

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 August 2021, at 8:30 A.M.

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

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 informed the Commissioners that we had one unvaccinated service department employee who was last at work on July 27th, 2021, began to show symptoms and tested positive for COVID-19 via a rapid test on July 28th, 2021 and a PCR test on July 29th, 2021 at the TOB facility. The employee received an isolation order from the NCDOH ending on Sunday August 8th, 2021 and is scheduled to return to work on August 9th, 2021. Contact tracing efforts resulted in one close contact (vaccinated employee), NCDOH requested that the employee self-monitor symptoms and did not issue a quarantine order. Out of an abundance of caution, Superintendent Logan instituted a 14-day mask mandate for service department employees.

Miss Cannon informed the Commissioners that due to the Delta variant, the CDC is now recommending that areas with "Substantial" (Orange) or "High" (Red) transmission rates mask up indoors regardless of vaccination status. Nassau County is currently considered "High". NYS is recommending that local governments follow the CDC masking guidance for "Substantial" and "High" transmission areas.

Miss Cannon then reviewed several potential changes to the District's COVID policies, including requiring employees to vaccinate or test weekly, new mask policy and updated policy for precautionary quarantine. After discussion, the Commissioners approved the potential changes to the COVID policy effective Monday, August 23rd, 2021 and requested she draft a memo to the employees informing them of the changes.

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: On-site pilot testing is underway. Draft BODR scheduled for submittal in the 4th quarter of 2021.
2. Well 22 Facility Improvements & AOP Treatment: Draft BODR scheduled for submittal in the 4th quarter of 2021.
3. Kirby Lane AOP: The final draft will be submitted to JWD in August. The current schedule for NCDH submittal and bidding is September 2021.
4. Southwoods Road -New Well and Treatment Facility: Waiting for comments from NYSDEC and NCDH on the Well Design Report and application. D&B is preparing the Basis of Design Report (BODR) and contract documents for construction of the Treatment Facility. The schedule for draft submittals is in August.
5. PTAS at Wheatley Station (Well 6 & 16): Construction is underway. It has been decided to replace the screen on Well 16 using the alternate bid item. Although the packed tower delivery is delayed, it currently does not appear that it will delay the overall project schedule.
6. Well 17 GAC Treatment for Simazine Removal: Punchlist and contract close out is underway. Landscaping to be completed in the fall.
7. Well 20 GAC Treatment for Simazine Removal: Punchlist and contract close out is underway. Landscaping to be completed in the fall.
8. Split Rock Tank Booster Station: Preparation of contract documents for Booster Pumping Station is underway. A draft will be submitted to JWD in August.
9. Split Rock Drainage Pipe: A draft contract document will be submitted this week and a review meeting completed. Goal is to be out for bids in September.
10. Wells 18 & 19 Drainage Improvements: A draft contract document will be submitted this week and a review meeting completed. Goal is to be out for bids in September.
11. Well 19 PFAS Removal: Waiting for NCDH comments on submittal.
12. Syosset Tank Replacement Planning: D&B is finalizing a draft of the tank design report for JWD review. Surveying subconsultant continues to be behind schedule with as-built and property line survey drawing.

13. Woodbury Tank: The draft Condition Assessment Report will be submitted next week.
14. Water Service Gooseneck Replacements: Final contract documents have been submitted to JWD.
15. Wells 4 and 31 Pump Rehabilitation:
 - Well 31: The replacement pump has been ordered by the Contractor.
 - D&B is preparing contract documents for rehabilitation of the Well 17 pump.
 - D&B is preparing contract documents for rehabilitation of the Well 29 pump.
16. McCoun's Lane Water Main Improvements: Punchlist and contract close out is underway.
17. Glen Head Water Main Improvements: A meeting with the property owner is needed.
18. Main Plant SCADA Improvements: A review meeting was held with JWD to discuss the Main Plant scope of work. Preparation of Requirements Contract is underway.
19. Transfer Switch Replacements: Bids were received on July 30th. D&B has prepared the recommendation letter.

Mr. Merklin then presented a letter to the Commissioners stating that he reviewed the six (6) bid proposals received on July 30th, 2021 for Contract No. C2-21 Transfer Switch Replacement at Various Sites. Hinck Electrical Contractors of Bohemia, New York was the low bidder for the contract with a total bid price of \$191,000.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposals, Mr. Merklin recommended award of the contract for the Contract No. C2-21 Transfer Switch Replacement at Various Sites be made to Hinck Electrical for the total amount of \$191,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that Contract No. C2-21, Transfer Switch Replacement at Various Sites be made to Hinck Electrical Contractors, Inc. of 75 Orville Drive, Bohemia, New York the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the bid amount of \$191,000.00 to be paid from Capital Account No. H-8397-879-2303 Transfer Switch Replacement.

