

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

held remotely via telephone conference, on the 20th day of July 2022, at 8:30 A.M.

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

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.

Minutes of the previous meeting(s) were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: 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. Bids will be received on August 26th.
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 fall 2022.
3. Kirby Lane AOP: NCDH approval of the plans and specifications have been received. Construction is underway.
4. Southwoods Road -New Well and Treatment Facility:

- a. Well Construction Contract: Well drilling is underway. Schedule is to complete work in late September.
 - b. Treatment Facility Contracts: NCDH approval of the Basis of Design Report (BODR) is pending. A 90 percent submittal will be made in late July.
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 delays. Contract Modification package will be prepared for Board approval at the next meeting.
 6. Split Rock Tank Booster Station: D&B is reviewing the pump station shop drawing. A project schedule will be provided once the pump station shop drawing has been approved.
 7. Wells 18 & 19 Drainage Improvements: Punch list work is on-going.
 8. Syosset Tank Replacement Planning: Bids were received on July 8th. A pre-award meeting with the apparent low bidder is being scheduled to discuss ways to reduce the project cost. D&B is still analyzing bids and is not ready to make a bid award recommendation at this time.
 9. Water Service Gooseneck Replacement: A meeting was held with NCDH for July 18th to discuss the project approach. A Notice to Proceed (NTP) will be issued to the Contractor upon NCDH approval of the contract documents. The health department indicated that an application can be submitted for the replacement of lead service lines in which this project would classify for. D&B will work on the additional grant application for the funding of this project which is due on August 31st with no additional costs for the effort.
10. Pump Rehabilitation Projects:
 - Well 31: The Contractor has indicated that they will be submitting an updated request for additional costs.
 - Well 17: NCDH has provided a final approval to operate. The new motor will now be delivered to JWD in the fall. The angle drive modifications will be performed in the fall.
 - Well 29: Contractor has received the pump. Installation work to be performed in the fall.
 - Well 18: JWD has issued Purchase Order No. 22-00445 to the Contractor in the amount of \$163,682.79.
 - Well 19: JWD has issued Purchase Order No. 22-00446 to the Contractor in the amount of \$148,489.59.

11. Roosevelt Avenue Water Main Improvements: D&B met with JWD to discuss the scope of the project. A proposal will be prepared for the design after the easements have been completed.
12. Main Plant SCADA Improvements: Dell servers have been delivered, and equipment was delivered to the Contractor by JWD on July 15th.
13. Transfer Switch Replacements: This work will be performed in the fall. A contract modification request is forthcoming for the 3rd switch at Well No. 29. D&B prepared a request for cost proposal to be sent to Bancker Electric as an alternative approach to using the existing requirements contract.
14. Juneau Pump Station Improvements: D&B has requested a schedule from the Contractor.
15. Convent Road Facility Architectural Improvements: A kick-off meeting will be scheduled with JWD in the coming weeks.
16. Capital Plan: D&B is addressing some final comments from JWD.
17. Merry Lane Water Main As-Builts: D&B will meet with 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 for the inventory of lead service lines which is due on August 31st.
20. PFAS Treatment Needs: D&B is working with JWD to identify sites that could need treatment based on the new Action Levels and proposed NYSDOH MCLs. Sites identified as potentially needing treatment will be considered for BIL and WIIA grant applications.

Mr. Merklin and Mr. Van Horn outlined the potential impacts of the new action levels being proposed by the Environmental Protection Agency for PFOA and PFOS. PFOA and PFOS compounds can be removed via Granular Activated Carbon Systems (GACs) however, in order for the treatment to be efficient and cost effective a two-stage system would need to be designed instead of the District's current one-stage system which is installed at several facilities. After discussion, the Commissioners tabled the conversation and will come to a consensus on a policy decision at the next board meeting so that D&B may prepare grant funding applications for both BIL financing (deadline of August 31, 2022) and WIIA (deadline

of September 9th, 2022). In the meantime, Mr. Logan will reach out to the surrounding Superintendent's to see how other Districts will be managing the new action levels being proposed by the EPA.

Status of Proposed Development Projects – Engineers Report

1. Oaks at Mill River: The cost estimates will be sent to the developer upon receipt of funds.
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. 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 July 5, 2022, to July 19, 2022, had been completed and all were within state and federal standards.

