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

held remotely via telephone conference, on the 5th day of January 2022, at 8:30 A.M.

Present: Commissioners

Thomas A. Abbate

Tames Asmus

Patricia A. Beckerle

Attorney

Michael F. Ingham

Superintendent Business Manager Peter F. Logan Kathleen Cannon

Asst. Business Manager

Amanda Blum

Engineer

William Merklin

Reorganization Meeting was then held as follows:

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

RESOLVED that titles for Commissioners are to be as follows:

Thomas A. Abbate

- Chairman

James Asmus

- Secretary

Patricia A. Beckerle

- Treasurer

0

VOTE

AYES:

NOES:

ABSENTIONS:

0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Miss Cannon informed the Commissioners that she had received a Retainer Schedule of Fees from Mr. Ingham for legal services for the period of January 1, 2021 thru December 31, 2021 at the rate of \$3,750.00 per month for routine retainer work; \$225.00 per hour for special projects; \$300.00 per hour for general litigation and ordinance enforcement; and \$550.00 per contract. Miss Cannon indicated the rates were the same as 2021 rates. After discussion, the Commissioners accepted and approved the Fee Schedule for fiscal year 2022.

Upon motion duly made and seconded, it was

RESOLVED that Michael F. Ingham of Carman, Callahan & Ingham be retained as Attorneys for the District for the year 2022.

VOTE

AYES:

3 NOES: 0

ABSENTIONS:

0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then informed the Commissioners that she received a Retainer Agreement from D&B Engineers and Architects for engineering services for the period of January 1, 2022 to December 31, 2022 that included a fee of \$6,000.00 per year for basic engineering services, the same fee as the prior year. After discussion, the Commissioners accepted and approved the Retainer Agreement for fiscal year 2022.

Upon motion duly made and seconded, it was

RESOLVED that D&B Engineers and Architects, P.C. be retained as Engineers for the District for the year 2022.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE

Commissioner Asmus AYE

Miss Cannon informed the Commissioners that at their November 17, 2021 Board Meeting they approved executing an Engagement Letter with Cullen & Danowski, LLP to audit the District's books and records for the fiscal year ended December 31, 2021 including updating the District's fixed asset records and calculating depreciation expense in the amount not to exceed \$26,300.00. Upon motion duly made and seconded, it was

RESOLVED that Cullen & Danowski, LLP be retained as Auditors for the District for the year 2022.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Commissioner Beckerle AYE

Upon motion duly made and seconded, it was

RESOLVED that Salerno Insurance Brokerage be retained as Insurance Broker for the District for the year 2022.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE

Commissioner Asmus AYE Commissioner Beckerle AYE

Miss Cannon informed the Commissioners that at their December 15, 2021 Board Meeting they approved a Managed IT Agreement with Maureen Data Systems (MDS) effective January 1, 2022 for the monthly fee of \$2,320.00 (with current number of devices, users and workstations). Upon motion duly made and seconded, it was

RESOLVED that Maureen Data Systems (MDS) be retained as the IT Service Providers for the District for the year 2022.

VOTE

AYES:

3 NOES:

0 ABSENTIONS: 0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Upon motion duly made and seconded, it was

RESOLVED that the Oyster Bay Guardian be designated as the official newspaper for the District for the year 2022.

VOTE

AYES:

NOES:

0 ABSENTIONS: 0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Upon motion duly made and seconded, it was

RESOLVED that the following bank(s) were designated as depositories for the Jericho Water District for the year 2022:

First National Bank of Long Island - Woodbury Branch

VOTE

AYES:

NOES:

ABSENTIONS:

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Discussion was held on the District's current policy for procurement 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 2022 Procurement Policy with revisions be adopted.

Upon motion duly made and seconded, it was

RESOLVED that the 2022 Procurement Policy is hereby adopted by the Board of Commissioners, (Attached to the end of these minutes). It was

FURTHER RESOLVED that in accordance with NYS General Municipal Law Section 104(b) paragraph (f), the Jericho Water District appoints Superintendent Peter F. Logan and Business Manager Kathleen Cannon as Procurement Officers for 2022.

