

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
July 9, 2018

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 July 9, 2018 at 4:30 PM.

Commissioners William Bloethe, Heather Burnham, Peter Rugg and Dianna Shillo were present. Also in attendance were Geb Cook, RJ Burns, Gordon Murphy, Diane Hansen, Marcia Marien and Deanna Ross.

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

Correspondence/Public Comment – Mr. Cook reported that he had received a letter from Commander Johnson of the USCG commending Mr. Burns for his training of the ferry crews with the Commercial Fishing Vessel Examiner and noted that his initiative, and training were worthy of recognition. The BOC thanked Mr. Burns for his initiative on this.

Financial Audit review

Marcia Marien, audit partner at O'Connor Davies LP presented the 2017 financial audit and its findings. For approximately 50 minutes Ms. Marien discussed many topics of the audit starting with fund balance. Fund balance for the year was 9.6% of revenues; however she felt that the FD should work towards two months of revenues. Against the budget income was down and so were expenses and the FD was enabled to be \$123,000 to the better. There was an increase in freight revenues which was due to improved capturing practices. It was asked whether depreciation was the FD's or TOS's. It is actually both as the Town consolidates our financials into their financials. A discussion ensued on the long term balance sheet and the modified accrual income statement. Ms. Marien did point out that the equity is tied up in hard assets, not in cash and that the FD should work to build up cash reserves. She went on to discuss that all the previously noted management weaknesses have been removed. A brief discussion on the use of "classes" in the accounting system may assist the FD in defining its business lines activity.

Warrant

RESOLUTION 2018 – 125

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated July 9,, 2018, in the amount of \$64,611.88

Moved by: Commissioner Bloethe

Seconded by: Commissioner Shillo

Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo

Nays: None

Airport Hanger

A letter was received from Mr. Burnham on the hanger proposal and it was decided to table the hanger discussion for the next meeting.

Conservancy

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The FI Conservancy made a request to the Chairman on siting a shed on property near the theater. Chairman Ahrens stated that he would research several points for the next BOC meeting.

Management Reports

Airport Building Roof - Mr. Murphy updated the BOC that the contractor would be starting the airport building roof repair soon. The same contractor was also preparing a quote to repair the theater roof.

Marine and New London Update - Mr. Burns updated the BOC. Both boats continue to operate well. The SailFest crew and terminal staffing is complete. The City of NL is working on the seawall and it is expected that concrete will be poured on Tuesday, July 10th. The yard package is being worked on and the snow removal RFP has been started.

Mr. Cook briefed the BOC on the FI freight shed door and security issue. The door is repaired and there was a USCG inspection. A review of the FD facility security plan is being done and Mr. Burns reported that he expects it to be completed this week including revisions to our working binders.

Insurance – Mr. Murphy reported to the BOC that the non-health insurance policies would be renewing later this month and the management had reviewed the various policies with the broker, the Hilb Group, and was comfortable with the recommendations. A resolution will be presented later in the meeting. Commissioner Rugg asked about the vessel policies and if we carried enough liability coverage. Mr. Murphy said that it was a moving target as we were not insuring for replacement value, however he would discuss this matter with the insurance broker and the rest of the management team for the July 23 meeting. It was decided to accept the proposed coverage as we can amend our coverages at a later date.

Airport ACIP Grants - Mr. Murphy updated the BOC that the FD was at the next step in the 2018 grants for the three 2018 projects. The documents that need sponsor (Town) sign-off were highlighted and will be resolved later in the meeting. There will be an additional step on approving and moving forward on the grant projects but that will be later in the year. The FD was working to a tight FAA project timeline.

RESOLUTION 2018 - 126

Whereas HilbGroup reviewed the current policies with several underwriters for each insurance category. It is therefore RESOLVED that the Board of Commissioners authorizes Mr. Murphy to execute all policies with Great American Insurance Co., Manufacturers Alliance Insurance Co. and American Longshore Mutual and any ancillary documents necessary to renew the Fishers Island Ferry District's 2017-2018 Property /Liability/Marine/Workers Compensation insurance policies, administered by HilbGroup.

Moved by: Commissioner Rugg
Seconded by: Commissioner Burnham
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None
RESOLUTION 2018 – 127

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Whereas the Ferry District has previously approved the 2018-2023 Airport Capital Improvement Plan ("ACIP"); and

Whereas there are three projects in ACIP Grant Year 2018 that the airport consultant ("C&S") has prepared preliminary documentation as required by the FAA and delivered hard copies of said documents to the Town Supervisor; and

Therefore it is RESOLVED to approve these three project grant application documents; On and off Airport Obstruction Study, Airport Entrance Road Study and Rehabilitate Electrical Building Study, and further to recommend that the Town of Southold as the airport grant sponsor execute the documents and return the required pages to C&S and the Ferry District so that C&S may include the pages into the master documents and deliver them to the FAA.

