was not incurred in 2011. Again this may be a timing or reporting issue. The bulk of the systems such as payroll, reservations, Quickbooks, ferry operations and freight are in good shape. Mr. Wyrofsky presented a timeline for installation of the new accounting system and goals to be accomplished by January 1, 2012 with the result being all transactions being recorded live. Mr. Wyrofsky will provide more information at the November 1st meeting.

Public Comment Session

Jay Parsons complimented the Board on their choice of Randy Wyrofsky for Interim CEO.

Nancy Parsons stated that their trips last Monday and Sunday were pleasant.

Chris and Laurie Finan asked if the windows in the area that is leased by Shutters & Sails in the front of the building facing the water were going to be replaced as promised since they have to relocate every winter because of prohibitive heating costs. Cmr. Edwards said that he believed that there were funds budgeted for that. Regarding revenues, Chris Finan suggested a system using magnetic strips for ticketing be researched.

Jay Parsons stated that the truck rates remain random.

The Board entered into Executive Session at 6:40 pm on a motion by Cmr. Rafferty and seconded by Cmr. Edwards to discuss personnel.

The Board returned to regular session at 7:30 pm. on a motion by Cmr. Edwards and seconded by Cmr. Rafferty.

The next meeting is scheduled for Tuesday, November 1st at 4:30 pm in the Community Center.

Adjournment - 6:40 pm. Moved by Cmr. Rafferty; Seconded by Cmr. Brooks, Ayes all.

Submitted by,

Nina J. Schmid
Assistant Manager

NOTICE TO BIDDERS

NOTICE is hereby given that sealed proposals are sought and requested for drydocking MV MUNNATAWKET and performance of work thereon as per specifications. Specifications may be obtained in the office of the Fishers Island Ferry District, Fishers Island, New York. The vessel must be viewed by prospective bidders with Captain Mark Easter or Captain Stephen Burke prior to submitting a bid. The proposals, in duplicate, must be received in the office of the Fishers Island Ferry District not later than 12:00 Noon, November 15, 2011. Bids will be publicly opened and read at the scheduled Commissioners' meeting to be held November 15, 2011 at 4:30 pm at the Fishers Island Community Center, Fishers Island, NY. The right is reserved to reject any particular bid or to reject all bids. The Town Board of the Town of Southold, New York or the Board of Commissioners of the Fishers Island Ferry District, if authorized, may award the contract to the bidder whose bid is deemed most favorable to the District. The acceptance of any bid by the Board of Commissioners shall be subject to the approval of the Town Board.

Dated: October 21, 2011

Board of Commissioners
Fishers Island Ferry District

Nina J. Schmid
Assistant Manager