

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

held remotely via telephone conference, on the 17th day of August 2022, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate (absent)
		James Asmus
		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, stating same.

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: D&B responded to comments received from NYSDOH on BODR. Waiting for comments from NCDH. The contract documents have been submitted to NCDH and NYSDOH. Waiting for comments. The pre-bid meeting was held on August 16th. Bids will be opened on August 26th. D&B prepared a purchase summary of authorized bid items for the purchase of one set of GAC Vessels for Well No. 21 (Well No. 20 already has GACs on site). The contractor on the project asked if the twelve manual valves on the GAC manifold may be changed to 3L series Bray actuated valves prior to delivery to the site rather than them performing the work on site, which will be a forthcoming change order. Cost of the swap will be calculated by TIGG.

Mr. Logan then requested authorization to pre-purchase (1) set of GAC Vessels for the Well No. 21 from TIGG LLC under Contract No. C6-20 Requirements Contract for the Purchase of GAC Systems at the cost of \$328,000.00. After discussion and upon motion duly made and seconded it was

RESOLVED, the Commissioners approve the purchase of a set of GAC Vessels for Well No. 21 utilizing Contract No. C6-20, Requirements Contract for the Purchase of GAC Systems in the amount of \$328,000.00 to be charged to Capital Account No. H-8397-021-2303 Well No. 20 & 21 AOP System.

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

2. Well 22 Facility Improvements & AOP Treatment: D&B is addressing NYSDOH comments on the BODR. Waiting for comments from NCDH. D&B is addressing JWD comments on the 90 percent contract documents. Targeting bidding in October 2022.
3. Kirby Lane AOP: NCDH and NYSDOH have approved the contract documents. Construction is underway.
4. Southwoods Road -New Well and Treatment Facility:
 - a. Well Construction Contract: Contractor reached the bottom of the proposed well depth. D&B is reviewing the final well design shop drawing. Work is scheduled to be completed in September.
 - b. Treatment Facility Contracts: NCDH has approved the Basis of Design Report (BODR). 90 percent contract documents have been submitted to JWD for review.
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 and well pump delivery. Electrical equipment was delivered this week.
6. Split Rock Tank Booster Station: D&B is reviewing the pump station shop drawing. Manufacturer has indicated they have concerns about the size of station and ability to cross bridges for shipping. Waiting for them to submit a plan. A project schedule will be provided once the pump station shop drawing has been approved.
7. Wells 18 & 19 Drainage Improvements: Site restoration will be completed in the fall to take advantage of weather conditions.
8. Syosset Tank Replacement Planning: D&B is preparing conformed contracts for execution. A preliminary kick-off meeting was held with D&B and Landmark's Project Managers. A pre-construction meeting will be

scheduled at the end of August. D&B has responded to comments from NCDH.

9. **Water Service Gooseneck Replacement:** D&B is preparing additional materials required by NCDH for resubmittal to NCDH. A Notice to Proceed (NTP) will be issued to the Contractor upon NCDH approval of the contract documents.

10. **Pump Rehabilitation Projects:**

- Well 31: The Contractor has submitted a request for additional costs. D&B is reviewing it.
- Well 17: The well is operational. The new motor and angle drive will now be provided in the fall.
- Well 29: Contractor has received the pump. Installation work to be performed in the fall.
- Well 18: D&B has revised the pump design to maximize flow after the installation of proposed GAC treatment.
- Well 19: D&B has revised the pump design to maximize flow after the installation of proposed GAC treatment.

11. **Glen Head and Roosevelt Avenue Water Main Improvements:** D&B provided a drawing to the developer with a suggested easement location on the Engineers Country Club site. A proposal will be prepared for design after the easements have been negotiated.

Mr. Logan presented to the Commissioners an email from Mr. Steven Hyman of H2M architects + engineers for a request for water availability for the Engineer's Country Club Redevelopment which will include fifty-four (54) units within the District's boundaries. Roslyn Water District will be servicing the remaining thirty-eight (38) units. H2M provided the District with expected water supply demand for the redevelopment project. Mr. Logan informed the Commissioners that a feasibility study would need to be conducted to analyze the potential demands this project will place on the distribution system. After discussion, the Commissioners requested that Mr. Merklin prepare an engineer's proposal for a feasibility study; the cost to be paid by the developers of the project.

