

Fishers Island Ferry District

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
September 8, 2014

A Meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") was called to order on September 8, 2014 at 4:31 PM by Commissioner Edwards at the Fishers Island Community Center.

Present were Commissioners Edwards, Rugg, Ahrens, and Parker. Present were Asst. Manager Gordon Murphy, Asst. Manager RJ Burns and Jane Ahrens. Public included Peter Burr, Peter Gaillard, Karla Heath, Ellen Parker, Ron and Gail Schongar.

Commissioner Edwards opened the meeting and declared a quorum present. Everyone in attendance pledged allegiance to the flag.

PUBLIC COMMENT:

Ellen Parker and Gail Schongar both inquired about the email notification for arriving packages in the freight system. This email syncing issue has been remedied recently. Another notice will be posted requesting emails be shared with the freight office.

Commissioner Edwards welcomed Andrew Ahrens as a new commissioner, and thanked the crew for their assistance on the wedding particulars the weekend of September 6, 2014.

CORRESPONDENCE:

NONE

REVIEW OF MEETINGS and MINUTES:

Minutes of the meeting held on August 4, 2014 were approved.

MOVED by: Commissioner Parker
SECONDED by: Commissioner Rugg
AYES: All
NAYES: None

REVIEW OF MEETINGS and MINUTES:

Minutes of the meeting held on August 17, 2014 were approved.

MOVED by: Commissioner Parker
SECONDED by: Commissioner Rugg
AYES: All
NAYES: None

WARRANTS:

A list of outstanding obligations of the Ferry District was received and discussed. All invoices were declared to abide by Procurement Policy. Following a discussion, a resolution was made to pay the outstanding obligation totaling \$31,005.76.

MOVED by: Commissioner Rugg
SECONDED by: Commissioner Parker
AYES: All
NAYES: None

Fishers Island Ferry District

BUDGET MODIFICATION:

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby amend the 2014 Fishers Island Ferry District budget as follows:

Decrease Appropriations

| | | |
|-------------------|--------------------|----------|
| SM.1950.4.000.000 | Property Tax, N.L. | \$ 6,000 |
| | Total | \$ 6,000 |

Increase Appropriations

| | | |
|-------------------|------------|---------|
| SM.5710.4.000.000 | Other/Misc | \$6,000 |
| | Total | \$6,000 |

MOVED by: Commissioner Rugg
SECONDED by: Commissioner Parker
Ayes: All
Nays: None

CHAIRMAN ELECTION:

The Commissioners elect a Chair each year following the BOC Election. Commissioner Rugg thanked Chris Edwards for serving the past term and for continuing to serve on the BOC.

RESOLVED that the Commissioners of the Fishers Island Ferry District hereby elect Chris Edwards as Chairman of the BOC for the 2014-2015 term:

MOVED by: Commissioner Parker
SECONDED by: Commissioner Ahrens
Abstain: Commissioner Edwards
Ayes: Parker, Rugg, Ahrens
Nays: None

ORGANIZATION STRUCTURE:

A discussion ensued regarding the organizational structure of the District, to make sure it is managed properly leading up to the hiring of a new Manager. This will include working closely with the HR consultant KardasLarson. Commissioner Rugg reported the BOC will schedule a working session with KardasLarson regarding this search and hire. This will include a recommendation of compensation to the Asst. Managers for managing the operations during this period.

RESOLVED that Asst. Manager and Manager of Business Operations Gordon Murphy and Asst. Manager and Manager of Marine Operations RJ Burns will report directly to the Commissioners of the Fishers Island Ferry District as an interim step toward hiring a Manager and, the BOC will research compensation for said Asst. Managers as appropriate.

MOVED by: Commissioner Parker
SECONDED by: Commissioner Ahrens
Ayes: All
Nays: None

MANAGER'S REPORT:

Race Point's Dry Dock Bid Package

Manager of Marine Operations RJ Burns reported on Race Point's dry dock package. The Coast Guard requires that ferries be hauled out for inspection every two years. He began by noting

Fishers Island Ferry District

that all are well aware of the importance of this boat in the overall operation and the expediting of this work. The yard package estimate is at \$200,000 and will include the necessary engine rebuild, transmission work and propeller and shaft replacement. The funds are set aside in the District's budget. Three or more shipyards will be asked to bid on the work and the hope is to send Race Point into dry dock in November.

The Commissioners and Mr. Burns discussed the following: How the absence of Race Point will effect fuel delivery to the island (not a factor); the idea of chartering Cross Sound's North Star for transportation of cement trucks; building a begin and end date into the yard work contract with a possible 'late' penalty clause; getting the boat in and out of dry dock by Thanksgiving.

NOW, THEREFORE, BE IT RESOLVED, to approve the amended 2015 Race Point yard package as presented including identifying the time frame for yard scheduling and that the work should be completed in a six to eight week window if possible. The yard package would be attached to the minutes.

MOVED by Commissioner Parker
SECONDED by Commissioner Rugg
Ayes: All
Nays: None

Theater Update

Manager of Business Operations Gordon Murphy reported that the Theater has been visited by The Dept. of Public Works, Town engineers, etc. since the initial August 6 tour of the Southold Town Board. The volunteer group, Friends of the FI Theater (FFIT), has also done work on a plan which includes a Phase I and II including work needed and fund raising estimates. Recently the Town engineers removed the remaining brick of the damaged pilaster for inspection.