FURTHER RESOLVED that the Commissioners expressed their desire to appropriate funds from the Capital Improvement Reserve Fund (A-0878) to Capital

Account No. H-8397-879-2303 Transfer Switch Replacement to fund this project. After discussion, and upon motion duly made and seconded, the Commissioners passed the following resolution:

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE \$191,000.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING THE REPLACEMENT OF TRANSFER SWITCHES AT VARIOUS SITES THROUGHOUT THE DISTRICT.

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 July 31, 2021, the Capital Improvement Reserve Fund (A-0878) had a balance of \$2,546,251.44; and

WHEREAS, the Board of Commissioners at their January 20, 2021, Board Meeting appropriated \$45,000.00 for engineering costs to prepare plans and specifications for the replacement of transfer switches at various sites throughout the District from the Capital Reserve Fund, (A-0878); and

WHEREAS, the District received bids on July 30, 2021, for the construction costs associated with the replacement of transfer switches at various locations with the lowest bid equal to \$191,000.00 for a total cost including engineering, legal and contingency fees of \$236,000.00; and

WHEREAS, the Board of Commissioners desires to appropriate funds from the Capital Reserve Fund (A-0878) to Capital Project No. H-8397-879-2303 Transfer Switch Replacement in the amount of \$191,000.00; and

WHEREAS, funds for the construction costs and contingency 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 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. §617.5 (c)(5) 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 \$191,000.00 from the Capital Improvement Reserve Fund (A-0878) for the replacement of transfer switches at various locations throughout the District to capital project account no. H-8397-879-2300 Transfer Switch Replacement.

FURTHER BE IT RESOLVED THAT the Treasurer/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 (b) 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	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

20. Juneau Pump Station Improvements: D&B submitted the draft generator alternative memorandum to JWD for review.

21. Water Main As-Built Drawings: D&B has submitted draft as-built drawings to JWD for review.

22. Flow Control Valves Requirements Contract: JWD has provided the list of valves to be included in the contract. D&B is commencing with preparation of the contract documents

23. Electrical and Instrumental Requirements Contract: D&B has submitted a proposal for preparation of an Electrical Requirements Contract. D&B has submitted a proposal for the preparation of an Instrumentation and Controls Requirements Contract.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to prepare a Requirements Contract for Electrical Maintenance and Repairs in the total 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's proposal to prepare a Requirements Contract for Electrical Maintenance and Repairs in the not to exceed fee of \$9,500.00 to be charged to Account No. A-8340-000-4430 Engineering Services.

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

Commissioner Beckerle AYE

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to prepare a Requirements Contract for Maintenance of Instrumentation and Controls in the total 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's proposal to prepare a Requirements Contract for Maintenance of Instrumentation and Controls in the not to exceed fee of \$9,500.00 to be charged to Account No. A-8340-000-4430 Engineering Services.

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

Status of Proposed Development Projects – Engineers Report

1. Laurel Hollow Service Area Extension: D&B has submitted a proposal to evaluate the cost and feasibility of providing water service to a portion of the Village of Laurel Hollow, which is currently not connected to a public water supply source.

Mr. Merklin presented to the Commissioners a proposal from D&B Engineers and Architects to provide engineering services for the review and evaluation of the feasibility of providing water service to approximately 250 homes in the Village of Laurel Hollow (not currently connected to a public water supply) in an amount not to exceed \$16,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal for engineering services for the Evaluation of Service Area Extension in the Village of Laurel Hollow in an amount not to exceed \$16,000.00 contingent upon receiving of funds from the Village.

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

The Commissioners then directed Mr. Ingham and Mr. Logan to draft an Intermunicipal Agreement (IMA) between the Jericho Water District and the Village of Laurel Hollow to conduct the feasibility study.

2. The Center for Developmental Disabilities (The Center) Water Main Improvements: NCDH approval has been received and a Notice to Proceed has been issued. A preconstruction meeting will be scheduled this week.
3. LIU Post Water Distribution Improvements: Punchlist and contract close out is underway.
4. Woodbury Hills Development: No update since last meeting.
5. Silver Path Estates Request for Water Availability: No update since last meeting.
6. Amazon Warehouse (former Cerro Wire Site): No update since last meeting.
7. Marriott at Milleridge Inn Water Main: No update since last meeting.
8. Country Club Developers: No update from last meeting.
9. Tam O'Shanter Development: No update from last meeting.
10. Avey Residential Development: No update from last meeting.