12. **Main Plant SCADA Improvements:** Work at Merry Lane will commence on August 15th. Convent Road and remote sites work will commence upon completion at Merry Lane. Negotiating a Managed Services contract with Lexington.

A discussion was held regarding a change to the bid specifications to the SCADA upgrade project's backup system. The original bid specifications included an antiquated tape back up system in which District staff would change a daily backup tape to be stored for disaster recovery purposes. It was decided that it would be more beneficial to utilize a cloud hosted backup system, Datto device, in

lieu of the manual tape backup system. While the cloud system provided a cost savings since there is less hardware/software required, there will now be a monthly fee for a managed service agreement (the cost of which is still being negotiated with Lexington). The first year of maintenance and the managed agreement will be charged to the capital project to cover any start up issues or required modifications and the system is fully operational.

13. Transfer Switch Replacements: This work will be performed in the fall. D&B received a cost proposal from Bancker to install the switch at Well 29. This work will be eliminated from Hinck's contract and a credit provided.
14. Juneau Pump Station Improvements: D&B has requested a schedule from the Contractor.
15. Convent Road Facility Architectural Improvements: D&B is preparing a 60 percent design submittal for the end of September.
16. Capital Plan: Working with JWD on any final revisions needed.
17. Merry Lane Water Main As-Built: D&B will meet the JWD in the field to review as-built drawings to finalize them. D&B will estimate the cost for production of the as-built drawings once they have been completed.
18. Vulnerability Assessment (VA) Update: Final update is due in December 2022.
19. Lead and Copper Rule (LCR) Grant Application: D&B is working on the grant application which is due on August 31st.
20. New Emerging Contaminant Treatment Grant Applications: D&B is preparing grant applications for the following projects:
 - a. Well 3 AOP
 - b. Wells 18 & 19 GAC
 - c. Well 29 GAC
 - d. Resubmitting Well 22 AOP
 - e. New Well 33-in lieu of AOP at Well 5

**RESOLUTION TO APPLY FOR A
NYS WATER INFRASTRUCTURE IMPROVEMENT ACT GRANT (WIIA)
Adopted: August 17, 2022**

Discussion was then held with regards to the NYS Water Infrastructure Improvement Act (WIIA) and the availability of grants for the State's 2022-2023 fiscal year, particularly the current construction projects that would qualify to receive a

grant of up to 60% of net eligible project costs for projects addressing emerging contaminants or the lesser of \$5 million or 60 % of net eligible project costs for all other drinking water projects.

Miss Cannon reported that the following projects would qualify for funding under this grant:

1. Well 22 AOP Treatment System; estimated cost of \$11,340,661.00
2. New Well No. 33 at Southwoods Road; estimated cost \$14,403,700.00
3. Well 3 AOP System; estimated cost \$12,717,000.00
4. Well 18 & 19 & 29 Granular Activated Carbon System; estimated cost of \$17,048,000.00

Miss Cannon then presented to the Commissioners the following resolution to authorize the District to submit grant applications under the NYS Water Infrastructure Improvement Act (WIIA) for NYS fiscal year 2022-2023:

WHEREAS, the Clean Water Infrastructure Act of 2017 invested \$3 billion in clean and drinking water infrastructure projects and water quality protection projects across the State of New York, and

WHEREAS, \$225 Million of these funds will be made available in 2022-2023 state fiscal year to selected municipalities with infrastructure projects that protect public health and or improve water quality, including infrastructure projects that combat emerging contaminants (EC), such as PFOA, PFOS and 1,4-dioxane with system upgrades and innovative pilot technologies, and

WHEREAS, under this program the Environmental Facilities Corporation, (EFC), will evaluate applications for projects received by the deadline of 5PM on Friday, September 9, 2022, and

WHEREAS, the Board of Commissioners of the Jericho Water District believes itself to be qualified for multiple NYS WIIA Grants, and is willing to carry out all activities described in the grant application, and

WHEREAS, in this action the Jericho Water District will upon an award and acceptance of the grant, agree to the terms of the grant;

WHEREAS, one of the requirements under the NYS WIIA grant administered by the NYS Environmental Facility Corporation (EFC) is that the Commissioners are required to appoint a Minority Business Officer (MBO) as the official contact person to administer the Minority and Women Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) documentation and act as a liaison between the NYS EFC and the prime contractors.