VOTE

AYES:

3 NOES: 0

ABSENTIONS:

0

Commissioner Abbate

AYE AYE

Commissioner Asmus

Commissioner Beckerle AYE

Discussion was then held on the District's current Policy for Investment Procedures. Miss Cannon informed the Commissioners that this policy has been reviewed and there were no changes to the policy. After discussion, and review by the Commissioners, it was decided that the District's Investment Procedures Policy, be adopted.

Upon motion duly made and seconded, it was

RESOLVED that the 2022 Investment Policy is hereby adopted by the Board of Commissioners, (Attached to the end of these minutes).

VOTE

AYES:

NOES:

0

ABSENTIONS:

0

Commissioner Abbate

AYE

AYE

Commissioner Asmus Commissioner Beckerle AYE

Miss Cannon informed the Commissioners that the New York State Comptroller had promulgated and amended reporting rules for "elected and appointed officials' under 2 NYCRR 315.4 that requires the District to adopt a Standard Work Day Resolution at each Reorganization Meeting. After discussion, and upon motion duly made and seconded, it was

RESOLVED the attached 2022 Standard Work-Day Resolution was adopted, (Attached to the end of these minutes).

VOTE

AYES:

3 NOES:

ABSENTIONS:

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Miss Cannon advised the Commissioners that the adopted Budget for 2022 included rate increases for water usage for both inside and outside water rates. After discussion, and upon motion duly made and seconded, it was

UNANIMOUSLY RESOLVED that, effective April 1, 2022, Sec. 3-B, Rates, under Article III entitled Deposits, Rates and Charges appearing in the Rules and Regulations heretofore enacted by this District change rates from the rates set on January 8, 2021 and the rates are set and adopted as follows:

Section 3-B Rates Jericho Water District Water Rates for 2022 Effective Date April 1, 2022

\$12.00 Minimum per quarter

0 to 10,000 gallons	\$1.20 per 1,000
10,001 to 30,000 gallons	\$1.26 per 1,000
30,001 to 100,000 gallons	\$2.40 per 1,000
Over 100,000 gallons	\$3.18 per 1,000

Non Domestic Services

\$12.00 Minimum per quarter

0 to 100,000 gallons		\$2.40 per 1,000
Over 100,000 gallons		\$3.18 per 1,000

Water supplied outside the boundary of the District:

\$15.60 Minimum per quarter

•	T T
0 to 10,000 gallons	\$1.56 per 1,000
10,001 to 30,000 gallons	\$1.64 per 1,000
30,001 to 100,000 gallons	\$3.12 per 1,000
Over 100,000 gallons	\$4.13 per 1,000

Non Domestic Services

\$15.60 Minimum per quarter

0 to 100,000 gallons	_	_	\$3.12 per 1,000
Over 100,000 gallons			\$4.13 per 1,000

VOTE

AYES:

3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate

Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon presented to the Commissioners the 2022 Price List and Fee Schedule to be updated as part of Article XIV of the District's ordinances. After Discussion and upon motion duly made and seconded it was

RESOLVED that the District set the 2022 Price List and Fee Schedule and update Article XIV of the District Ordinances accordingly. A complete price list for water supplies sold by the District will be kept on file. (2022 Price List and Fee Schedule for Article XIV of District Ordinance is Attached to the end of these minutes).

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then advised the Commissioners that the District was required to appoint a FOIL Officer. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Business Manager be appointed the District's FOIL Officer for the year 2022. It was

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then presented to the Commissioners the Jericho Water District Listing of Files by Subject Matter for the fiscal year ended December 31, 2021. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners adopt the Jericho Water District Listing of Files by Subject Matter for the fiscal year ended December 31, 2021 and instructed Miss Cannon to post the list on the District's website. (Attached to the end of these minutes)

Miss Cannon then advised the Commissioners that the District was required to appoint a Records Retention Management Officer. After Discussion and upon motion duly made and seconded, it was

RESOLVED that the Assistant Business Manager be appointed the District's Records Retention Management Officer for the year 2022.

VOTE

AYES:

3 NOES:

ABSENTIONS:

0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Miss Cannon then requested the Commissioners approve that the Board of Commissioners and designated staff become members of and attend workshops, conferences and or meetings, (if applicable), for the following organizations:

New York State AWWA

Nassau Suffolk Water Commissioners Association (NSWCA)

Long Island Water Conference (LIWC)

NYS Government Finance Officers Association (NYSGFOA)

New York State Society of CPAs

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

RESOLVED that the Commissioners authorize the membership to and the attendance of workshops, conferences and meetings to the above listed organizations for Commissioners and or designated staff with attendance at NYS GFOA and NYS Society of CPA events requiring Board of Commissioner approval prior to attendance.

