

**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 17th day of November 2021, at 8:30 A.M.

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

Monthly report of Engineer was read and ordered filed.

1. **Water Infrastructure Improvement Act (WIIA) Grant Applications:** D&B is assisting the District with applications for Wheatley PTAS, Southwoods Road Well, Well 22 AOP and Wells 20 & 21 AOP. Applications are due on November 22nd.
2. **Bond Issue Assistance:** D&B is preparing a Bond Issue Report for the proposed projects in the 2022 Bond Issue. This report and Board Resolutions will provide support for the WIIA grant applications. A draft of this report will be submitted by December 3, 2021.
3. **Well 20 & 21 AOP Treatment:** BODR has been submitted to JWD for review and will be included in the WIIA grant application.
4. **Well 22 Facility Improvements & AOP Treatment:** BODR has been submitted to JWD and will be included in the WIIA grant application.
5. **Kirby Lane AOP:** D&B submitted the 90 percent contract documents to NCDH and JWD. A review meeting was held with JWD last week. Discussion regarding procurement procedure for prepurchase of AOP equipment. Mr. Merklin will get quote for the equipment from Trojan and Mr. Ingham will prepare a sole source resolution; both to be presented to the Commissioners for approval.
6. **Southwoods Road -New Well and Treatment Facility:** Additional comments (new comments) received from NCDH on well design report. D&B is preparing a response. Well construction contract has been submitted to

NCDH. The Basis of Design Report (BODR) for the Treatment Facility has been submitted to NCDH for review. D&B will obtain a revised proposal from a licensed Land Surveyor to identify the property lines, as requested by JWD and present to the Commissioners for approval at the December 3, 2021 Board meeting.

7. PTAS at the Wheatley Rd. Site (Well 6 & 16): Concerns with respect to the project schedule due to potential equipment delivery delays. D&B is working to identify firm delivery dates for critical equipment (blower and switchgear).
8. Well 17 GAC Treatment for Simazine Removal: Punch list and contract close out is underway.
9. Well 20 GAC Treatment for Simazine Removal: Punch list and contract close out is underway.
10. Split Rock Tank Booster Station: D&B has finalized the Basis of Design Report (BODR) addressing JWD comments. Contract document preparation is underway.
11. Split Rock Tanks Drainage Pipe: Notice to Proceed has been issued and construction work is underway. Mr. Ingham will order a title search of the property to locate easements.
12. Wells 18 & 19 Drainage Improvements: Notice to Proceed has been issued and construction work is underway.
13. Syosset Tank Replacement Planning: The Basis of Design Report (BODR) has been submitted to NCDH. D&B is working on the design of the new tank. Soil borings will be scheduled in the coming weeks. A Design Progress Meeting will be scheduled with JWD in early December.
14. Water Service Gooseneck Replacement: Bids will be received on December 10th.
15. Pump Rehabilitation Projects:
 - Well 31: The Contractor will schedule the installation of the new pump within the next week. Contractor intends to submit further justification for additional costs after the work is completed.
 - Well 17: Scheduling preliminary pump test.
 - Well 29: Scheduling preliminary pump test.
16. Requirements Contracts:
 - Flow Control Valves: D&B is preparing a draft of the contract documents.

- Electrical: D&B is preparing a draft of the contract documents.
 - Instrumentation and Controls: D&B is preparing a draft of the contract documents.
 - Chlorine Purchasing: D&B is preparing the draft contract documents.
17. McCoun's Lane Water Main Improvements: Requested final invoice and Maintenance Bond to close out contract.
 18. Glen Head Water Main Improvements: Evaluating alternative pipe routes.
 19. Main Plant SCADA Improvements: Bidding will be scheduled for the end of the year.
 20. Transfer Switch Replacements: Working with the Contractor to get approved shop drawings and estimate for delivery times.
 21. Juneau Pump Station Improvements: Waiting for response from Town on generator easement request.
 22. Main Plant Basement Improvements: The design is underway. D&B submitted alternative designs for Mr. Logan's review and comments.
 23. GIS Maintenance: Waiting for Election List of Registered Voters to be released by Nassau County, which will not be available until November. The County has confirmed receipt of the FOIL request.

Status of Proposed Development Projects – Engineers Report

1. The Center for Developmental Disabilities (The Center) Water Main Improvements: Work is substantially complete. A punch list walkthrough will be scheduled with JWD.
2. LIU Post Water Distribution Improvements: The contract has been closed out.
3. Tam O'Shanter Development: NYSDEC called D&B to confirm receipt of our letter. They indicated that they have not yet received a SEQR letter from the Town of Oyster Bay.
4. Laurel Hollow Service Area Extension: D&B will commence work upon execution of an agreement and receipt of funds.
5. Amazon Warehouse (former Cerro Wire Site): Construction is underway. Mr. Logan reported that an Irrigation Service and a Fire Service has been installed.

