

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

held remotely via telephone conference, on the 20th day of January 2021, at 8:30 A.M.

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

In response to the restrictions and concerns relative to the Coronavirus (COVID-19) pandemic, today's meeting of the Board of Commissioners and all meetings until further notice will be held via a phone-conferencing platform pursuant to Governor Cuomo's most recent Executive Order 202.87. A roll call was taken to assure that those listed were in attendance and that a quorum of the Board was present. Members of the public were given the opportunity to call in and listen to the meeting live. The Board Meeting was recorded and will later be transcribed. A notice was posted on the District's website, www.jerichowater.org, stating same on April 6th, 2020.

Commissioner Abbate opened the Board Meeting with an update pertaining to continued efforts of the District to address the COVID-19 virus pandemic:

Mr. Logan reported that the service department had two positive COVID-19 cases. The employees received an "Isolation Order" from the Nassau County Department of Health (NCDH) as well as an "Isolation Release Notice" and have returned to work and are feeling well. The service department had one additional employee who was on a precautionary quarantine due exposure in their household and has also returned to work and is feeling well. Mr. Logan has since limited the service personnel's access into the main office building and shop so that employees are social distancing during breaks and lunchtime. Employees are riding alone in District vehicles, except for very limited circumstances (where two employees may be needed). Masks have been mandated when inside District buildings/facilities (with the exception of being alone in a private office) and when working within close proximity to others.

Miss Cannon reported that she and Mr. Logan put Ms. Blum in charge as the District's COVID Coordinator in order to centralize the information and communication with District staff. Mr. Logan & Miss Cannon issued a memo which was distributed to employees on Friday January 15th, 2021 (Along with the COVID-19 Sick Leave Policy adopted at the last meeting) notifying them of the steps they must

take if they feel ill or have been exposed to COVID-19. Miss Cannon and Mr. Logan will field the employees initial call and this information will be forwarded to Ms. Blum who will arrange COVID-19 testing, perform whatever internal contact tracing is necessary (as it relates to District staff, residents or vendors), communicate regarding precautionary quarantine and isolation periods and return to work protocols.

Miss Cannon reported that since the last meeting, in order to make sure social distancing is maintained in the office, she has split the staff in the main office and the billing office into two teams who will be alternating weeks working onsite and at home. Employees with private offices continue to work 100% on site. This will continue for four weeks, until February 5th, 2021 and then the plan will be reassessed.

Mr. Logan reported that he received an email from NYS AWWA suggesting the District send a letter to local and state officials urging them to consider water utility operators and staff as front-line essential workers. As essential front-line workers, vaccinations should be made available to the workforce as soon as possible. Mr. Logan reported that he sent the letter to several state officials and is awaiting their response.

Mr. Logan then reported that, today, there is an 11:00 a.m. Long Island Water Conference (LIWC) COVID-19 Update Meeting. Mr. Ingham anticipated that vaccination prioritization will be on the agenda and will update the Commissioners post meeting.

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

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: D&B is working with JWD to develop a scope of work and proposal for the project.
2. Well 22 Facility Improvements & AOP Treatment: D&B has submitted a proposal for this project.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to provide engineering services for the design and construction of 1,4-Dioxane Treatment at Well 22 Station. The proposal includes pilot testing, Basis of Design Report (BODR), detailed design, permitting services, bidding services and construction services in the total not to exceed amount of \$991,000.00. Miss Cannon informed the Commissioners that the District had not planned to fund this project until 2022. Since this project needs to be prioritized, she requested approval from the Town of Oyster Bay to temporarily fund from an existing bond authorization from a project that the District has not started but is still

awaiting their response. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services for the 1,4-Dioxane Treatment at Well 22 Station in the not to exceed fee of \$991,000.00 contingent upon the ability to temporarily fund the project with an existing bond issue.