VOTE

AYES:

3 NOES:

0

ABSENTIONS:

0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Upon motion duly made and seconded, it was

RESOLVED that the District adopt a Calendar of Board Meetings for the year 2022. (Attached to the end of these Minutes).

VOTE

AYES:

NOES:

0

ABSENTIONS:

0

Commissioner Abbate

AYE.

Commissioner Asmus

AYE

Commissioner Beckerle AYE

Upon motion duly made and seconded, it was

RESOLVED that the District reaffirm the petty cash fund in the amount of \$100.00 and the cash draw in the amount of \$200.00 and directs that said fund be utilized in accordance with the requirements of Town Law §215 subparagraph (1-c).

VOTE

AYES:

3 NOES: 0

ABSENTIONS:

0

Commissioner Abbate

AYE

Commissioner Asmus

AYE

Commissioner Beckerle AYE

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

emo.

Secretary

Jericho Water District Procurement Policy Adopted 1/5/2022

<u>Purpose</u>: Adopt procurement policies and bidding thresholds to assure the prudent and economical use of public monies in the best interests of the taxpayers of the Jericho Water District.

The District shall make an initial determination whether the procurement contract or contract for public works exceeds the competitive bidding thresholds established by NYS General Municipal Law. In making such determination, the Board of Commissioners (BOC) may utilize recommendations of the District Engineer, Superintendent and/or Business Manager regarding the estimated cost of the contract. These recommendations may be based upon professional experience and history of this particular type of contract.

All contracts subject to competitive bidding shall be let in conformance with existing statutory and case law. Contracts under the bidding thresholds of General Municipal Law Sec. 104(b) shall be awarded as set forth herein.

In accordance with NYS General Municipal Law Section 104(b) paragraph (f), the Jericho Water District identifies the individual or individuals responsible for purchasing as follows:

Peter F. Logan, Superintendent Kathleen Cannon, Business Manager

Note: Assistant Superintendent, Peter J. Ranaldo, IV and Assistant Business Manager, Amanda Blum may authorize purchase requisitions and sign purchase orders in the absence of the Superintendent and or the Business Manager.

The Commissioners of the District, as detailed in this Procurement Policy will review purchase contracts of individual items between \$5,000 and \$20,000 and Public Works Contracts between \$10,000 and \$35,000 to ascertain whether or not it is in the best interest of the District to enter into a formal competitive bid process in lieu of the three (3) written quotes in order to assure the prudent and economical use of public monies in the best interests of the taxpayers of the District.

The District has determined that the competitive bidding process would not be in its best interest to undergo competitive bidding for minor items because it would not be cost effective. Utilizing the time of skilled District employees to document purchases of minor goods and services would be costlier than any savings which might be realized through the 104(b)-procurement process. Accordingly, the Business Manager and Superintendent are authorized to use their best business discretion to contract for individual items under the threshold limits set forth below. As indicated, three verbal or written quotations must be documented if the District anticipates that the cost of each item will exceed the indicated monetary thresholds set forth below:

PURCHASE CONTRACTS OF INDIVIDUAL ITEMS BELOW \$20,000

Under \$3,500 At the discretion of Superintendent or Business Manager

\$3,500-\$7,500 Three verbal, written, e-mailed or faxed quotes

\$7,500-\$20,000 Three written quotes

(option to request quotes be returned in a sealed envelope to Superintendent or Business Manager by a

certain date & time at the discretion of the Superintendent or Business Manager)

PUBLIC WORKS CONTRACTS FOR INDIVIDUAL PROJECTS BELOW

Under \$5,000 At the discretion of Superintendent or Business Manager

\$5.000-\$10,000 Three verbal, written, e-mailed or faxed quotes

\$10,000-\$35,000 Three written quotes
(option to request quotes be returned in a sealed

envelope to Superintendent or Business Manager by a certain date & time at the discretion of the Superintendent

or Business Manager)

At each Board meeting the Business Manager shall print a Purchase Order by Expense Account Report, listing all purchase orders issued between Board meetings for the Commissioners to review. The purchase order report shall identify which purchase orders were issued at the discretion of the Superintendent and Business Manager and which purchase orders were issued via the competitive bidding process, (i.e. JWD Contract, NYS Contract, County Contract, Town Contract, Purchasing Alliance, etc.).

