

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS
of
JERICHO WATER DISTRICT

held at the office of the District in Syosset, Nassau County, New York, on the 4th day of March 2020, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate James Asmus Patricia Beckerle Michael F. Ingham Peter F. Logan Kathleen Cannon Amanda Blum Phil Sachs
	Attorney	
	Superintendent	
	Business Manager	
	Secretary	
	Engineer	

Minutes of the previous meeting(s) were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Mc Coun's Lane Water Main Improvements: D&B submitted a draft copy of the open cut contract documents to JWD for review. Directional drill contract is in progress. Bancker Construction is finalizing permit documents with DOT.

Mr. Logan requested that D&B work with Roger Cocchi, D&B's project manager for the Village of Old Brookville, to keep Mayor Bernie Ryba apprised of the progress. Mr. Sachs indicated that the Mayor would like to coordinate with JWD on the finish paving work. After discussion, it was concluded that whether the District completes the finish paving or the District reimburses the Village of Old Brookville the cost to finish the topcoat, the cost incurred by JWD would be the same. D&B will include both options in the bid specs, for the Commissioners to review and present to the Mayor.

2. GAC System at Well 4: PRI has been making good progress on punchlist issues. After having received quotes for pH/chlorine analyzer integration with SCADA from both Lexington Technologies and Eagle Control, it was decided that Lexington Technologies would do the work since they had submitted a quote that was lower than Eagle's. It is now a matter of scheduling Lexington to come in and do the work.
3. LIU Post Water Distribution Improvements: LIU has performed their initial markout; D&B determined it was deficient and requested they complete their markout to include items that were missed.

4. Kirby Lane AOP: Pilot equipment is onsite and ready for testing. Frac tanks will be delivered to the site on Friday, March 6th. A detailed design is underway.
5. South Woods Road Test Well: Site has been prepared, notice to proceed has been issued and preconstruction meeting has been scheduled for Friday, March 6th with AC Schultes.
6. PTAS at Wells 6 & 16: D&B continues to work on the draft design of the PTAS. Mr. Logan mentioned that he will continue to work with the DEC to try and determine the source of the contamination.
7. Requirements Contracts: D&B met with Superintendent Logan regarding the requirements contract for Asphalt Restoration, Water Mains, CBS/PBS Tank Alarm Maintenance & Repairs and Water Service Gooseneck Replacements. D&B is working on integrating comments into the draft bid specs.
8. Well 12 Driveway Pavement Restoration: D&B is incorporating JWD comments to finalize the contract documents.
9. Emerging Contaminant Action Plan: D&B is working with JWD to develop an overall Action Plan for addressing the many impacts of the proposed regulations for 1,4-dioxane and PFAS. Irrigation limitations are being discussed for this coming summer to assist with operations with impacted wells off-line.

Mr. Ingham reported that JWD should plan on filing a 3 year-deferral with NYS for the four (4) wells which exceed the proposed 1.0 part per billion MCL for 1,4-dioxane expected to be set by NYS for 2020. Mr. Ingham further reported feedback to Massapequa Superintendent Stan Carey who sought independent guidance from the NYSDOH regarding those Districts whose wells do not show any exceedances of 1,4 dioxane and, only showing detections under the proposed 1.0 ppb MCL. The DOH wrote back to Mr. Carey advising him that no District would receive a 3 year-deferral unless at least one of their wells exceeded 1 ppb for 1,4 dioxane.

Ms. Cannon requested that if there are going to be limits on irrigation where pumpage would become affected, she will need to be kept apprised of the situation for revenue purposes. Mr. Logan assured her that they are looking at several plans with D&B most of which would not cut irrigation, just ways to spread the usage more evenly.

10. Split Rock Tank Rehabilitation: A draft Condition Assessment Report has been submitted to JWD for review. JWD has requested D&B to begin work on site piping design to accommodate the proposed booster pump station. The design and construction of these improvements will be addressed independently from the tank rehabilitation project.

