

Minutes of the Meeting of the Board of Commissioners  
Fishers Island Ferry District  
March 18, 2013

A Meeting of the Board of Commissioners of the Fishers Island Ferry District (the District) was called to order on March 18, 2013 at 4:35pm by Commissioner Edwards at the Fishers Island Community Center.

Present were Commissioners Edwards, Rafferty and Wall. Commissioner Rugg called in but was not eligible to vote. Also present were Manager Donald Lamb, Assistant Manager Gordon Murphy, Marine Ops. Supervisor Steve Burke and Asst. Manager - Operations RJ Burns and two members of the public.

Commissioner Edwards opened the meeting at 4:35pm, asked everyone to rise for the Pledge of Allegiance and declared a quorum present.

**Public Comments:**

Deb Shillo made the following inquiries and Manager Don Lamb responded concerning: The District hiring a Grant Writer; Regarding the new UPS Tracking System savings and email notifications; 2012 Financials; The current payroll versus budget; Cost of proposed summer vs. shoulder season; Minutes posted to the website.

**Minutes:**

Minutes of the meeting held on February 19, 2013 were approved.

MOVED by: Commissioner Wall

SECONDED by: Commissioner Edwards

AYES: Edwards, Wall

NAYES: None

ABSTENTION: Rafferty; not in attendance at February 19 meeting.

**Warrants:**

A list of outstanding obligations of the District was received and discussed. All invoices were declared to abide by Procurement Policy. At the conclusion of the discussion, a resolution was made to pay the outstanding obligation totaling \$869,265.31.

MOVED by: Commissioner Rafferty

SECONDED by: Commissioner Wall

AYES: All

NAYES: None

Entering Executive Session:

At 5:00 pm the following resolution was proposed:

The Board of Commissioners, **RESOLVED**, that the meeting be adjourned in to Executive Session for the purpose of discussing the employment history of certain employees.

Proposed by Commissioner Rafferty

Seconded by Commissioner Wall

AYES: All

NAYS: None

Exiting Executive Session:

At 5:46 pm the following resolution was proposed:

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

Proposed by Commissioner Rafferty

Seconded by Commissioner Wall

AYES: All

NAYS: None

**Manager's Report:**

a. Projects:

i. North Ramp:

Mr. Lamb reported the sea wall sheets are going in and pilings are in satisfactorily as confirmed by GNBC. Next step; concrete truck runs, which will be fit in during 15 minute on island turn-around runs. The work is expected to be completed on time, April 30, 2013 and the contractor is looking into every effort to expedite and finish earlier.

ii. Airport:

Mr. Murphy reported that the District continues its collaboration with is pushing ahead with FEMA. The latter is expected to be on island April 8-9 to gather statistics and have a first-hand look at the environmental impact. The Airport Advisory group is coming together slowly but continues.

iii. M/V Race Point ferry - Dry Dock Repair:

Mr. Lamb stated M/V Race Point is expected to be relaunched at Thames Shipyard the week of March 25. Then it will spend a few days in the water to permit the completion of certain work needed before the vessel is put back into service. Coast Guard inspection of welds was accomplished on March 18. Mr. Lamb believes that the project costs will come in close to budget.

Note: M/V Munnatawket's Stbd Genset generator was disassembled and rebuilt by RJ Burns and Marine Mechanic John Paradis on March 13 between 10:00pm and 2:30am and was ready for the morning run on March 14.

b. Finance Report:

i. February YTD Financials:

Messrs. Lamb and Murphy reported reviewing February 2013 YTD financials – last year's payroll was \$131,000 higher due to certain one-time payments to retiring employees in 2012.

Expenses are flat and on track although fuel costs are a big concern. Management is reviewing options.

ii. Management has been in consultation with the Town of Southold's Comptroller and presented the 2012 Budget line item modifications as there have been lines in excess the originally budgeted. It is expected that these adjustments will bring the Ferry District into alignment. A copy of the effected line items will be attached to the minutes as Exhibit A.