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

3. Kirby Lane AOP: Detailed design is underway.
4. Southwoods Road -New Well and Treatment Facility: The contractor is abandoning the test well. D&B is preparing the Design Report and contract documents for construction of the permanent well. D&B has commenced with the design of the Well House and Treatment Facility.
5. PTAS at Well 6 & 16: Bids were opened on December 18th. D&B has prepared recommendation letters for the 3 prime contracts.

Mr. Merklin then presented to the Commissioners a letter from Kevin Law, Project Engineer of D&B Engineers and Architects, P.C. stating that he reviewed the eight (8) bid proposals received on December 18th, 2020 for Contract No. C8-20 Packed Tower Aeration System at the Wheatley Road Facility- General Construction. J. Anthony Enterprises of Hauppauge, New York was the low bidder for the contract with a total bid price of \$2,830,270.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposals, Mr. Law recommended award of the contract for the Contract No. C8-20 Packed Tower Aeration System at the Wheatley Road Facility – General Construction be made to J. Anthony Enterprises for the total amount of \$2,830,270.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that Contract No. C8-20, Packed Tower Aeration System at the Wheatley Road Facility – General Construction be made to J. Anthony Enterprises of 175 Engineers Road, Hauppauge, New York the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the bid amount of \$2,830,270.00 to be paid from Capital Account No. H-8397-010-2303 PTAS @ Well Nos. 6 & 16.

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

Mr. Merklin then presented to the Commissioners a letter from Kevin Law, Project Engineer of D&B Engineers and Architects, P.C. stating that he reviewed the nine (9) bid proposals received on December 18th, 2020 for Contract No. C9-20 Packed Tower Aeration System at the Wheatley Road Facility- Electrical Construction. Wire to Water Inc. of Farmingdale, New York was the low bidder for the contract with a total bid price of \$1,220,090.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposals, Mr. Law recommended award of the contract for the Contract No. C9-20 Packed Tower Aeration System at the Wheatley Road Facility – Electrical Construction be made to Wire to Water for the total amount of \$1,220,090.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that Contract No. C9-20, Packed Tower Aeration System at the Wheatley Road Facility – Electrical Construction be made to Wire to Water Inc. of 136 Gazza Blvd, Farmingdale, New York the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the bid amount of \$1,220,090.00 to be paid from Capital Account No. H-8397-010-2303 PTAS @ Well Nos. 6 & 16.

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

Mr. Merklin then presented to the Commissioners a letter from Kevin Law, Project Engineer of D&B Engineers and Architects, P.C. stating that he reviewed the five (5) bid proposals received on December 18th, 2020 for Contract No. C10-20 Packed Tower Aeration System at the Wheatley Road Facility- Mechanical Construction. Bensin Contracting, Inc. of Holtsville, New York was the low bidder for the contract with a total bid price of \$2,481,900.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposals, Mr. Law recommended award of the contract for the Contract No. C10-20 Packed Tower Aeration System at the Wheatley Road Facility – Mechanical Construction be made to Bensin Contracting Inc. for the total amount of \$2,481,900.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that Contract No. C10-20, Packed Tower Aeration System at the Wheatley Road Facility – Mechanical Construction be made to Bensin Contracting Inc. of 652 Union Avenue, Holtsville, New York the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the bid amount of

\$2,481,900.00 to be paid from Capital Account No. H-8397-010-2303 PTAS @ Well Nos. 6 & 16.

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

Miss Cannon then requested the Commissioners amend the Capital Budget to provide additional funding for the Packer Tower Aeration System @ Well Nos. 6 and 16 to cover the costs of the above contracts and provide a contingency in the total amount of \$221,000.00. At the time the 2019 Bond Authorization was approved D&B Engineers estimated the cost of the is project to be \$7,379,000.00. Since then, the District added piping improvements, hazardous material remediation and new chemical storage, feed and safety control systems requiring an additional \$221,000.00 for a total revised cost of the project of \$7,600,000.00. These additional costs would be paid for from 2019 Bond Authorization by amending budgets within the original Bond Authorization without increasing overall costs. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the following amendment to projects funded via the Bond 2019 Authorization as follows:

H-8397-010-2303	PTAS @ Well Nos. 6 & 16	\$221,000.00
H-8397-018-2303	New 3MG Tank & Booster Sta.	(\$221,000.00)

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

6. Well 17 GAC Treatment for Simazine Removal: Construction is underway.
7. Well 20 GAC Treatment for Simazine Removal: Contract execution will be completed this week. D&B is scheduling a preconstruction meeting and will work with the Contractor and JWD to expedite the construction work.
8. Split Rock Tank Rehabilitation and Booster Station: The tank rehabilitation work is underway. Preparation of contract documents for the Booster Pumping Station and Drainage Improvements is underway.
9. Syosset Tank Condition Assessment: D&B is addressing JWD's comments on the draft report. Final report will be presented to the Board at the February 3rd meeting.

10. Jericho Tank Condition Assessment: D&B is waiting for the interior inspection report for inclusion in our report.
11. Woodbury Tank Altitude Valve: Bids will be opened on January 29th at 9:00AM.
12. 2020 EFC Grant Applications: No update from last meeting.
13. Requirements Contracts: CBS/PBS Tank Alarm Maintenance & Repairs – Bids will be opened on January 29th. Water Service Gooseneck Replacements – JWD is reviewing draft.
14. Wells 4 and 31 Pump Rehabilitation: Well 31 pump has been installed and water quality testing is underway. D&B is working with Bancker to close out the contract.
15. McCoun's Lane Water Main Improvements: All work has been substantially completed. Some punch list items remain.
16. Glen Head Water Main Improvements: Discussions with property owner for an easement are underway. Markout and survey will be scheduled once the preferred route has been identified.
17. Main Plant SCADA Improvements: D&B submitted a proposal for SCADA Improvements at the Main Plant.

Mr. Merklin requested that the Commissioners table the proposal for engineering services for SCADA Improvements at Main Plant due to the possibility of exploring an alternative approach which would reduce the engineering costs associated with the project. After discussions with Mr. Logan, it is believed that the project may be able to be handled through a requirements type contract. After discussion, the Commissioners tabled the proposal as requested.

18. Transfer Switch Replacements: D&B has submitted a proposal for replacement of automatic transfer switches (ATS) at Well 3, the Main Office and Well 29 & 30. This project was included in the District's Capital Plan but since the transfer switch replacement for Wells 20 and 21 were already included in the AOP treatment project, the Well 29 & 30 site will now be included in this proposal.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to provide engineering services for the Transfer Switch Replacements at Main Office, Well No. 3 and Well Nos. 29 & 30. D&B will prepare plans and specifications for the replacement of the transfer switches in the

total not to exceed amount of \$45,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services for the Transfer Switch Replacements at Main Office, Well No. 3 and Well Nos. 29 & 30 in the not to exceed fee of \$45,000.00. Miss Cannon requested authorization to appropriate funds from the Capital Reserve Fund (A-0878) to Capital Account No. H-8397-879-2303, Transfer Switch Replacement to fund this purchase (which will be done in two parts, first the engineering costs, then the equipment costs). After discussion, and upon motion duly made and seconded, the Commissioners passed the following resolution:

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE \$45,000.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING ENGINEERING FOR THE REPLACEMENT OF TRANSFER SWITCHES AT THE MAIN OFFICE AND AT WELL NOS. 3, 29 AND 30

WHEREAS, the Board of Commissioners approved appropriated funds be set aside for the purpose of Capital Improvements by establishing a Capital Improvement Reserve Fund in accordance with §6-c of General Municipal Law; and

WHEREAS, effective January 20, 2021 the Capital Improvement Reserve Fund, A-0878, ("Reserve Fund Account") had a balance of \$1,685,253.86; and

WHEREAS, the Commissioners wish to appropriate funds from the Capital Improvement Reserve Fund (A-0878) for engineering costs to prepare plans and specifications for the Replacement of Transfer Switches at the Main Office and at Well Nos. 3, 29 and 30; and

WHEREAS, after the engineers finalize design and bid specifications for this project, and both are approved by the Board of Commissioners, this project will be bid out via a public bid secured under General Municipal Law §103; and