For Public Works Contracts between \$10,000 and \$35,000 the District shall require a written contract be prepared by the District's attorney, Carman, Callaghan & Ingham and executed by both the District and the vendor, unless requirement waived by the Commissioners.

Public Works Contracts shall be registered with the New York State Department of Labor for the purpose of obtaining a prevailing wage schedule. The District shall notify all vendors interested in submitting a quote, (verbal, faxed, e-mailed or written), that the District is required to pay prevailing wages as determined by the Department of Labor and provide the vendor with the NYS DOL registered PRC#.

By prior experience the District has determined that the quotation process authorized by GML 104 (b) is not cost effective in the procurement of automotive repairs that require a vendor to inspect and examine the vehicle at his own premises before they can quote the cost of the repair. The Commissioners determined that the delivery off-site to the first vendor and then re-delivery off-site to the second and a third vendor would be a significant drain upon District resources in both time and manpower and is not financially practical compared to the approximate cost of each repair. Therefore, for automotive repairs the Superintendent and or Business Manager are authorized to obtain repairs in his or her

business discretion on an as needed basis without verbal or written quotations in an amount not to exceed \$5,000 per repair and an annual aggregate amount of \$20,000.

Also, by prior experience the District has determined that the quotation process authorized by GML 104 (b) is not cost effective for several general categories of minor goods and services. Accordingly, the Superintendent and the Business Manager are authorized to use their best executive discretion to purchase the items set forth below providing that they do not exceed the annual aggregates set for each category. Even in those situations where minor items are procured without formal quotation through executive discretion of the Superintendent or the Business Manager, the primary purpose of the policy is to obtain quality goods and services at the lowest reasonable price

CATEGORIES

ANNUAL AGGREGATE LIMIT

Water Conservation including,

pamphlets and rulers, showerheads, dye and toilet bags

\$ 5,000.00

De-icer and salt de-icer

\$5,000.00

Sand & Gravel Cold Patch

\$10,000.00

(State, County, Town or other local government contracts should be utilized if vendors are located within a 15-mile radius of the District).

Hardware, nuts & bolts, lumber batteries & light bulbs

\$ 10,000.00

Additionally, the District has determined that the quotation process authorized by GML 104 (b) is not cost effective in the procurement of saw cuts for road openings. This method requires specialized equipment in addition to having to operate under emergency conditions which would preclude the securing of several quotes.

The Superintendent will use his best efforts to purchase and stock automobile, truck parts and fluids from vendors who have been pre-authorized under New York State bid, Nassau County bid, the Town of Oyster Bay bid, or any other authorized government agency allowed pursuant to General Municipal Law 103 and 104. To the extent that the District needs cannot be accommodated by purchasing under other government agency bids, the Superintendent and Business Manager may exercise their executive discretion to procure automobile and truck parts where the annual aggregate does not exceed \$20,000.

The District shall document the solicitation and receipt of proposals or quotations submitted in response thereto. Documentation shall be maintained for each noncompetitive procurement proposal, containing a record of all solicitations, contracts, and negotiations. The file shall also contain a copy of the requisition or purchase order authorizing the procurement.

As required, reasonable efforts will be made under the appropriate circumstances of each job to solicit a minimum of three verbal or written alternative quotations for the

proposed contract. If the District is unable to obtain the required number of proposals or quotations, the attempts made at obtaining the proposals will be documented in writing. The failure to obtain the minimum proposals will not bar the procurement. The unintentional failure to fully comply with the provisions of this General Municipal Law, Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against the Jericho Water District or any officer or employee thereof.

The District recognizes the value of catalogue bidding and requirements contracts as effective methods of soliciting competitive prices for select items. The District authorizes such bidding for the following contracts: paving repairs; water supplies; maintenance of instrumentation and controls; electrical repairs, well & booster pump maintenance & repairs, emergency water distribution system repairs, tank and alarm maintenance & repairs and the purchase of water meters, end points and lids.