Mr. Ingham informed the Commissioners that he responded to the letter from the owner of 77 McCouns Lane, Old Brookville regarding alleged damage of electric lines by Bancker Construction Corp. during the District's McCoun's Lane Water Main Installation project. Mr. Logan has contacted PSE&G and Mr. Ingham continues to work with Bancker to resolve the matter.

Mr. Ingham reported that he sent the owners of 1 Nome Drive, Woodbury the Right of First Refusal Letter and is awaiting their reply.

Mr. Ingham then reported that, on behalf of the District, he would send an email or letter to the Ellis family regarding their request to work with the District on water conservation by the end of the day.

Monthly report from the Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period July 21, 2021 to August 3, 2021, had been completed and all were within state and federal standards.

Mr. Logan presented to the Commissioners two contract modifications from R J Industries for JWD Contract No. C8-20, PTAS at Wheatley Road Facility Well Nos. 6 & 16 General Construction as follows:

1. Contract Modification No. 1: To replace the exterior brick facing with cultured stone for the total not to exceed fee of \$25,000.00.
2. Contract Modification No. 2: To change the exterior door color to black for the total not to exceed fee of \$3,180.00.

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

RESOLVED that the Commissioners approved Contract Modification Nos. 1 and 2 for Contract No. C8-20, PTAS at Wheatley Road Facility Well Nos. 6 & 16 General Construction from R J Industries in the total not to exceed amount of \$28,180.00 to be paid under the \$50,000.00 contingency line item of the contract.

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

Mr. Logan then informed the Commissioners that he received the invoice from Bancker Construction Corp. for the water main repair at Woodbury Road and Lark Drive in Woodbury on July 1st, 2021 in the amount of \$42,798.66. The repair was made utilizing the District's requirements contract for emergency water main repairs.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of August 2nd, 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 July 20, 2021 and August 2, 2021. After discussion, the report was ordered filed.

Miss Cannon then informed the Commissioners that a Notice for the required Public Hearing on the Proposed 2022 Budget scheduled for September 9, 2021 at 9:00 am will be published in the August 13, 2021 edition of the Oyster Bay Guardian.

Miss Cannon then presented to the Commissioners with a Draft of the 2022 Capital Budget for their consideration and approval. After a detailed review and discussion, the Commissioners approved the draft and requested Miss Cannon to

prepare a final 2022 Capital Budget to be approved after the September 9th, 2022 Budget Hearing.

Miss Cannon reported on the progress she has made with Ms. Jill Gunzel-Lemke of JKL Municipal Accounting Solutions LLC to develop a strategy to secure and amortize debt (under the engagement letter approved by the Board of Commissioners on June 2, 2021). After discussion, the Commissioners agreed with the preliminary strategy to pay off the District's debt using a 30-year amortization schedule. Mr. Merklin was able to support the strategy by confirming that while most District projects have an average useful life of 50 years or more, most of this infrastructure would need substantial costly maintenance or rehabilitation between 20-30 years. Following the 30-year amortization seems to be the beneficial solution for both the District and for our consumers, potentially saving approximately \$21,000,000 in interest payments. Miss Cannon and Ms. Gunzel-Lemke will prepare a detailed presentation for the Commissioners at the Budget Hearing meeting on September 9th, 2021 at 9:00 am.

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

To Fund Engineering Services for Requirements Contracts

A-8340-000-4430	Engineering Services	\$19,000.00
A-8340-000-4640	Education Meetings & Dues	(\$5,000.00)
A-8340-000-4620	Permanent Road Repairs	(\$5,000.00)
A-8340-000-4160	Safety Supplies	(\$5,000.00)
A-8340-000-4150	Building & Maint. Supplies	(\$4,000.00)

To Fund Emergency Water Main Repairs

A-8340-000-4650	Repairs to Wells & Distribution	\$10,000.00
A-8340-000-1210	Plant – Summer Salaries	(\$10,000.00)

To fund plant expenses thru 2021

A-8340-000-4660	Plant Expense	\$ 5,000.00
A-8340-000-1210	Plant – Summer Salaries	(\$5,000.00)

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

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 Contract No. 11-21, Relocation of Fire Hydrant on Jericho Turnpike in Woodbury has been completed. A balance of \$791.10 remains and will be released to the Developer and the project will be closed.

Miss Cannon informed the Commissioners that she received notification from the District's utility billing and finance software vendor, Edmunds Govtech, that they will be enhancing the District's current payment portal (WIPP) to transition to FIS/WorldPay from Chase Paymentech. Mr. Ingham is currently reviewing the Merchant Agreement with Worldpay, LLC. After discussion, the Commissioners authorized Miss Cannon to sign the agreement on behalf of the District pending Mr. Ingham's review and comments.