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2012 Fishers Island Ferry District budget *[as previously amended in September of 2012]* as follows:

|                                |           |
|--------------------------------|-----------|
| Decrease Appropriations Total: | \$ 40,750 |
| Increase Revenues Total:       | \$ 86,110 |
| Increase Appropriations Total: | \$126,360 |

Proposed by Commissioner Rafferty  
Seconded by Commissioner Wall  
AYES: All  
NAYS: None

c. HR:

Commissioners agreed, without a vote, that Management should solicit applications for an additional Marine Mechanic and advertise the position under the civil service title and to get the civil service billet approved

NOW, THEREFORE, BE IT RESOLVED, that Shawn Weston is appointed as a part-time deckhand as of 11 March 2013 with a pay rate of \$10.30 per hour.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall  
Ayes: All  
Nays: None

NOW, THEREFORE, BE IT RESOLVED, that Scott Fenton is appointed as a part-time deckhand as of 11 March 2013 with a pay rate of \$10.30 per hour.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall  
Ayes: All  
Nays: None

To clarify the February 18<sup>th</sup> resolution of Mr. Craft: Robert Craft occupies two employee part-time positions at the Ferry District. He remains as a Part-Time deckhand and with effect 1 February 2013 has been appointed a Part-Time Captain.

NOW, THEREFORE, BE IT RESOLVED, that Robert Craft is appointed as a part-time captain as of 1 February 2013 with a pay rate of \$22.00 per hour. Mr. Craft retains his part-time deckhand duties in addition to this new responsibility.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall  
Ayes: All  
Nays: None

WHEREAS, Logan Glidewell and Angela Moore have voluntarily resigned from the Fishers Island Ferry District;

NOW, THEREFORE, BE IT RESOLVED that as of March 11, 2013, Logan Glidewell and Angela Moore are hereby released from their positions as a Deckhands at the Fishers Island Ferry District. The Board of Commissioners would like to thank Angela and Logan for their years of service and wish them well in their future endeavors.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall

Ayes: All  
Nays: None

**RESOLVED** that the Fishers Island Ferry District Board of Commissioners accept the resignation of Robert Brooks as Commissioner.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall  
Ayes: All  
Nays: None

7. Other:

i. Audit – Letter of Engagement

**RESOLVED** that the Board of Commissioners of the Fishers Island Ferry District hereby authorizes and directs management to execute the Letter of Engagement for the 2012 audit to be conducted by O'Connor Davies.

MOVED by Commissioner Rafferty  
SECONDED by Commissioner Wall  
Ayes: All  
Nays: None

ii. Shoulder and Peak Schedules

The draft schedule was presented to the public for review and comment back in February. Mr. Lamb reported receiving only one letter of concern and was regarding island resident use of 5:30 am Tuesday-Friday weekday boat. This boat has not been on the schedule for 2 years. There were many favorable comments and suggestions received.

It was noted that the July 4<sup>th</sup> traffic may vary from the past as it falls on a Wednesday in 2013.

The new schedule is designed to accommodate customer needs and be flexible based on reservation requests and commercial traffic needs.

Commissioner Edwards added: the shoulder season is a good idea; having one less boat in the winter does not pose any problems; the 9:00 Friday night journey should not pose any issues.

Mr. Murphy suggested the spring shoulder begin April 15 (current schedule ends March 31). He also suggested that the peak fares run from June 1-September 30.

The 2013 summer schedule will be finalized in time to meet the Utility Office printing deadline for the 2013 Fishers Island Phonebook.

Commissioners and Mr. Lamb again praised Commissioner Edwards and Mr. Burke for the thoughtful and thorough job they did on the schedule.

Commissioners instructed Management to review the schedule and determine when rates should change.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners approve the 2013 Schedule with the understanding that Management will review the peak schedule and shoulder schedule regarding the Saturday 1:00 pm departure.

MOVED by Commissioner Edwards  
SECONDED by Commissioner Rafferty  
Ayes: All  
Nays: None

iii. Committees:

Mr. Lamb reported April 1 is a Long Range Planning Meeting. Legal Committee and HR side need to get up and running. Operations has done the schedule, may be other things to meet about. It works well when we have a discussion in working meeting and then come to BOC meeting and can be concise and direct – so we have an idea of the direction we want to go in prior to sitting down here. Then we are better prepared when we come in here and I think those committees help do that.

Need to schedule the following committee meetings:

- HR
- Legal Committee
- Operations Committee
- Long Range Planning
- Finance Committee – April 1

Commissioners are asked to volunteer for the committees they are most interested in serving on, rather than being assigned.

iv. Working Session with Staff in New London

A working session with Commissioners and New London staff is being planned before the summer season on a Wednesday or Thursday.

