

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

held remotely via telephone conference, on the 16th day of March 2022, at 8:30 A.M.

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

In response to the concerns relative to the Coronavirus (COVID-19), today's meeting of the Board of Commissioners and all meetings until further notice will be held via a phone-conferencing platform pursuant to Chapter 417 of the NYS Laws of 2021. A roll call was taken to assure that those listed were in attendance and that a quorum of the Board was present. Members of the public were given the opportunity to call in and listen to the meeting live. The Board Meeting was recorded and will later be transcribed. A notice was posted on the District's website, [www.jerichowater.org](http://www.jerichowater.org), stating same.

Minutes of February 2, 2022, and February 16, 2022, were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: Waiting for comments from NCDH and NYSDOH on BODR. D&B is addressing JWD comments on the 60 percent draft drawings. The 90 percent submittal will be at the end of April or early May.
2. Well 22 Facility Improvements & AOP Treatment: Waiting for comments from NCDH and NYSDOH on BODR. D&B is finalizing the 60 percent draft drawings submittal for JWD review.
3. Kirby Lane AOP: D&B responded to NCDH comments on the contract documents. Approval is pending. Prime contracts have been executed. Working with Trojan to submit shop drawings.
4. Southwoods Road -New Well and Treatment Facility:
  - a. Well Construction Contract: D&B is evaluating bids. A recommendation letter is forthcoming.

- b. Treatment Facility Contracts: D&B has responded to NCDH comments relating to the requirement for pilot testing in the Basis of Design Report (BODR) for the Treatment Facility. The next submittal will be 60 percent complete drawings in late-March.
5. PTAS at the Wheatley Rd. Site (Well 6 & 16): Contractual Substantial Completion date is March 4, 2022. Project is delayed due to electrical equipment delivery delays. Targeting start up in mid to late summer. D&B has sent a letter to the Electrical Contractor reminding them of the liquidated damages clause in the contract.
  6. Split Rock Tank Booster Station: D&B has prepared a recommendation letter for the Award of the pump station pre-purchase contract. D&B has prepared a recommendation letter for the Award of the General Construction Contract.

Mr. Merklin then reported that he had reviewed the two (2) bid proposals received on February 25, 2022, for Contract No. C2-22R, Purchase of the Pre-Fabricated Booster Pump Station at Split Rock Road. The apparent low bidder was Engineered Fluid, Inc. however, their bid included a series of "notes, clarifications and deviations" which included fundamental alterations to the design including some that would impact the cost. D&B held a pre-award conference call in which Engineered Fluid Inc. confirmed that their bid price would not meet the specifications as written, and therefore, D&B declared their bid as not responsive. Patterson Pump Company submitted a bid in the amount of \$1,232,376.00. Based on his findings of the Contractor's past and present performances, and his review of the bid proposal and pre-award meeting, Mr. Merklin recommended award of the contract for the Purchase of the Pre-Fabricated Booster Pump Station at Split Rock Road Contract be made to Patterson Pump Company of Toccoa, GA. After discussion, and upon motion duly made and seconded, it was

RESOLVED the Commissioners reject the bid submitted by Engineered Fluid Inc. and that Contract No. C2-22R, Purchase of the Pre-Fabricated Booster Pump Station at Split Rock Road be awarded to Patterson Pump Company of Toccoa, GA as the lowest responsible bidder with a bid that conforms with the bid specifications of the District in the amount of \$1,232,376.00 to be charged to Capital Account No. H-8397-003-2303 Split Rock Tank Rehabilitation.