Miss Cannon the requested authorization for Ms. Blum to participate in several GFOA webinars:

1. Advanced Debt Management on Thursday, September 16th, 2021 and Thursday, September 30th, 2021 from 9:00AM – 12:00PM at a cost of \$170.00
2. Advanced Accounting Forum on Tuesday, October 26th, 2021 and Thursday, October 28th, 2021 from 9:00AM – 12:00PM at a cost of \$170.00
3. Advanced Financial Reporting on Wednesday, November 10th, 2021 and Wednesday, November 17th, 2021 from 9:00AM -12:00PM at a cost of \$170.00

After discussion, the Commissioners authorized Ms. Blum to attend the webinars.

Miss Cannon then requested authorization for her and Ms. Blum to attend the GFOA Fall Seminar on October 14th, 2021 at the Heritage Club At Bethpage in Farmingdale NY at a cost of \$95.00 each. After discussion, the Commissioners authorized Miss Cannon and Ms. Blum to attend the conference.

Miss Cannon informed the Commissioners that it was announced that a \$50,000.00 grant is available for water infrastructure projects through Nassau County. Currently there is no mechanism to apply, once more information is received Miss Cannon will file the application.

Miss Cannon then presented to the Commissioners a letter from a consumer, Account No. 70088900-0, requesting relief due to a pool and sprinkler leak. It is the District's policy to deny any request for reduction to a consumer's bill if it is determined that the leak is on anything other than the consumer's domestic water service from the curb stop to the building. After discussion, the Commissioners denied the consumers request for reduction and requested that Miss Cannon notify them.

Miss Cannon updated the Commissioners regarding the EFC grant requirements. H2M staff and Ms. Blum attended a conference call with NYSEFC on Monday July 26th to get clarification on what the District needed to submit to comply with the requirements of the grant by the deadline of October 1st, 2021. Miss Cannon received emails for both projects memorializing the missing items list, which included engineering invoices and revised project budget, needed for the projects to meet the requirements of the grant and forwarded them to D&B and H2M.

Pending agenda items list was read and filed.

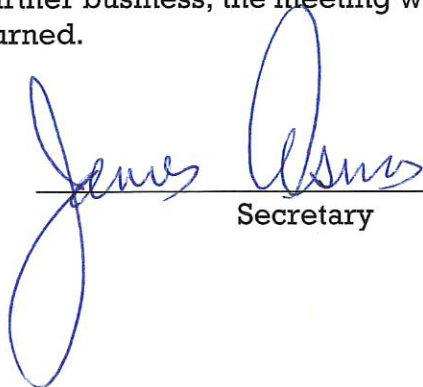
At 9:46 a.m. Mr. Joseph Todaro and Mr. Anthony Trombino from H2M architects+engineers joined the meeting to provide his monthly engineer's project status report:

1. New Elevated Tank at Wheatley Road Site: Painting subcontractor has removed all scaffolding equipment and all necessary exterior painting touch-ups. Caldwell has completed all pipe insulation installations; however, the finished product is not approved. Waiting for electrical subcontractor to return to the site to complete their work.
2. Woodbury Villas Water Main Installation: No update since last meeting.
3. Well Nos. 9 & 14 Nitrate and VOC Removal Facility: NCDH has inspected Well / Treatment Plant and released it for service. Completed Works Request recently submitted for the raw water transmission main from Tobie Lane to Merry Lane and has been approved by NCDH. Completed Works Request for Well 14 was submitted yesterday. Contractors continue to address "Working Items List".
4. Well Nos. 9 & 14 Emerging Contaminant Treatment: Plans and Technical Specifications to be submitted to NYSDOH and NCDH mid-month. Received a confirming email from EFC memorializing the missing items list for the project to meet the requirements of the grant.
5. GIS Data Development: Ongoing. H2M continues to digitize the water mains, connecting the hydrants and hydrant valves that are currently being field verified by District staff. District has field verified and corrected 3,499 hydrants leaving only 22 left unverified. To date, H2M has digitized 9,894 water main sections, accounting for approximately 290 lineal miles of the District mains. H2M to meet with District the week of 8/9 to discuss and identify more recent subdivisions.

The Board went into Executive Session at 10:00 a.m. to discuss pending litigation matters and personnel and re-entered with no action taken.

The following claims were then audited and approved for payment: General Fund #25665 to #25692, Construction Fund #2565 to #2566 and Installation Fund #4134.

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


Secretary