Mr. Logan informed the Commissioners that emptying the Split Rock Tank has always been an issue; water is usually drained to a vacant piece of land next to the tank. Mr. Logan received a complaint from a neighbor due to a collection of water and a mosquito problem they were encountering. Mr. Logan advised the Commissioners that the installation of a booster station will significantly improve this situation. This coming fall, Mr. Logan will empty the tank differently. He said that he would work on using the drain line from the tank, and by installing a small booster pump, take the remaining 2.0 mg of water and pump it directly back into the main, since the water is potable. This should alleviate any issues with the neighboring properties and draining the tank.

11. Marriott at Milleridge Inn Water Main: D&B is finalizing the design for submittal to JWD sometime this week.
12. Well 17 GAC Treatment for Simazine Removal: Initial survey is complete and they are moving quickly into markout and survey activities. The design for the GAC is underway.
13. Well 31 Pump Rehabilitation: No change from last meeting.
14. Tam O'Shanter Development: D&B's work is on hold until directed by JWD to proceed. JWD is working with the developer on the agreement.

Mr. Logan received a response from representatives of the Tam O'Shanter Club, who reviewed the draft developer's agreement that Mr. Ingham had provided and inquired as to the turnaround time for the feasibility study. Mr. Logan estimated the turnaround time to be approximately 7 weeks. Once the agreement has been signed by the developer, and the deposit is received by JWD, D&B will have 5 days to mobilize on the design.

15. Tribeca Development Water Availability Request: D&B has reviewed the request for water availability and the previous evaluation by Bowne and agrees with the conclusions and recommendations in Bowne's report.

After discussion, the Commissioners authorized Mr. Logan to issue a Letter of Water Availability to the developer.

16. Country Club Developers: D&B has reviewed the historical files provided by JWD and prepared a proposal for the design of the water mains.

Miss Cannon then presented the Commissioners an estimate from D&B Engineers and Architects P.C. for engineering services for water main improvements for the proposed Country Club Developers project in the amount of \$20,000.00 based in the scope. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B Engineers and Architects P.C.'s proposal contingent upon the fee received by JWD from the developer in the amount of \$20,000.00, as amended based on the scope, to be deposited in Installation Fund Account No. H-8398-880-2300 Motts Cove Rd – Country Club Developers.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

17. 2019 Annual Water Quality Report (AWQR): D&B is collecting the historical data and will schedule a meeting with JWD to review the scope and detailed requirements for this project.

18. 2020 Bond Issue: Identify potential projects for inclusion for the 2020 bond issue. D&B has submitted a proposal to prepare the required Bond Report.

Miss Cannon then presented the Commissioners a proposal from D&B Engineers and Architects P.C. for engineering services to assist the District with their application for bonding for capital improvement projects in 2020 in the not to exceed amount of \$9,500.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B Engineers and Architects P.C.'s proposal for engineering services to assist the District with their application for bonding for capital improvement projects in 2020 in the amount of \$9,500.00, to be charged to Operating Account No. A-8340-000-4430 Engineering Services.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

19. 2020 EFC Grant Applications: Submitted proposal to prepare grant applications for the following projects: Southwoods Road Well to Replace Well 5, PTAS Treatment at Wells 6 & 16, Simazine Treatment at Well 17 and Simazine Treatment at Well 20.

Miss Cannon then presented the Commissioners a proposal from D & B Engineers and Architects P.C. for engineering services associated with the preparation of applications for grant funding through the Environmental Facilities Corporation (EFC) and State Revolving Fund (SRF) in the not to exceed amounts for the following projects:

<u>Project Name</u>	<u>Not-To-Exceed Fee</u>
Southwoods Road Well to Replace Well 5	\$12,000.00
PTAS Treatment at Wells 6 & 16	\$ 9,000.00
Simazine Treatment at Well 17	\$ 9,000.00
Simazine Treatment at Well 20	\$12,000.00

After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B Engineers and Architects P.C.'s proposal for engineering services associated with the preparation of applications for grant funding through the EFC and SRF. The Southwoods Road Well to Replace Well 5 project approved in the not to exceed fee of \$12,000.00 to be charged to Capital Account No. H-8397-013-2302 Southwoods Rd. Test Well. The PTAS Treatment at Wells 6 & 16 project approved in the not to exceed fee of \$9,000.00 to be charged to Capital Account No. H-8397-010-2303 PTAS @ Well Nos. 6 & 16. The Simazine Treatment at Well No. 17 approved in the not to exceed fee of \$9,000.00 and the Simazine Treatment at Well No. 20 approved in the not to exceed fee of \$12,000.00 to both be charged to Capital Account No. H-8397-874-2305 Installation of GAC(s).