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

Mr. Merklin then reported that he had reviewed the six (6) bid proposals received on March 4, 2022 for Contract No. C3-22, Installation of the Pre-Fabricated Booster Pump Station at Split Rock Road. Bensin Contracting was the low bidder for the contract with a bid amount of \$952,500.00. Based on his findings of the Contractor's past and present performances, and his review of the bid proposal, Mr. Merklin recommended award of the contract for the Installation of the Pre-Fabricated Booster Pump Station at Split Rock Road be made to Bensin Contracting of Holtsville, NY. After discussion and upon motion duly made and seconded, it was

RESOLVED the Commissioners awarded Contract No. C3-22, Installation of the Pre-Fabricated Booster Pump Station at Split Rock Road to Bensin Contracting Inc. of Holtsville, NY as the lowest responsible bidder with a bid that conforms with the bid specifications of the District in the amount of \$952,500.00 to be charged to Capital Account No H-8397-003-2303 Split Rock Tank Rehabilitation.

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

7. Wells 18 & 19 Drainage Improvements: D&B met with the Contractor at the site to discuss completion of the site work.
8. Syosset Tank Replacement Planning: D&B is addressing JWD comments on the 60 percent contract documents. A design progress meeting will be scheduled in the next few weeks.
9. Water Service Gooseneck Replacement: A Notice to Proceed will be issued upon receipt of approval of contract documents by NCDH.
10. Pump Rehabilitation Projects:
  - Well 31: JWD has received approval from NCDH to operate the well. D&B is working on close out documentation. D&B has submitted a proposal amendment for additional work required to address lead detections in the well.
  - Well 17: Pump delivery scheduled for March 30<sup>th</sup>.
  - Well 29: Pump delivery scheduled for March 30<sup>th</sup>.

Mr. Merklin then presented to the Commissioners a proposal from D&B Engineers and Architects to provide additional engineering services related to the pump rehabilitation at Well No. 31. in the amount of \$5,000.00 amending the originally approved fee from \$8,500.00 to \$13,500.00. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal for additional engineering fees related to the pump rehabilitation at Well No. 31 in the amount of \$5,000.00 to be charged to Capital Account No. H-8397-873-2102 Pump House No. 12 Building Improvements.

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

11. Requirements Contracts:

- Flow Control Valves: Contract execution is underway.
- Electrical: Contract execution is underway.
- Instrumentation and Controls: Contract execution is underway.
- Chlorine Purchasing: Contract execution is underway.

12. Glen Head Water Main Improvements: Evaluating alternative pipe routes.

13. Main Plant SCADA Improvements: Notice to Proceed has been issued and a preconstruction meeting has been held.

14. Transfer Switch Replacements: Waiting for a delivery date from the Contractor for two of the switches. Alternative style switch for Well 29 is being submitted to accommodate mounting conditions.

15. Juneau Pump Station Improvements: Bids will be received on March 18<sup>th</sup>.

16. Main Plant Basement Improvements: JWD is reviewing draft drawings.

17. 2021 Annual Water Quality Report (AWQR): D&B has completed the spreadsheet for JWD's use.

18. Merry Lane Water Main As-Builts: D&B has submitted draft as-built drawings for review.

19. VA Update: A draft will be submitted to JWD in April. Final update is due in December 2022.

20. GIS Hydrant and Water Main Mapping: D&B has submitted a draft proposal to update the District's GIS to include water mains and valves.

21. Convent Road Architectural Improvements: D&B is preparing a proposal to prepare contract documents for miscellaneous improvements at the various facilities located at the Convent Road site.

## Status of Proposed Development Projects – Engineers Report

1. Oaks at Mill River: D&B has prepared draft cost estimates for the water main and pump station construction for review by JWD.
2. The Center for Developmental Disabilities (The Center) Water Main Improvements: D&B is meeting with the Contractor to discuss a schedule for completing the punch list work.
3. Tam O'Shanter Development: D&B will reach out to NYSDEC for further clarification on their response.

A discussion was held regarding the Tam O'Shanter Development and their request for a water availability letter. After discussion, the Commissioners agreed to issue a conditional certificate of water availability incorporating the requirement that each private irrigation well is tested at the well head and samples reported to the Nassau County Health Department for their review and approval. Mr. Logan will coordinate with Mr. Ingham to prepare the conditional certificate of water availability for the developer.