6. Woodbury Hills Development: No update since last meeting.
7. Silver Path Estates Request for Water Availability: No update since last meeting.
8. Marriott at Milleridge Inn Water Main: No update since last meeting.
9. Country Club Developers: No update from last meeting.
10. Tam O'Shanter Development: No update from last meeting.
11. Aveley Residential Development: No update from last meeting.

Mr. Ingham reported that there was new NYS Legislation recently signed into law that may affect the District; separate laws mandating Agendas and Minutes be posted on the District's website and the other requiring the District to offer the option to consumers to submit preferred names and preferred pronouns. After discussion, Mr. Ingham indicated that he would research the new laws and draft a guidance memo for the Commissioners.

Mr. Ingham then reported that he and Mr. Logan were continuing to work on the following projects:

1. IMA Agreements with fire departments that have radio equipment installed on Wheatley Tank.
2. IMA Agreement with Nassau County for weather station.
3. Geothermal Well Ordinance.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period November 3, 2021, to November 16, 2021, had been completed and all were within state and federal standards.

Mr. Logan then reported that Tribeca Square development project might be moving forward, again. Apparently, the project site has been sold and the scope might have changed. H2M Architects & Engineers reached out to Mr. Logan, letting him know that they would be doing the site work.

Mr. Logan then updated the Commissioners regarding Wheatley Tank and the Nitrate Removal Facility projects. Punchlist items are being addressed for both the tank and treatment plant projects. Mr. Logan is looking to close out all of the contracts associated with these projects by the end of 2021.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of November 15, 2021. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners the Budget to Actual Report for the month ended on October 31, 2021. After discussion, the report was ordered filed.

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

To Fund PT Office for Seasonal for Time Worked Other Than Summer

A-8310-000-1200	Office – PT	\$7,074.35
A-8310-000-1210	Office – Summer Salaries	(\$7,074.35)

To Fund Semi-Annual Tank Inspection (nunc pro tunc)

A-8340-000-4480	Other Professional Service	\$ 522.00
A-8340-000-4610	Alarms & Protection Services	(\$ 522.00)

To Fund Health Department Permit Fees (nunc pro tunc)

A-8340-000-4740	Health Department Fees	\$ 500.00
A-8340-000-4730	Books & Subscriptions	(\$ 500.00)

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 then presented the Commissioners with a letter from Nicole Morton of Salerno Brokerage, Corp., (the District's Insurance Broker), that provided the Commissioners with the annual renewal quote from Utica National Insurance Group for the District's Worker's Compensation policy in the amount of \$98,242.00 (final cost determined by audit and dividend earned) with an effective date of November 29, 2021. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew its worker's compensation policy with Utica National Insurance Group for the period of November 29th, 2021 to November 29th 2022 in the amount of \$98,242.00 to be charge to Operating Account No. A-9040-000-8030 Workers Compensation Insurance.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate AYE

Commissioner Asmus AYE
 Commissioner Beckerle AYE

Miss Cannon then presented the Commissioners with an Engagement Letter for the 2021 Audit from the District's accounting firm, Cullen & Danowski LLP requesting a fee of \$26,300.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve hiring Cullen & Danowski to conduct the District's Audit for the fiscal year ended in 12/31/21 for the not to exceed fee of \$26,300.00 and authorized Commissioner Beckerle and Miss Cannon to execute the agreement on behalf of the District.

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

Discussion was then held on procedures to be followed for the upcoming District Election for Commissioner to be held on Tuesday, December 14, 2021 between the hours of 1:00PM and 9:00 PM at the District Office located at 125 Convent Road, Syosset, NY. Due to the COVID-19 Pandemic the Election for Commissioner will be held as a drive-through election. Also discussed was the requirement to appoint a District Clerk and Election Inspectors/Poll Workers to constitute the Jericho Water District Election Board. Upon a motion duly made and seconded, it was

RESOLVED that Kathleen Cannon, Business Manager for the District be named District Clerk for the purpose of overseeing the 2021 Election and the following resident Election Inspectors/Poll Workers of the Jericho Water District hereby be appointed to constitute the Jericho Water District Board of Elections for the 2021 Annual District Election; Karen Fletcher, Karen Lang, Debra Riccinto, Erica Napolitano and Christine Henner, with technical assistance from Jane Barbato, Amanda Blum, Victoria Emma, Giovanna Ranaldo and Natalie Camacho, and it was

FURTHER RESOLVED that the Commissioners adopt a Jericho Water District Election Policy, (attached to the end of these minutes).