WHEREAS, an additional resolution will be prepared to appropriate the Capital Reserve fund (A-0878) to fund construction costs together with requisite administrative, legal, additional engineering costs and contingency amounts associated with this project; and

WHEREAS, funds would be appropriated from the Capital Reserve Fund Account without incurring any additional debt service payments for principal and interest and, therefore, be cost beneficial to the District taxpayers; and

WHEREAS, this resolution is adopted subject to permissive referendum as set forth in Town Law Section 90 and shall take effect thirty (30) days after its adoption or, if a referendum is held, upon the affirmative vote of a majority of the qualified electors of the issuer voting on the referendum; and

WHEREAS, the funding of capital improvement projects in the Jericho Water District is a Type II action pursuant to SEQRA as defined by 6 N.Y.C.R.R. §617(c)(10) and therefore no further SEQRA review is required; and

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners hereby authorizes the Treasurer to appropriate \$45,000.00 from the Capital Improvement Reserve Fund (A-0878) for the purpose engineering for the Replacement of Transfer Switches at the Main Office and Well nos. 3, 29 and 30.

FURTHER BE IT RESOLVED that the Treasure/Clerk is hereby authorized and directed to, within ten (10) days after the adoption of this resolution, cause this resolution to be published in the District's official newspaper and be posted on both the sign boards of the Town of Oyster Bay and the District pursuant to Town Law, together with a notice of adoption thereof.

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

Status of Proposed Development Projects – Engineers Report

1. LIU Post Water Distribution Improvements: Funds were received from the developer and an Award letter can now be transmitted.
2. Woodbury Hills Development: D&B has submitted a proposal to design water mains for this proposed subdivision. The project includes a second phase, which will provide a water main to eliminate a dead end in this location. A separate proposal will be submitted for this work pending confirmation that the required easement is feasible.

Commissioner Abbate recused himself from considering Mr. Pironi's request for a Letter of Water Availability and decisions to be made related this project.

Mr. Logan reported that he received a request from Angelo Pironi of Pironi Homes Letter for a Letter of Water Availability for the Woodbury Hills Development which will consist of five new homes. The request was reviewed by Mr. Merklin and Mr. Logan who determined a feasibility study would not be needed in this situation. To prevent the creation of a dead-end main, the District will install an additional 900 feet of watermain to loop into the existing water main on Woodbury Road. This will be done in a separate proposal. After discussion, the Commissioners authorized Mr. Logan to issue a conditional Letter of Water Availability.

Mr. Merklin then presented to the Commissioners a proposal from D&B Engineers and Architects to provide engineering services for Water Main Improvements for the Proposed Woodbury Hills Development in the not to exceed fee of \$20,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services for the Water Main Improvements for the Proposed Woodbury Hills Development in the not to exceed fee of \$20,000.00 contingent upon the deposit received from the developers.

VOTE	AYES	2	NOES	0	ABSENTIONS	1
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

3. Marriott at Milleridge Inn Water Main: No update from last meeting.
4. Country Club Developers: No update from last meeting.
5. Tam O'Shanter Development: No update from last meeting.
6. Aveley Residential Development: No update from last meeting.
7. Amazon Warehouse (former Cerro Wire Site): No update from last meeting.
8. Silver Path Estates Request for Water Availability: No update from last meeting.

Mr. Ingham reported that last year Governor Cuomo declared Juneteenth was a holiday for state employees through Executive Order No. 204. Mr. Ingham informed the Commissioners that this Executive Order only applies to New York State employees. Consequently, in his opinion the District is under no obligation to include it in the holiday calendar. His opinion has been confirmed by Littler Mendelsohn.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period January 6th, 2021 to January 19th, 2021, had been completed and all were within state and federal standards.