In an effort to reduce administrative costs and increase efficiencies, on August 1, 2012 NYS added a new subdivision 16 to GML Section 103 also known as the "Piggy-backing Law" that authorized political subdivisions and districts therein to purchase apparatus, materials, equipment & supplies and to contract for services related to the installation and maintenance or repair of those items, through the use of contracts let by United States or any agency thereof, any State or any political subdivision or district therein. Procurements that are below the monetary thresholds set forth in Section 103 are exempt from the requirements of GML 103 and are therefore subject to the local governments own procurement policy that are adopted pursuant to GML Section 104-b. Accordingly, the District elects to adopt the "Piggy-backing Law" and its rules and regulations referred to above into the Procurement Policy of the District. The "Piggy-backing Law" allows the District to take advantage of competitive pricing obtained by purchasing alliances whose contracts have been let by the United States or any agency thereof, and state or any political subdivision or district therein. Therefore, the District elected to join and to utilize the following cooperative purchasing alliances:

- 1. The Cooperative Purchasing Network (TCPN) Adopted 11/21/2012
- 2. Sourcewell (formerly, National Joint Purchasing Alliance (NJPA) Adopted on 5/15/13
- Omnia Partners (formerly National Intergovernmental Purchasing Alliance, National IPA) – Adopted on 9/16/15
- Long Island Water Conference Purchasing Cooperative (LIWCPC) Adopted on 5/15/13
- 5. National Cooperative Purchasing Alliance (NCPA) Adopted on 11/6/19
- 6. Region 8 Education Service Center Purchasing Alliance (TIPS) Adopted on 4/7/21

The District recognizes the statutory exceptions to this procurement policy set forth in General Municipal Law, Sec. 103 and Sec. 104, and State Finance Law, Sec. 160(8), (SDVOB), Sec. 163(6), (MWBE) and Sec. 175(b) (goods made by the blind), as well as true leases, and sole source procurements. It also recognizes the ability to purchase from alternative purchasing sources authorized by NYS General Municipal Law including certain Federal GSA contracts and preferred sources listed as part of the NYS Preferred Source Program.

The District reserves to itself its rights to forego this procurement policy in emergency circumstances pursuant to General Municipal Law, Sec. 103(4). While exempt from the proposal process, all such procurement must still be documented by separate file. The District further reserves to itself its statutory and common law rights to reject any and all bids which the Board of Commissioners, in its sole discretion, determines are not in the best interests of the District.

Professional services require special or technical skill, training, or expertise and are declared exempt from the bidding process. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a professional service fits into this category, the District shall take into consideration the following guidelines: (1) whether the services are subject to State licensing or testing requirements: (2) whether substantial formal education or training is a necessary pre-requisite to the performance of the services; and (3) whether the services require a personal relationship between the individual and District official. Professional or technical services shall include, but not be limited to, the following services: services of general counsel; services of a retained engineer; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive art work; and computer software or programming services for customized programs, service involved in substantial modification and customizing of pre-packaged software and managed IT services.

The District recognizes that printing services for the newsletter requires a certain amount of expertise and artwork. Accordingly, the District will secure these goods and services using a request-for-proposal process.

Documentation and explanation are required whenever a contract is awarded to other than the lowest responsible quote.

District staff will provide proof or compliance with procurement and purchasing guidelines with claims submitted for audit by the Commissioners. Claim packets will include all documentation necessary for Commissioners to approve payment including a purchase order, invoice, proof of receipt of goods or services, and any additional supporting documentation the Commissioners may require in order to approve a claim for payment.

Note: Original invoices are preferred; however electronic invoices and invoices received via e-mail and facsimile will be accepted if accompanied by an invoice that includes a unique invoice number that can be entered into the District's accounting system to avoid duplicate payments from occurring.

All purchase orders in amounts greater than \$5,000 shall be signed by a Commissioner prior to orders being placed. Blanket Purchase Orders greater than \$5,000 require the signature on the initial encumbrance and for any increases to that encumbrance greater than \$5,000, but not on the individual payments.

The Board of Commissioners shall annually review its procurement procedures.