NOW THEREFORE, after discussion and due deliberation, and in consideration of the above recitals, the Board Unanimously:

RESOLVED, that the Board of Commissioners of the Jericho Water District authorizes the submittal of grant applications for the NYS Water Infrastructure Improvement Act (WIIA) and assigns Superintendent Peter F. Logan to be the Authorized Representative of the District, it was

FURTHER RESOLVED that the Jericho Water District requests the funds and assistance available from the NYS WIIA Grant and will comply with all rules and requirements of this program, it was

FURTHER RESOLVED that the Commissioners Appoint Kathleen Cannon, Business Manager as the District's MBO Officer for any NYS WIIA Grant received.

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

21. Document Scanning: D&B is scanning historical documents as requested by JWD.

22. Wheatley Tank Altitude Valves: D&B has submitted a proposal for the design of altitude valves at the Wheatley Tank.

Mr. Merklin then presented to the Commissioners with a proposal from D&B Engineers and Architects, D.P.C. to provide plans and specifications, assist with permitting and to provide bidding and construction services and part-time inspection and start-up assistance for two (2) separate altitude valves and two (2) separate buried vaults at the Wheatley Tank site in the not to exceed fee of \$69,000.00. The District installed an altitude valve on the Woodbury standpipe and replaced an altitude valve for the Split Rock standpipe in the past two (2) years. The primary function of an altitude valve is to allow water from the distributions system to flow into the storage tank but close when the tank is full to prevent an overflow event. Since the Wheatley Tank has a separate inlet and outlet pipe, two separate valves and buried vaults are required. The altitude valves will also be connected to the existing SCADA system to allow monitoring and control of valve positions. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal to prepare plans and specifications, assist with permitting, bidding and construction services and part-time inspection and start-up assistance for two (2) separate altitude valves at the Wheatley Tank site in the not to exceed fee of \$69,000.00 to be charged to Capital Project Account No. H-8397-002-2303 Wheatley Tank Rehabilitation.

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

Status of Proposed Development Projects – Engineers Report

1. Marriott at Milleridge Inn Water Main: D&B's original scope of work has been completed and the contract documents have been approved by NCDH. Waiting on funds from the developer before preparing updated cost estimate.
2. The Center for Developmental Disabilities (The Center) Water Main Improvements: Waiting for final invoice and close out documents.
3. Tam O'Shanter Development: Waiting for developer response regarding April 25, 2022 letter from NCDH about conditional letter of water availability.
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. Country Club Developers: No new activity since the last report.
8. Aveley Residential Development: No new activity since the last report.

Mr. Ingham reported that he is working with the Town of Oyster Bay to pass a resolution to remove the twenty-four (24) properties within the Jericho Water District's boundaries but serviced by the City of Glen Cove from the District's taxroll with the right to add back in the future if the District services these properties in the future.

Monthly report of the Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period August 3, 2022, to August 16, 2022, had been completed and all were within state and federal standards.

Mr. Logan reported that the District has received three offers on the 160 Robbins Lane, Jericho property for lower than asking price. Since there are multiple offers, the District's Real Estate Broker, Cathi Horan, recommended that the District hold on the list price awaiting additional offers, if no additional offers are received she will then go back to these three offers and ask for their best and final offer. The District also received one verbal offer on the 61 Saratoga Drive, Jericho, also lower than asking price.