Mr. Logan reported that there has been a handful of consumers who have refused the installation of a cellular endpoint on their property. The District continues to read these meters manually as usual. Now that the Meter Change Out Program is wrapping up, it is inefficient to send staff physically to these remote properties. Mr. Logan suggested the implementation of a manual read fee. The

Commissioners requested that Mr. Logan, Mr. Ingham and Miss Cannon collaborate to determine a rational manual read fee (which will account for time spent by personnel, cost of benefits and equipment needed) and report back to the Board with their recommendation.

Mr. Logan informed the Commissioners that Bancker Construction was called in (under the District's Requirements Contract for Emergency Repairs to Water Distribution Systems) on January 7th, 2021 to repair service leak at 80 White Oak Tree Road. Mr. Logan reported that the District was unable to make the repair due to having fifteen service personnel on a precautionary quarantine awaiting COVID-19 test results.

Mr. Logan then presented to the Commissioners a letter from a consumer, Account No. 60153960-0, requesting relief on their water bill due their sprinkler valve being left open by their sprinkler company and not being notified of the leak in a timely manner by the District. The consumers meter was changed on September 25th, 2020, but due to lack of inventory, the District was unable to change the meter pit lid to the composite version. On December 2nd, 2020, service personnel went to troubleshoot the cellular endpoint (which was not sending readings) and to install the composite meter pit lid. Once the situation was rectified, the readings were backfilled into Beacon system (going all the way back to the installation date of the meter), at which point Ms. Barbato received a leak alert (which started on 9/28/2020) and notified the consumer. After discussion, the Commissioners tabled the consumers request for further review. Mr. Ingham suggested that he, Ms. Cannon, Ms. Barbato, and Mr. Logan meet to discuss how best to handle this, and other similar situations, as it pertains to notifications of consumer leaks.

Mr. Logan then presented to the Commissioners a letter from Mr. Jay Silverstein, Executive Director for the Center for Developmental Disabilities (CDD) regarding the installation of 1400 feet of water main in order to provide fire protection to their residential facilities located at 90 Southwoods Road, Woodbury. Mr. Silverstein requested that the Commissioners consider allowing them to use their contractor (Stasi Brothers Asphalt) to complete the excavation and installation of the water main in order reduce the cost of the project. After discussion, the Commissioners denied Mr. Silverstein's request. The proposed water main is considered significant municipal infrastructure and not privately owned, therefore the CDD must follow the procedures set forth by the District which include conducting a public bid for the installation of the water main. The Commissioners then requested Mr. Logan communicate their decision to Mr. Silverstein, and to instruct Mr. Silverstein on the procedures that are required in order for install a water main to service the properties owned by the CDD.

Mr. Logan then requested authorization to purchase a 2021 John Deere Skid Steer Loader in the amount of \$75,218.00 utilizing NYS Contract No. PC67075 and a 2021 Felling Trailer in the amount of \$11,082.00 utilizing NYS Contract No. PC69232 from Jesco Inc. Miss Cannon requested authorization to appropriate funds from the

Capital Reserve Fund (A-0878) to Capital Account No. H-8397-843-2202 Heavy Duty Trucks/Equipment to fund this purchase. After discussion, and upon motion duly made and seconded, the Commissioners passed the following resolution:

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE \$86,300.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING THE PURCHASE OF A 2021 SKID STEER LOADER AND TRAILER

WHEREAS, the Board of Commissioners approved appropriated funds be set aside for the purpose of Capital Improvements by establishing a Capital Improvement Reserve Fund in accordance with §6-c of General Municipal Law; and

WHEREAS, effective January 20, 2021 the Capital Improvement Reserve Fund, A-0878, ("Reserve Fund Account") had a balance of \$1,685,253.86; and

WHEREAS, the Commissioners wish to appropriate funds from the Capital Improvement Reserve Fund (A-0878) to Purchase a 2021 John Deere Skid Steer Loader & a Felling Trailer; and

WHEREAS, pursuant to General Municipal Law §103 the District will purchase both the steer loader and trailer by utilizing New York State Purchasing Contracts in the amount of \$75,218.00 for the 2021 John Deere Steer Loader and \$11,082.00 for the 2021 Felling Trailer for a total amount of \$86,300.00; and