Moved by: Commissioner Rugg

Seconded by: Commissioner Burnham

Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo

Nays: None

Resolution 2018 - 128

Whereas the 2017 financial audit was approved by the Board of Commissioners of the Fishers Island Ferry District.

Therefore it is RESOLVED to accept the financial audit of 2017.

It is further RESOLVED to have the audit placed on the District website and to make copies available in the Business Office.

Moved by: Commissioner Shillo

Seconded by: Commissioner Bloethe

Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo

Nays: None

Executive Session

At 5:39 PM the following resolution was proposed:

RESOLVED, that the Commission move into Executive Session for the purpose of discussing matters of a particular person.

Proposed by Commissioner Ahrens

Seconded by Commissioner Burnham

Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo

Nays: None

At 6:22PM the following resolution was proposed:

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

Proposed by Commissioner Ahrens
Seconded by Commissioner Burnham
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None

HR

RESOLUTION 2018 – 129

Whereas Karina Curbelo has exceeded all expectations as an agent; and

Therefore it is RESOLVED for increase Ms. Curbelo's wage rate from \$12.75 to \$13.00 with effect July 5, 2018.

Moved by: Commissioner Ahrens
Seconded by: Commissioner Rugg
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None

RESOLUTION 2018 – 130

WHEREAS the District ratified the August 17, 2017 Stipulation of Agreement with CSEA, Inc. Local 1000, AFSCME, AFL-CIO regarding Advancement Ladders and;

WHEREAS said Advancement Ladders define qualifications and minimum wages for certain positions and;

WHEREAS, Carlton Wilcox, a Freight Agent (FIFD), has met the qualifications to be advanced to Senior Freight Agent as listed in the Ferry District's advancement ladder, but was not timely advanced, and

WHEREAS his supervisor and his manager have recommended such action, it is therefore

RESOLVED to advance Mr. Wilcox to Senior Freight Agent with effect July 5, 2018.

It is further RESOLVED to increase, beginning July 5, 2018, the hourly wage rate of Carlton Wilcox from \$17.34 to \$18.00.

Moved by: Commissioner Burnham
Seconded by: Commissioner Rugg
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None

RESOLUTION 2018 – 131

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WHEREAS the District ratified the August 17, 2017 Stipulation of Agreement with CSEA, Inc. Local 1000, AFSCME, AFL-CIO regarding Advancement Ladders and;

WHEREAS said Advancement Ladders define qualifications and minimum wages for certain positions and;

WHEREAS, Kristopher Dorsett, a Deckhand (FIFD), has met the qualifications to be advanced to Senior Deckhand as listed in the Ferry District's advancement ladder and

WHEREAS his manager has recommended such action, it is therefore

RESOLVED to advance Mr. Dorsett to Senior Deckhand with effect July 5, 2018.

It is further RESOLVED to increase, beginning July 5, 2018, the hourly wage rate of Kristopher Dorsett from \$16.41 to \$18.00.

Moved by: Commissioner Ahrens
Seconded by: Commissioner Rugg
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None

RESOLUTION 2018 – 132

WHEREAS the Fishers Island Ferry District policy as described in the Employee Handbook and the CSEA Collective Bargaining Agreement grants a 3% longevity increase to wages when an individual has been employed by the Fishers Island Ferry District for five years; and,

WHEREAS Daniel Eagan has met that requirement;

Now therefore be it RESOLVED that Mr. Eagan's wages be increased from \$18.54 to \$19.10 per hour, effective August 15, 2018.

Moved by: Commissioner Burnham
Seconded by: Commissioner Shillo
Ayes: Ahrens, Bloethe, Burnham, Rugg and Shillo
Nays: None

Other - Mr. Cook reported that that TOS did ratify the Z&S lease for 357 Whistler. It was also noted that the Town has not ratified any of the 2018 leases pending a TOS property tax assessors review.

Next Scheduled Meeting – Monday, July 23, 2018 at 4:30pm at the Island Community Center.

Adjournment

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There being no further business to discuss, and on motion made by Commissioner Ahrens, seconded by Commissioner Burnham, the meeting was adjourned at 6:31 pm.