VOTE	AYES:	3	NOES:	0	ABSTENTIONS:	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Discussion was then held on the District's current Policy for Investment Procedures. Miss Cannon distributed a revised policy to the Commissioners which highlighted the proposed changes to the policy. After discussion, and review by the Commissioners, it was decided that the District's Investment Procedures Policy, with revisions be adopted. Upon motion duly made and seconded, it was

RESOLVED that the 2021 Investment Policy is hereby adopted by the Board of Commissioners, (Attached to the end of these minutes).

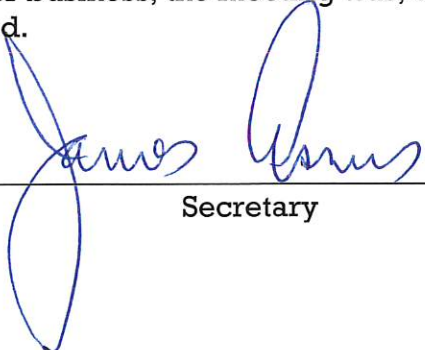
VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Pending agenda items list was read and filed

The following claims were then audited and approved for payment: General Fund #25933 to #25969, Construction Fund #2579, and Installation Fund #4143.

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



Secretary

Jericho Water District
Investment Policy
Adopted 1/6/2021
Revised 11/17/2021

PURPOSE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- to conform with all applicable federal, state, and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer and the Business Manager who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept and other relevant information including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and level of authority for key individuals involved in the investment program.

PRUDENCE

All participants in the investment process shall seek and act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Jericho Water District to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

DIVERSIFICATION

Jericho Water District will make every effort to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling when it is in the best interest/beneficial to the District and its consumers.

INTERNAL CONTROLS

The Chief Fiscal Officer or Business Manager having custody of money is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
First National Bank of Long Island	\$ 20,000,000

SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company of the Jericho Water District, including all demand deposits, certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by one of the following:

1. A pledge of "eligible securities" with an aggregate "market value", (as provided by General Municipal Law, Section 10), that is at least equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. A pledge of pro rate portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from such officer within the State at the bank or trust company.
3. A "eligible letter of credit" payable to the Jericho Water District as security for the payment of 140 percent of the aggregate amount of deposits and the agreed upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the Jericho Water District, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in

one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.

4. An "eligible surety bond" payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The governing board shall approve the terms and conditions of the surety bond.
5. An "irrevocable letter of credit" issued in favor of the Jericho Water District by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as a security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Jericho Water District shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro-rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities (or pro-rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Jericho Water District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Jericho Water District or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by the entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rate portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or a pro-rate portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Jericho Water District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing for any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial

bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreement shall also include all other provisions necessary to provide the Jericho Water District with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral and may contain other provisions that the governing board deems necessary.

PERMITTED INVESTMENTS

As authorized by General Municipal Law, Art. II, the Jericho Water District authorizes the Chief Fiscal Officer and Business Manager to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations issued pursuant to LFL Art. 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Jericho Water District;
- Obligations of the State of New York;
- Money Market Accounts
- Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r.

All investment obligations shall be payable or redeemable at the option of the Jericho Water District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Jericho Water District within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained and shall be secured as provided in this document.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Jericho Water District authorized to be invested may be commingled for investment purposes, provided that any investments of commingled moneys shall be payable or redeemable at the option of the Jericho Water District within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall always be maintained and income received shall be credited on a pro rate basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Jericho Water District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Jericho Water District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Fiscal Officer and Business Manager are responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

PURCHASE OF INVESTMENTS

The Chief Fiscal Officer and Business Manager are authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law and the specific program has been authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Jericho Water District by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10 (3) (a). The agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Jericho Water District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing for any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities and the agreement may also contain other provisions that the governing board deems necessary. The security and the custodial agreements shall also include all other provisions necessary to provide the Jericho Water District with a perfected interest in the securities.

The Chief Fiscal Officer and Business Manager where authorized, can direct the bank or trust company to register and hold the evidence of investments in the name of the nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for

the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3) (a) and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

PROCEDURE FOR INVESTING

1. Analyze balance in checking accounts weekly to determine if funds are available. Maintain required deposit balance in checking accounts.
2. Determine amount of checks to be drawn for week.
3. Estimate amount of revenue to be received for week.
4. Funds available for investing will be split between Money Market accounts and T-Bills or C.D.'s.
5. Treasury Bills or Certificates of Deposit will be purchased from bank where funds are located providing rates are competitive. Rates will be compared between Treasury Bills and C.D.'s. Providing rates are comparable, T-Bills will be purchased first, since they do not need to be collateralized.

ANNUAL REVIEW AND AMENDMENTS

The Jericho Water District shall review this investment policy annually and it shall have the power to amend this policy at any time.

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES

1. Obligations issued or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
2. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
3. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
4. Obligations issued by state (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
5. Zero coupon obligations of the United States government marketed as "Treasury strips".