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

20. Syosset Tank Condition Assessment: D&B is preparing a proposal to perform a condition assessment inspection and report for the Syosset Tank. An evaluation of rehabilitation versus replacement will be included.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period February 19, 2020 to March 3, 2020, had been completed and all were within state and federal standards.

Mr. Logan then presented the Commissioners a letter from Robert Lucas, P.E. of H2M architects + engineers stating that he reviewed the six (6) bid proposals received on February 21st, 2020 for Contract No. 11-20, Installation of Water Main and Appurtenances, Woodbury Villas Water Main Phase 1. Bancker Construction Corp, of Islip, New York was the low bidder for the contract with a total bid price of \$257,450.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposal, Mr. Lucas recommended the award of the contract for Woodbury Villas Water Main Phase 1 be made to Bancker Construction Corp for the bid amount of \$257,450.00. After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. 11-20, Installation of Water Main and Appurtenances for Woodbury Villas Water Main Phase 1 be awarded to Bancker

Construction Corp., 171 Freeman Avenue, Islip, New York, the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the amount of \$257,450.00 to be paid from Installation Fund Account No. H-8398-855-2300 Woodbury Villas (Country Club) contingent upon receipt of funds from the developer to cover the cost of the water main installation.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate	AYE					
Commissioner Asmus	AYE					
Commissioner Beckerle	AYE					

Mr. Logan then requested the Commissioners amend the minutes from February 5th, 2020 with regard to the award of certain line items of the Water Supply Bid to T. Mina as a sole source vendor. After Mr. Logan received the sole source letter stating that T. Mina was the sole authorized distributor of Clow Valve Company hydrants and RW gate valves on Long Island, Mr. Logan negotiated a two-year hold on prices for those items. T. Mina supplied the District an itemized list of frequently used hydrants and valves at special pricing, a 20% discount on any parts not listed in the quote from the Clow catalog, and a 10% discount on any hydrant extensions not listed in the quote (attached to the end of these minutes). The quote expires on March 1st, 2022.

A discussion was held regarding the steps the District would need to take if the Commissioners decided to sell District property for two (2) abandoned well site locations; Well No. 10 (one buildable lot) and Well No. 15 (2 buildable lots). Mr. Logan received an inquiry from a neighbor about purchasing one of these lots. D&B had an appraisal of the properties conducted in 2017. Mr. Ingham recommended an updated appraisal be completed if the Commissioners elect to move forward with the sale of these properties. Additionally, discussed ensued as to whether the properties should be cleared of existing structures or sold "as is". The Commissioners instructed Mr. Sachs to supply the District with an estimated cost to clear the structures on both sites.

With regards to the gas service at Well No. 9, Mr. Logan informed the Commissioners that since the building has both a standby genset and will be heated with natural gas, National Grid has agreed to install the gas service at no charge.

Mr. Logan then updated the Commissioners on the Wheatley Tank Project, Caldwell has completed the inside of the tank and plans to have a large crew with eight spray guns to paint the exterior of the tank starting Monday March 9th, as long as wind conditions are less than 15mph.

Mr. Logan advised the Commissioners that he received an inquiry from L. Feinstein, 1 Dupont Ct, Greenvale requesting the District allow him to utilize a District fire hydrant to refill a gunite swimming pool that is approximately 1500 ft away. Mr.

Logan explained to Mr. Feinstein that the pressure from the hydrant would not be adequate to transport water over that distance. Mr. Logan reported that this is not an acceptable use of the District's hydrants per JWD Ordinances. After discussion, the Commissioners agreed with Mr. Logan.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of March 4th, 2020. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between February 19, 2020 and March 3, 2020. After discussion, the report was ordered filed.

Miss Cannon then proposed a timeline for the 2020 bond issue with a goal of being placed on the Town of Oyster Bay Town Board May 19, 2020 Agenda for a hearing on the district's 2020 bond issue. After discussion, the Commissioners agreed to this schedule.