4. Laurel Hollow Service Area Extension: No new activity since the last report.
5. Woodbury Hills Development: No new activity since the last report.
6. Silver Path Estates Request for Water Availability: No new activity since the last report.
7. Marriott at Milleridge Inn Water Main: No new activity since the last report.
8. Country Club Developers: No new activity since the last report.
9. Aveley Residential Development: No new activity since the last report.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period March 2, 2022, to March 15, 2022, had been completed and all were within state and federal standards.

A discussion was held in regards to District's current starting salaries. Mr. Logan and Miss Cannon recommended that the Commissioners consider amending the District's Step and Grade Chart each year to match the negotiated cost of living increase for each year retroactive to January 1, 2020 (last adjustment to the salary step and grade chart was September 1, 2019). After discussion, the Commissioners instructed Miss Cannon to raise the starting salaries in all titles on the schedule by 3.5% for 2020, 2021 and 2022.

Mr. Logan reported that a former employee of the District, Alexander Serio, had contacted him regarding reinstatement of his employment. After discussion, the Commissioners offered Mr. Serio an annual salary of \$44,500.00 contingent upon approval of Nassau County Civil Service.

Mr. Logan then reported that he had reviewed the three (3) bid proposals received on March 4, 2022 for Contract No. G7-22, Landscaping Maintenance of District Sites. DGB Landscaping was the low bidder for the contract with a bid amount of \$38,500.00 with the option to extend for two (2) additional years at a 3% increase each year. The bid specifications included an additional line item for a landscaping project at the District's Main Office Property, the bid price for this line was \$6,800.00. Based on his findings of the Contractor's past and present performances, and his review of the bid proposal, Mr. Logan recommended award of the contract for the Landscaping Maintenance of District Sites be made to DGB Landscaping Inc. of Huntington, NY. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners award Contract No. G7-22, Landscaping Maintenance of District Sites to DGB Landscaping Inc. of Huntington, NY as the lowest responsible bidder with a bid that conforms with the bid specifications of the District in the annual amount of \$38,500.00 for the period of April 1, 2022 through November 30, 2022 with the option to renew the contract for two (2) additional years at a 3% increase for each year to be charged to Operating Account No. A-8340-000-4651 Lawn Maintenance. Additionally, the Commissioners approved \$6,800.00 for the landscaping project at the District's Main Office Property to be charged to Operating Account No. A-8340-000-2104 Land Improvements. It was

FURTHER RESOLVED that the Commissioners approve a budget transfer in the amount of \$1,000.00 to be transferred from A-8340-000-2104 Land Improvements to account No. A-8340-000-4651 Lawn Maintenance.

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

Mr. Logan then reported that he had sent out an RFP for Contract No. G8-22 Design, Printing and Fulfillment of the Semi-Annual Newsletter, Annual Water Quality Report and Assorted Mailers. Mr. Logan sent the request to six (6) companies and received back one (1) proposal from the District's current marketing firm, Progressive Marketing Group (PMG). Mr. Logan explained that PMG has been preparing the District's newsletters for several years as well as managing the District's website and he is happy with their services and expertise. Mr. Logan compared new contract pricing with PMG's last contract which showed an average 10% increase across all line items due to industry wide rise in the cost of supplies

and production. Mr. Logan recommended award of the contract to Progressive Marketing Inc. for March 16, 2022 through December 31, 2022 with the option to extend at a 3% increase for year two (January 1, 2023 through December 31, 2023) and a 3% increase for year three (January 1, 2024 through December 31, 2024). After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve awarding Contract No. G8-22, Design, Printing and Fulfillment of the Semi-Annual Newsletter, Annual Water Quality Report and Assorted Mailers to Progressive Marketing Group of Ronkonkoma, New York for the contract period March 16, 2022 through December 31, 2022 to be charged to Operating Account No. A-8310-000-4480 Other Professional Services.