Jericho Water District Investment Policy Adopted: 1/5/2022

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:

Depository Name

Maximum Amount

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, it any.

COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Jericho Water District shall be held by (the depositary 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 comingled 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".

RESOLUTION CERTIFICATION

I, Kathleen Cannon, Treasurer\Clerk of the Jericho Water District in the Town of Oyster Bay, State of New York, certify that the full Board of Commissioners consists of three board members, and that all three members were present at the January 5, 2022 Reorganization meeting and that all three members voted unanimously in favor of the attached resolution.

Kathleen Cannon, Treasurer\Clerk

Dated: January 5, 2022

STANDARD WORKDAY RESOLUTION

WHEREAS, the Commissioners of the Jericho Water District are eligible to participate in the New York State Retirement System; and

WHEREAS, the New York State Comptroller has been delegated the authority to promulgate rules and regulations for the reporting of service and salary information for all system participants under Retirement and Social Security Law §34; and

WHEREAS, the Comptroller has previously adopted reporting rules in 2 NYCRR 315; and

WHEREAS, the Comptroller has now promulgated amended reporting rules for "elected and appointed officials" under 2 NYCRR 315.4 effective January 1, 2009; and

WHEREAS, the District is covered by these new rules by virtue of the elected positions of its three Commissioners;

NOW THEREFORE, in compliance with the Comptroller's Reporting Rules and upon motion duly made and seconded, be it

Unanimously Resolved as follows:

FIRST, the standard workday for the elective office of Water District

Commissioner for the purposes of retirement reporting for the year ending December 31,

2022 shall be six (6) hours per day;

SECOND, a record of work activity (ROA) for a period of three (3) consecutive months and/or records of the actual hourly time worked by the elected Commissioners, shall be utilized for reporting time earned in the retirement system and these written time records shall be maintained by the District.

THIRD, the elected officials encompassed by the standard six (6) hour workday and their respective term expiration dates are (see detailed schedule attached)

FOURTH, a copy of this resolution shall be posted on the official signboard of the Town Clerk of the Town of Oyster Bay for a minimum of thirty (30) days;

FIFTH, a copy of this resolution shall be posted on the official signboard of the Jericho Water District and the District's website for a minimum of thirty (30) days:

SIXTH, after said thirty (30) day posting period has expired a certified copy of this resolution and an affidavit of posting shall be filed with the New York State Comptroller.

Jericho Water District Location Code: 50034

Adopted Resolution on January 5, 2022 2022 Standard Work Day Resolution

		Last Four Digits	Tier	Standard	Term	Term	Record of	Participates
Title	Name	Social Security	One	Work Day	Begins	Ends	Activity Results	in Time Keeping
Commissoner	Thomas A. Abbate	6598-XX-XXX		6 Hours	1/1/2022	6 Hours 1/1/2022 12/31/2024	2.85	
Commissioner	James Asumus	XXX-XX-7903	-	6 Hours	6 Hours 1/1/2020 12/31/2022	12/31/2022	2.36	
Commissioner	Patricia A. Beckerle	XXX-XX-9117	×	6 Hours	1/1/2021	6 Hours 1/1/2021 12/31/2023	N/A	

ESTERNISHED TO

Charles Sections

Article XIV of District Ordinances Policies and Procedures

Jericho Water District 2022 Price List and Fee Schedule Adopted by the Board Of Commissioners on January 5, 2022

Service	January 2022 Fee
Fireline Demand Charges (size of connection from district main)	
2" Diameter	40.00
3" Diameter	56.00
4" Diameter	114.00
6" Diameter	333.00
8" Diameter	666.00
Hydrant Permit Fee (For Tree Sprayers)	350.00
Hydrant Permit Fee (Construction)	350.00
Flow Test	400.00
Testing of Meters at Consumer's Request:	
3/4 and 1 inch meters	100.00
1 1/2 and 2 inch meters	250.00
Connection Fee 1" Service	900.00
Connection Fee 1 1/2 " to 2" Service	1,000.00
Connection Fee Larger than 2"	1,200.00
Sprinkler Permit	150.00
Bounced Check Fee	20.00
Bid Deposit Fee (when required)	100.00
Plan Review Fee for RPZ	250.00
Fine for Untested Backflow Device - Non-residential	250.00