Miss Cannon then presented the Commissioners an Amended Engineer's Agreement from D&B Engineers & Architects for engineering services for pilot testing and assistance with preliminary permitting for 1,4-Dioxane Treatment at the Kirby Lane Site in the not to exceed amount of \$101,500.00 which includes cost for outside services to be billed to the District without markup. The dollar amount of the Amended Engineer's Agreement remains the same and now includes NYS Environmental Facility Corporation's (NYSEFC) required contract language detailed in Part 2 of their Program Requirements and Bid Packet for Non-Construction Contracts. Laboratory costs for sample analysis, the cost to dispose of the used GAC vessels and the cost for tank cleaning and transportation and disposal of wastewater will be paid by the District directly. After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved D&B Engineers and Architects Amended Engineer's Agreement to provide engineering services for pilot testing and assistance with preliminary permitting for 1,4-Dioxane Treatment at the Kirby Lane Site for a not to exceed fee of \$101,500.00, amended to include the required contract language detailed in Part 2 of the NYSEFC's Program Requirements and Bid Packet for Non-Construction Contracts.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Miss Cannon then informed the Commissioners that the District received the first half of taxes collected by the Town of Oyster Bay in the gross amount of \$1,792,714.84; \$305,679.04 of which was for 2019 water bills in arrears that the County

attached to consumers tax bills. In addition, the Town of Oyster Bay deducted \$995,101.00 to pay the District's required debt service payment, resulting in a net check of \$797,613.84.

Miss Cannon then requested authorization to transfer \$500,000.00 from the District's General Fund Checking Account to the District's Investment Account to maximize earned interest. After Discussion, the Commissioners authorized Miss Cannon to transfer the funds.

As discussed in the Board Meeting on February 19th, Miss Cannon was instructed to explore possible options to open a District credit card for purchases of goods and services for which vendors require a credit card and will not accept other non-cash payment methods. Miss Cannon investigated two options, a credit card from the District's bank, FNBLI (which has a rewards system and benefits, a situation deemed not to be appropriate for the District) and an American Express Purchasing Card. After reviewing both options, Ms. Cannon recommended to the Commissioners that the District apply for the American Express Purchasing Card, a "no frills" card, with no rewards, no fees, and no interest. The American Express Purchasing Card has a 44-day payment window, which means payment will need to be received by American Express 14 days from the statement date. Miss Cannon explained to the Commissioners that she was exploring payment options so that JWD is not charged any late fees or interest to ensure payments are made on time. Additionally, the minimum credit limit is \$25,000.00, once the account established, this limit will be decreased to \$5,000. After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved opening an American Express Purchasing Card in the District's name with a credit limit of \$25,000.00 to be reduced to \$5,000.00 after account is established.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Miss Cannon then presented the Commissioners a revised Credit Card Policy for the District to include same. After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved the revised Credit Card Policy (attached to the end of the minutes).

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			

Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then requested the Commissioners amend the minutes from February 5th, 2020 due to a calculation error in H2M's original proposal for the Woodbury Country Club Villas Phase 1 Water Main Installation project. H2M's proposal was approved by the Commissioners for \$16,500.00, however, after further review, all tasks added together equal \$16,650.00 not \$16,500.00. After discussion, the Commissioners instructed Miss Cannon to revise the minutes from February 5th, 2020 to amend H2M's fee to \$16,650.00.

Miss Cannon informed the Commissioners that she received the following five (5) requests to waive penalties:

1. Account No. 35501311-0 in the amount of \$63.48
2. Account No. 25856815-0 in the amount of \$101.64
3. Account No. 60154380-0 in the amount of \$75.93
4. Account No. 31067900-0 in the amount of \$96.34
5. Account No. 20304200-0 in the amount of \$112.50

Miss Cannon informed the Commissioners that no penalty on any of the above accounts has been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive penalties on the accounts listed above and instructed her to send revised bills to the consumers.

Miss Cannon then reported that she has scheduled the annual required sexual harassment prevention training for commissioners, managers and employees for Thursday May 7th, 2020 from 9:00AM to 12:00PM. The District will hold three sessions, one for commissioners and managers and two for the employees with Emergency Response Consulting Group, Inc. Salerno Brokerage Corp. has given the District access to an online training portal called Zywave Learning, which has an interactive NYS approved Sexual Harassment Prevention Training for both managers and employees. The District will use this training portal as a backup training option for employees that are not available for the scheduled trainings, commissioners and new employees or summer staff where it would not be cost effective to the District to conduct a live class.