The Commissioners discussed the appropriateness of the District managing the theater building in regard to the District's mission of transportation services. Mr. Murphy noted that under the Enabling Act, the District is responsible for managing all the Town Southold property within the Ferry District. Commissioner Rugg recently spoke with Town Board Chair Scott Russell who agreed Southold needs to come up with a budget to manage buildings on island and set priorities.

ENTERING EXECUTIVE SESSION:

At 5:02 the following resolution was proposed:

RESOLVED, that the Commissioners move to Executive Session for the purpose of discussing personnel and legal issues.

Proposed by Commissioner Rugg
Seconded by Commissioner Parker
Ayes: All
Nays: None

EXITING EXECUTIVE SESSION:

At 6:14 the following resolution was proposed:

RESOLVED, that the Commissioners exit Executive Session.

Proposed by Commissioner Rugg
Seconded by Commissioner Parker
Ayes: All

Fishers Island Ferry District

Nays: None

MANAGER'S REPORT cont.:

357 Whistler Avenue/Housing

Manager of Business Operations Gordon Murphy reported the schedule to paint the interior of the house, room by room this winter. All agreed that ideally the house should be occupied, which it has not the last two years.

ACTION ITEMS/RESOLUTIONS:

Personnel:

Motion to approve the voluntary resignations with effect August 31, 2014 of:

- Krystal Murray
- Derek Marks
- John McElligott
- Shawn Weston
- Gilbert McCray
- Michael Eddy

MOVED by Commissioner Parker
SECONDED by Commissioner Rugg
Ayes: All
Nays: None

At the August 4, 2014 meeting, Mr. Lavin's job title was incorrectly stated as Freight Agent and it should have been Purser. In addition his name did not include his middle initial, "F", and the suffix "Jr." and as such we wish to redo the resolution as follows:

Whereas Robert F. Lavin, Jr. has been serving the Ferry District as a Purser and has proven himself proficient in the requirements of his position.

NOW, THEREFORE, BE IT RESOLVED, to increase Mr. Lavin's salary from \$14.35 to \$15.38 with effect August 7, 2014.

MOVED by Commissioner Parker
SECONDED by Commissioner Rugg
Ayes: All
Nays: None

Whereas Michael Tyler Rogers has been serving the Ferry District as a summer seasonal Clerk and has proven himself proficient in the requirements of his position. His seasonal contract expires 15 September 2014.

NOW, THEREFORE, BE IT RESOLVED, to appoint Mr. Rogers as a part time Clerk at \$10.56 per hour with effect 16 September 2014 and to terminate his employment at the end of business 31 October 2014.

MOVED by Commissioner Rugg

Fishers Island Ferry District

SECONDED by Commissioner Parker

Ayes: All

Nays: None

Standard Hours Resolution:

Standard Hours Resolution: 8 hours for employee retirement calculations:

MOVED by Commissioner Parker

SECONDED by Commissioner Ahrens

Ayes: All

Nays: None

KardasLarson Proposals:

FIFD is requesting training on several topics, both to comply with federal and state regulations, introduce employer best practices and provide resources and tools in order to continuously improve a work-friendly environment and deliver outstanding customer service. These would include: Harassment Free Workplace; Workplace Violence Prevention; Handling Conflict and Communications.

The first of these sessions will be scheduled in New London by Mr. Burns and include crew, staff, management and commissioners. Mr. Murphy will review any edits needed to the employee handbook to reflect this training.

The District Manager search agreement with KardasLarson will be deferred until after the October 14 work session.

MANAGEMENT WORK LIST:

BOC Committees:

Commissioner Edwards announced the BOC will be establishing sub-committees, to bring relevant recommendations to the BOC. The first sub-committees to be established are: Budget and Finance, chaired by Commissioner Rugg; and Property Management, chaired by Commissioner Ahrens. A first task is to write a mission statement and select sub-committee members.

A Management Work List document was developed by Commissioner Rugg and Mr. Lamb. Mr. Murphy and Mr. Burns will review and circulate by October 7 for the October 14 BOC meeting.

OTHER:

Commissioner Rugg asked the board to approve funds to engage legal research on the timeline and process to amend the Enabling Act.

NOW, THEREFORE, BE IT RESOLVED, to have management engage counsel to outline the costs, timeline and requirements to amend the Enabling Act. Management will prepare a written summary of such for the next board meeting.

MOVED by Commissioner Rugg

SECONDED by Commissioner Ahrens

Ayes: All

Fishers Island Ferry District

Nays: None

Commissioner Rugg suggested having the Long Range Planning sub-committee reconstituted. This will fall under the Budget and Finance for the present. There is a budget line to handle the review the provision of boats, naval architect and extension of boat life. Details will be reviewed at the BOC's October 14 meeting.

Mr. Burns will conduct a boat safety session for the FI School students, faculty and staff on September 11, 2014 between 8:30 and 10:45. The Commissioners are welcome to attend.

The BOC is seeking a Board Secretary. Job description is attached to minutes.

The next scheduled meeting of the Board of Commissioners Fishers Island Ferry District will be held Tuesday, October 14, 2014 at 4:30 pm at the Fishers Island Community Center. This will be preceded by a work session at 3:00 pm.

Meeting Adjournment:

There being no further business to discuss, and on motion made by Commissioner Rugg, seconded by Commissioner Edwards, and unanimously adopted, the meeting was adjourned at 6:38 PM.

Attachments:

2015 Race Point Yard Package
District Board Secretary Job Description