HR Committee:

Commissioner Wall offered to provide to the District a dial in number for a conference call. Commissioner Rafferty was instructed to reach out to Zuckerman and schedule a conference.

Mr. Burke is working with all staff members to improve communications.

It was noted that Mr. Burke will begin scheduling staff and crew for the new schedule.

Commissioner Edwards asked if M/V Race Point will be ready for Easter – Mr. Burke replied that he expects it to be ready.

Mr. Burns reported all hydraulic hoses have been replaced in M/V Munnatawket.

Motion to adjourn 6:46 pm  
Moved: Commissioner Wall  
Second: Commissioner Rafferty  
Aye: All  
Nays: None

The next scheduled meeting begins at 4:30 pm Monday, April 1, 2013 at the Fishers Island Community Center.

Exhibit A:

The Fishers Island Ferry District hereby amends the 2012 Fishers Island Ferry District budget as follows:

Decrease Appropriations

|                   |                                     |              |
|-------------------|-------------------------------------|--------------|
| SM.1910.4.000.100 | Insurance, Ferry Operations         | \$ 900       |
| SM.1910.4.000.200 | Insurance, Airport                  | 3,700        |
| SM.1930.4.000.000 | Insurance Claims                    | 1,000        |
| SM.1980.4.000.000 | MTA Payroll Tax                     | 700          |
| SM.5709.2.000.000 | Repairs, Other                      | 1,600        |
| SM.5709.2.000.100 | Repairs, Rental Buildings           | 1,900        |
| SM.5710.1.000.000 | Ferry Operations, Personal Services | 18,000       |
| SM.5710.2.000.100 | Repairs, Munnatawket                | 400          |
| SM.5710.4.000.600 | Janitorial Supplies                 | 200          |
| SM.5710.4.000.700 | UPS Freight Charges                 | 600          |
| SM.5710.4.000.800 | Uniforms                            | 600          |
| SM.5710.4.000.900 | Credit Card Fees                    | 1,300        |
| SM.5710.4.000.925 | Waste Management                    | 1,200        |
| SM.5710.4.000.950 | Training/Education                  | 750          |
| SM.5712.4.000.000 | Commissioner Fees                   | 300          |
| SM.9010.8.000.000 | NYS Retirement                      | 100          |
| SM.9030.8.000.000 | Social Security                     | 4,000        |
| SM.9050.8.000.000 | Unemployment Benefits               | <u>3,500</u> |
|                   | Total                               | \$ 40,750    |

Increase Revenues

|            |                           |                  |
|------------|---------------------------|------------------|
| SM.5990.00 | Appropriated Fund Balance | <u>\$ 86,110</u> |
|            | Total                     | \$ 86,110        |

Increase Appropriations

|                   |                                 |         |
|-------------------|---------------------------------|---------|
| SM.1310.4.000.000 | Accounting & Finance            | \$2,900 |
| SM.1420.4.000.000 | Legal Fees and Fines            | 5,100   |
| SM.1910.4.000.300 | Insurance, Workers Compensation | 7,350   |
| SM.1950.4.000.000 | Property Tax                    | 3,800   |
| SM.5610.4.000.000 | Elizabeth Airport               | 8,400   |
| SM.5709.2.000.200 | Repairs Docks & Terminals       | 35,000  |
| SM.5710.2.000.000 | Ferry Repairs, Both Vessels     | 1,900   |
| SM.5710.2.000.200 | Repairs, Race Point             | 14,500  |
| SM.5710.4.000.000 | Ferry Operations, Other         | 1,000   |
| SM.5710.4.000.100 | Utilities – New London          | 4,600   |
| SM.5710.4.000.200 | Utilities – Fishers Island      | 2,400   |
| SM.5710.4.000.300 | Fuel Oil, Vessels               | 33,000  |
| SM.5710.4.000.500 | Computer Operations             | 2,100   |
| SM.5711.4.000.000 | Office Expense                  | 1,010   |
| SM.5713.4.000.000 | US Mail                         | 1,100   |
| SM.7155.4.000.000 | Theater                         | 400     |

SM.9060.8.000.000 Medical Insurance  
Total

2,300  
\$126,360