Mr. Logan then requested permission to send two (2) employees (Anthony Nicolaou and Edward Keenan) to plant operator certification school to obtain "D" licenses at a cost of \$475.00 plus the cost of the instruction manuals. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners authorize two (2) employees to attend plant operator training school to obtain "D" licenses for a cost of \$750.00 plus the cost of the instruction manuals to be charged to Operating Account No. A-8340-000-4640 Education, Meetings & Dues.

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

Mr. Logan informed the Commissioners he received the proposal from Bancker Construction under the Requirements Contract No. G4-20, Emergency Water Distribution Repairs, to disconnect the service at the main at the abandoned gas station on the corner of 25A & Rte. 107 in the amount of \$15,759.68. As discussed at last meeting, the leak is causing a dangerous situation. Once the property is developed it will require a new service, however, the property has been vacant since 2013, and all attempts to contact the owner have proved unsuccessful. Once the disconnect is complete, it will require restoration of the road patch on 25A which will be done by DeRosa Paving under the District's Requirements Contract No. G3-20, Permanent Road Restoration of Pavements. The property owner will be invoiced the full amount of the work, and if unpaid, delinquent charges will be moved to the tax roll. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize Bancker Construction Corp. to disconnect the service to 5055 Northern Blvd, Glen Head in the amount of \$15,759.68 to be charged to Operating Account No. A-8340-000-4650 Repairs to Wells and Distribution.

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

Commissioner Beckerle

AYE

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of August 15, 2022. 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 August 31, 2022. After discussion, the report was ordered filed.

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

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between August 2, 2022 and August 15, 2022. After discussion, the report was ordered filed.

Miss Cannon informed the Commissioners that she had received a request from Tracie O'Donnell of WHM Plumbing and Heating Contractors, Inc. requesting the Philip Ross Bid Documents and qualifications submitted. Miss Cannon reported that she sent the letter acknowledging receipt of her FOIL request within five (5) days of receipt of her request as required under Section 89 (3) of the Freedom of Information Law, stating her request will be granted or denied, (in whole or part), within approximately thirty (30) days.

Miss Cannon then informed the Commissioners that she received a letter from Nicole Morton of Salerno Brokerage Corp., the District's Insurance Broker, recommending that the District renew their General Liability, Property & Equipment, Automobile, Umbrella, Public Officials & Employment Practices and Owners Protective Insurance with Zurich American Insurance Company in the amount of \$215,395.76 for the period of September 1, 2022 through August 31, 2023. Ms. Morton indicated in her letter that the quoted premium from Zurich represented a 11% increase over the expiring premiums. The increase was expected due to the addition of assets to the District's list of insurable values and exposure changes. In addition to renewing the above insurance policies, Ms. Morton recommended the District change the Cyber Liability/Cyber Extortion policy from Chubb Insurance to Cowbell Insurance for an annual premium of \$8,491.00 vs. Chubb/Ace quote of \$13,442.00. Additionally, Ms. Morton recommended renewal of the Public Employee Blanket Bond from Utica National Insurance for an annual premium of \$1,055.00 and the OCP – Town of Oyster Bay for an annual premium of \$209.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew insurance coverage for the period of September 1, 2022 to August 31, 2023 with Zurich American Insurance Company

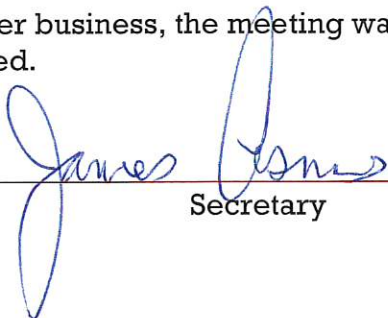
through Salerno Brokerage Corp. in the amount of \$214,131.76, Cyber Liability/Cyber Extortion policy from Cowbell Insurance in the amount of \$8,491.00, Public Employee Blank Bond \$1,055.00 from Utica National Insurance and \$209.00 for OCP – Town of Oyster Bay to be charged to Operating Account A-8310-000-4300 Insurance.

VOTE	AYES	2	NOES	0	ABSENTIONS	0
Commissioner Abbate			ABSENT			
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 #26687 to #26710, Construction Fund #2610 to #2611 and Installation Fund #4154.

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


Secretary