WHEREAS, funds would be appropriated from the Capital Reserve Fund Account without incurring any additional debt service payments for principal and interest and, therefore, be cost beneficial to the District taxpayers; and

WHEREAS, this resolution is adopted subject to permissive referendum as set forth in Town Law Section 90 and shall take effect thirty (30) days after its adoption or, if a referendum is held, upon the affirmative vote of a majority of the qualified electors of the issuer voting on the referendum; and

WHEREAS, the funding of capital improvement projects in the Jericho Water District is a Type II action pursuant to SEQRA as defined by 6 N.Y.C.R.R. §617(c)(10) and therefore no further SEQRA review is required; and

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners hereby authorizes the Treasurer to appropriate \$86,300.00 from the Capital Improvement Reserve Fund (A-0878) for the purpose of purchasing a 2021 John Deere Steer Loader and a 2021 Felling Trailer and transfer it to Capital Project No. H-8397-843-2200 Heavy Equipment.

FURTHER BE IT RESOLVED that the Treasure/Clerk is hereby authorized and directed to, within ten (10) days after the adoption of this resolution, cause this

resolution to be published in the District's official newspaper and be posted on both the sign boards of the Town of Oyster Bay and the District pursuant to Town Law, together with a notice of adoption thereof.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate
 Commissioner Asmus
 Commissioner Beckerle

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of January 19, 2021. 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 January 5th, 2021 and January 19th, 2021. After discussion, the report was ordered filed.

Miss Cannon then requested authorization to renew the District's Group Life Insurance Policy (Policy No. G000BC3T) at a 0% increase, and the Employee Voluntary Life and Long Term Disability Policy (Policy No. G000AIT4) at a 0% increase for voluntary life insurance, and a 30% decrease for voluntary long term disability insurance with Mutual of Omaha for the period of April 1, 2021 through April 1, 2023. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve renewing the District's Group Life Insurance Policy (Policy No. G000BC3T) and Employee Voluntary Life and Long-Term Disability Insurance Policy (Policy No. G000AIT4) with Mutual of Omaha for the period of April 1, 2021 through April 1, 2023.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate
 Commissioner Asmus
 Commissioner Beckerle

Miss Cannon then requested that the Commissioners approve the following budget transfers:

To Fund Electrical Invoice on Requirements Contract thru 12-31-2020 (nunc pro tunc)

A-8340-000-4651	Electrical Repairs	\$3,000.00
A-8340-000-4652	Automotive Repairs	(\$3,000.00)

To Process Year-End Payroll Accrual Entry PP#01 of 2021 Charged to 2020

A-8310-000-1200	Office – Part Time Salaries	\$1,500.17
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A-8340-000-1310	Plant – Night Call Pay	\$ 285.72
A-8310-000-1210	Office – Summer Salaries	(\$1,500.17)
A-8340-000-1100	Plant – Part Time Salaries	(\$ 285.72)

RESOLVED that the Commissioners authorize the above listed budget transfers.

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

Miss Cannon informed the Commissioners that she received the following three (3) requests to waive penalties:

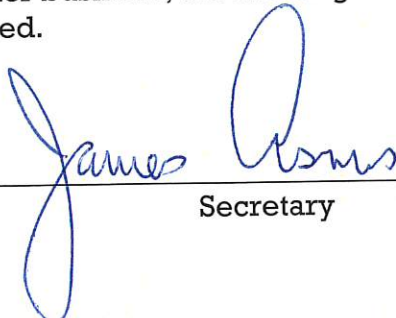
1. Account No. 26813101-0 in the amount of \$668.08
2. Account No. 30059850-2 in the amount of \$105.76
3. Account No. 50061536-0 in the amount of \$66.00

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.

The Board went into Executive Session at 9:50 a.m. to discuss pending litigation matters and personnel and reentered with no action taken.

The following claims were then audited and approved for payment: General Fund #25144 to #25186, Construction Fund #2542 to #2543 and Installation Fund #4122.

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



 Secretary