Miss Cannon then informed the Commissioners that she had received a FOIL request from Consumer T. Carbone asking for explanations regarding fluctuations between the District's 2020 budget as compared to the 2019 budget. Miss Cannon reported that she sent Mr. Carbone a letter acknowledging receipt of his FOIL request within five (5) days of receipt of his request as required under Section 89 (3) of the Freedom of Information Law. After discussion, the Commissioners requested Miss Cannon provide Mr. Carbone with the information he requested.

At 10:00 AM, the Commissioners elected to go into Executive Session to discuss

personnel and legal matters.

At 10:30 AM, Executive Session was concluded with no actions taken.

The following claims were then audited and approved for payment: General Fund #24287 to #24303.

There being no further business, the meeting was, upon motion duly made and seconded and adjourned.

Secretary

Jericho Water District Credit Card Policy

Adopted: 8/21/2013

Amended: 3/4/2020

The Board of Commissioners authorized the District open the following credit card accounts:

Home Depot

Purpose: To purchase various items in order to make minor repairs to District Facilities

Authorized: October 6th, 1995

Authorized Limit: \$2,500

If lost or stolen: 1-800-685-6691

Payment must be received: 26 days from the statement closing date

Cards issued in the following name(s):

1. Jericho Water District (controlled by the superintendent)
2. Jericho Water District (controlled by the asst. superintendent)

American Express, Corporate Purchasing Card

Purpose: For discretionary purchases where the vendor does not take a Purchase Order as a payment method.

Authorized: March 4, 2020

Authorized Limit: \$25,000 (to be reduced to \$5,000.00 after card is opened)

If lost or stolen: (888) 800-8564

Payment must be received: 14 days from the statement closing date

Card issued in the following name(s):

1. Jericho Water District (controlled by Kathleen Cannon, Business Manager)

Purchases

When a purchase needs to be made, the Superintendent, Business Manager or Assistant Superintendent will give verbal authorization for the purchase(s).

The Superintendent, Business Manager and Assistant Superintendent are authorized to give the credit card to any District employee they deem appropriate in order to purchase items in the store or online for **District purposes only**. The designated employee to whom the credit card is given shall be responsible for its use and shall not allow the credit card to be used by anyone else for any unauthorized purchases. No personal or unauthorized purchases may be made with the District's credit cards. Any unauthorized use shall subject the employee to appropriate disciplinary action up to and including termination.

Upon return from the store with the items purchased or after internet purchase, the authorized employee must immediately return the credit card to the Superintendent, Business Manager or the Assistant Superintendent along with an itemized receipt for the items purchased that includes the following:

1. The item(s) purchased
2. The amount of the purchase
3. The date of the purchase

The itemized receipt is given to the Accounts Payable clerk to hold until the credit card statement is received, at which point the receipt will be reconciled to statement. The AP clerk will then create a purchase requisition and order confirmation purchase order for the charges and give to the Superintendent, Assistant Superintendent or Business Manager for signature. The itemized receipt shall be attached to the appropriate invoice and purchase order before it is processed for payment.

Card Holder Responsibility

If a credit card is lost or stolen it is the employee's responsibility to immediately notify the Superintendent, Business Manager or the Assistant Superintendent who then would be responsible for contacting the credit card company, at the number listed above, to report the card lost or stolen and get replacement cards with a new account number.

Controls

- All District Credit Cards are to be kept in a secure location.
 - Home Depot Cards by Superintendent and Assistant Superintendent
 - American Express Card by Business Manager
- Credit card companies have removed automatic increases to credit card limits.
- All credit cards are non-rewards card and have no annual fee. **The District's credit limit may only be increased upon a resolution of the Board of Commissioners.**
- Credit cards do not allow for cash advances and/or cash received for returned items initially purchased on the card.
- Credit Card statements are reviewed by the Superintendent and/or Business Manager for unapproved transactions and fraud.
- The District will pay bills on time to avoid late charges and fees.