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

Mr. Logan then presented to the Commissioners Contract Modification No. 1 from A.C. Schultes for Contract No. C4-20, Rehabilitation of Well Pump No. 31 for contract close out in the amount of \$0.00 (as the contract value has not changed from the original price and all work proposed to be done has been completed). After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approved Contract Modification No. 1 for Contract No. C4-20, Rehabilitation of Well Pump No. 31 from A.C. Schultes for contract close out with no change to the original cost of the project.

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

Mr. Logan than requested authorization to purchase two (2) meter reading/troubleshooting tablets for the service department for the total amount of \$12,965.20 from Badger Meter. The District is currently using Trimble handheld units to read the District's remaining radio and manual read meters, these devices have become obsolete and out of support. The new devices will allow the District to continue to read radio and manual meters as well as troubleshoot cellular endpoints in the field. The District will be trading in two of the old Trimble handheld units in order to receive the discounted pricing on the new tablets. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize Mr. Logan to purchase two Yuma 7 tablets in the total amount of \$12,965.20 to be charged to Capital Account No. H-8397-009-2020 Meter Change Out Program.

FURTHER RESOLVED that the Commissioners authorize the disposal/trade in of two (2) of the District's Trimble Handheld Units, Serial No. RS2VC62215, Fixed Asset Tag No.000504 & Serial No. RS2VC2202, Fixed Asset Tag No. 000416.

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

Mr. Logan informed the Commissioners that he received a request from Platsky Co. Inc. to remove fines for untested backflow devices on three of their utility accounts (Account Nos. 30363000-0, 31362800-1, 31363100-1). Platsky Co., Inc. submitted proof that the backflow tests had been performed on all of the accounts in December of 2021, however, the backflow test results were not received by Jericho Water District. After discussion, the Commissioners instructed Mr. Logan to waive two out of the three fines assessed. Fines were waived on Account Nos. 31362800-1 & 31363100-1.

Mr. Logan informed the Commissioners that he received a request from Mr. Jeffery Pulis of Botto Mechanical Corporation to remove fines for untested backflow devices on two of their customer's utility accounts that were assessed a total of three fines (Account Nos. 36607700-2 and 36607701-1). Mr. Pulis submitted proof that the backflow tests were performed on all of the accounts in November of 2021, however, the backflow test results were not received by Jericho Water District. After discussion, the Commissioners instructed Mr. Logan to waive two out of the three fines assessed. Two fines were waived on Account No. 36607700-2.

Mr. Logan gave a brief update to the Commissioners on the Wheatley Tank project. The alarm system has been installed by Johnson Controls. During the last week of March, the tank will be removed from service for the full anniversary inspection. Once the inspection is complete, the tank will be put back online.

Mr. Logan then discussed with the Commissioners a request from builder, Charles Seminario to delay the disconnection of the service at 121 Candy Lane, as the road is currently under a three-year moratorium from opening with the Town of Oyster Bay. Mr. Seminario is unable to receive his demolition permit with the town because the District has not issued the disconnect letter (since the service needs to be disconnected at the main in the road). Mr. Logan explained to Mr. Seminario that the issue is with the Town of Oyster Bay, not Jericho Water District.



Mr. Logan then requested that a bid date be set for the AOP Treatment at Merry Lane Contract Nos. C4-22 General Construction, C5-22 Electrical Construction and G6-22 Plumbing Construction. After discussion, the Commissioners set a bid date for Friday, April 15<sup>th</sup>, 2022 at 9:00 a.m.