Non-Access Fine (Remotes & Meter Pit Conditions) Section 12C Violations of Ordinances, Rules and Regulations	250.00
Charge for Damaged/Broken/Lost Cellular Endpoint (Price based on current Water Meter Bid plus 25% markup-updated April 1st each year)	109.86
Charge for Damaged/Broken/Lost Radio Read Endpoint (Price based on current Water Meter Bid plus 25% markup-updated April 1st each year)	164.28
Charge for Damaged/Broken Water Meter	
3/4"	164.30
1"	235.73
1.5"	678.58
2"	828.58
3"	2,425.73
4"	2,948.85
6"	6,428.62
(Price based on current Water Meter Bid plus 25% markup-updated April 1st each year)	
Charge for Damaged/Broken/Lost Composite Meter Pit Lid	
C53	38.06
X43	29.70
АЗН	29.70
X33	21.91
Ford #10 (Price based on current Water Meter Bid plus 25% markup-updated April 1st each year)	70.16
Deposit for Irrigation Meter	500.00
Service Department Charges for Property Damage	
Straight time	40.00/hr
Overtime	60.00/hr
Doubletime	80.00/hr
Truck Charge	25.00/hr
Saw Cut Machine Charge	75.00/hr
Backhoe Charge	50.00/hr
Arrow Board Charge	75.00/hr
Cost to Pump Water Rate	1.67
(Price changes every April 1st, based on Prior Year Revenue and Expenitures - BOC Approved)	
Water Supplies sold by Jericho Water District	Various
(Price based on current Water Meter Bid plus 25% markup-updated April 1st each year)	

Jericho Water District Listing of Files by Subject Matter As of 12-31-2021

Pursuant to Public Officers Law §87(3)(c), the following is a reasonably detailed current list by subject matter, of all records in the possession of the Jericho Water District, whether or not available under the Freedom of Information Law, Public Officers Law, Article 6. This list will be updated annually and was last updated for fiscal year ended December 31, 2021.

General

- 1. Official Minutes
- 2. Board Meeting Agendas
- 3. Proof of Notice of Publication
- 4. General Correspondence
- 5. Election Files
- 6. Operational Policies
- 7. FOIL Requests
- 8. Easements & Deed Records
- 9. Ordinances
- 10. Insurance Policies

Archive Records/Record Management

- 1. Inventory of Records
- 2. Retention Schedule

Fiscal

- 1. Financial Reports
 - a. Audited Annual Reports
 - b. External Audits
- 2. Monthly, Quarterly and Other Periodic Reports
- 3. Banking Records
- 4. Debt Service Reports & Schedules
- 5. Grant Award and Payment Records
- 6. Annual Budgets
- 7. Payments Claims & Warrants
- 8. General Accounting
 - a. General Ledger summary of receipts and disbursements
 - b. Subsidiary Ledgers-providing details of General Ledger Accounts
 - c. Journal Entries and Budget Transfers
- 9. Procurement Records and Contracts
 - a. Bid Awards and Contracts
- 10. Billing Records

Human Resource Records

- 1. Payroll Records
- 2. Personnel Records
- 3. Civil Service Records

Plant Operations

- 1. Water Service and Connection Records
- 2. Plant Maintenance Records
- 3. Water Sampling, Lab Testing and Reporting Records
- 4. Service Department Work Records
- 5. Cross Connection Records
- 6. Disaster Preparedness Plans



2022 SCHEDULE OF BOARD MEETINGS

Date	of	Meetings	
Date	OI.	Meerings	

January 5, 2022

Reorganization Meeting

January 19, 2022

February 2, 2022

February 16, 2022

March 2, 2022

March 16, 2022

April 6, 2022

April 20, 2022

May 4, 2022

May 18, 2022

June 1, 2022

June 15, 2022

July 6, 2022

July 20, 2022

August 3, 2022

August 17, 2022

September 7, 2022

September 8, 2022

September 21, 2022

October 5, 2022

October 19, 2022

November 2, 2022

November 16, 2022

December 7, 2022

December 13, 2022

Commissioner Election

December 14, 2022

Certification of Election Results 9:00AM

Public Hearing on 2022 Budget 9:00AM

December 21, 2022

NOTE: All meetings are at 8:30AM unless otherwise noted.