Mr. Logan then reported that he had requested authorization from the Commissioners via email on March 8, 2022, to sell the following vehicles for scrap:

(Old Unit No. 7)                                    2001 Chevrolet E3500 Express Cargo Van  
 VIN# 1GCHG35R111225868                    Fixed Asset ID No. 9000152

(Old Unit No. 30)                                   2000 Chevrolet E3500 Express Cargo Van  
 VIN# 1GCHG35R4Y1267641                   Fixed Asset ID No. 9000155

Mr. Logan explained that both vans had been taken off the road, had been replaced with new vehicles and had fully depreciated in value. Due to the vehicles condition, the District would not benefit from selling them via a public bid. The Commissioners agreed. After discussion, and upon motion duly made, and seconded, it was

RESOLVED that the Commissioners authorize Mr. Logan to scrap the vehicles at Loni-Jo Metal Corp. in the amount of \$0.16 per pound. The vans weighed 5300 lbs. each, and the District received \$1,696.00 for the sale on March 11, 2022.

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

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of March 14, 2022. 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 March 1, 2022 and March 14, 2022. After discussion, the report was ordered filed.

Miss Cannon reported that the Bank Reconciliations for the month of February 2022 were completed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then reported that the preliminary financial statements indicated that the District would end the fiscal year 12/31/2021 with an unreserved/undesigned fund balance of \$6,968,109.89. Miss Cannon

recommended that the Commissioners reduce the unreserved/undesignated fund balance to a target level equal to approximately 25% to 30% of the 2022 Adopted Annual Operating Budget by appropriating \$2,100,000.00 to various reserve funds as follows:

A-0909	Unreserved/Undesignated Fund Balance	(\$2,100,000.00)
A-0878	Capital Improvement Reserve	\$1,850,000.00
A-0880	Repair Reserve	<u>\$ 250,000.00</u>
	Total to Reserve Funds	\$2,100,000.00

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

RESOLVED that the District appropriate fund balance as listed above.

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

Miss Cannon then presented and reviewed with the Commissioners the estimated District's cost to pump 1,000 gallons of water for the period ended 12/31/2021 of \$1.98 to be utilized when calculating the amount of relief to consumers for leaks on their water service as of April 1, 2022. After discussion, the report was ordered filed.

Miss Cannon updated the Commissioners regarding a damaged hydrant claim from Juniper Drive and Mill River Lane in Oyster Bay back in 2020. On July 10, 2020, the Commissioners agreed to GEICO's settlement offer of \$1,995.00 on a \$2,100.00 claim and then later reneged on the offer and lowered it to \$500.00 (which the Commissioners rejected). Miss Cannon informed the Commissioners that GEICO made a new offer of \$1,902.24 to settle the claim. After discussion, the Commissioners agreed to the settlement of \$1,902.00 and authorized Miss Cannon to sign the Release of Property Damage.

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

Miss Cannon gave the Commissioners an update regarding an additional hydrant claim (a two-car accident) which occurred on January 16, 2022. Miss Cannon informed the Commissioners that one of the parties involved has agreed to pay for 50% of the hydrant repair in the amount of \$465.70. Miss Cannon explained

that she will send one additional letter to the other party involved requesting the other 50% of the claim be paid. After discussion, the Commissioners agreed to the settlement of \$465.70 from Pure Insurance and authorized Miss Cannon to sign the Release for Property Damage.

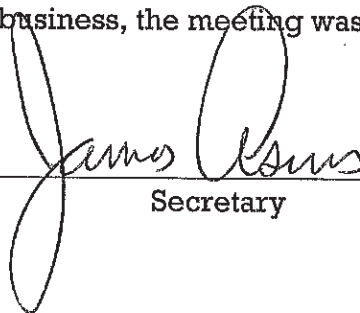
VOTE	AYES		NOES		ABSECTIONS	
		2		0		1
Commissioner Abbate			AYE			
Commissioner Asmus			ABSENT			
Commissioner Beckerle			AYE			

A discussion was held regarding the planned water rate increases for non-domestic services scheduled for April 1, 2022. Miss Cannon explained that after meeting with the service department, there was a delay in verifying some of the remaining tagged accounts and staff needed additional time to complete the project. Miss Cannon and Mr. Logan set a target date for the rate increase of July 1, 2022 and will keep the Commissioners apprised of the progress.

Pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #26278 to #26323 and Construction Fund #2591.

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

  
Secretary