Mr. Logan formally documented that the Commissioners issued a "No Watering" alert and declared a water emergency on Saturday July 9th, 2022. Mr. Logan sent out one robocall on Saturday, alerting consumers of the emergency and prohibiting lawn watering due to a prolonged period without sufficient rainfall, and supply chain issues that have delayed the PTAS project at the Wheatley Tank site (which was supposed to be online in the beginning of 2022). Newsday and various other news outlets reported on the emergency on Monday, July 11th. Service department staff worked tirelessly last week, exhausting all possibilities to attempt to alleviate the situation and meet the high demand for water. A mass email was sent over a three-day period to all consumers with contact information on file with the District, which included a detailed letter from Superintendent Logan and a FAQs

sheet about the emergency. Personal phone calls were made to customers with irrigation services notifying them to turn off their systems until further notice. Phone calls were also made to customers with substantial leaks. The office staff showed exemplary patience and understanding dealing with many customer calls and complaints.

A discussion was held regarding how long the water emergency will be in effect for taking into consideration that the construction delays at the Wheatley Site will continue throughout the remainder of the summer. The immediate forecast shows little to no rain and a heat wave through Sunday. The Commissioners decided to reassess the situation on Monday to see if restrictions could be partially lifted, as long as consumers (especially high commercial users) are cognizant of the need to conserve especially during the early morning hours, and strictly follow rules of the District's Irrigation Map. The District will closely monitor daily consumption of all accounts, as well as detailed consumption of top users to make sure that they are in compliance and that the District can meet the consumer demands for water. If not, stricter enforcement will be required.

Mr. Logan discussed several repairs made by Bancker Construction Corp. under the Requirements Contract No. G4-20 for Emergency Repairs and Distribution:

1. On June 15th, 2022, Bancker Construction repaired a broken lead gooseneck to the service at 2 Linden Lane, Glen Head and replaced the line with copper, up to the curb stop. Bancker was called in due to the District's repair crew replacing a 6" meter at Picket Farm Home Association. The total cost of the repair was \$23,139.50.
2. July 9th, 2022, Bancker Construction capped off the discharge pipe that was part of the old Wheatley tank and opened two closed valves in an attempt to help water to circulate in the Brookville area. This work was approved by the Commissioners via email on July 10th and has not been invoiced.
3. July 14th, 2022, Bancker Construction replaced a 14" valve that broke in the closed position on the corner of Cedar Swamp Road and Wheatley Road. Due to the complexity of the job, and the work needing to be at night, JWD could not make the repair in house. This work was approved by the Commissioners via email on July 13th and has not been invoiced.

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

RESOLVED that the Commissioners approve the emergency repair work stated above to be charged to Operating Account No. A-8340-000-4650 Repairs to Wells & Distribution. It was

FURTHER RESOLVED, that the Commissioners approve transferring \$75,000.00 from Operating Account No. A-8330-000-4690 Carbon Replacement to Operating Account No. A-8340-000-4650 Repairs to Wells & Distribution to cover the anticipated costs of the repairs listed above.

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

Mr. Logan informed the Commissioners that the office received a phone call from the homeowners at 70 Belvedere Drive, recognizing the Jericho Water District's repair crew (Ed Keenan, Chris Nuzzolese, Jon Wright, Jon Bassetta, Alex Serio, Peter Van Beek and Anthony Nicolaou) for their professionalism while fixing the water main break in front of their home on July 12th, 2022. After discussion, the Commissioners commended and acknowledged the staff's hard work and requested the email be placed in each of their personnel files.

Mr. Logan presented to the Commissioners Contract Modification No. 1 from Lexington Technologies for Contract No. C1-22 SCADA Improvements and Maintenance to purchase Rockwell Software for the not to exceed fee of \$88,650.78 thereby amending their original contract price from \$237,500.00 to \$326,060.78. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve Contract Modification No. 1 for Contract No. C1-22 SCADA Improvements and Maintenance from Lexington Technologies in the total amount not to exceed \$88,650.78 to be charged to Capital Account No. H-8397-880-2010 SCADA System Replacement.

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

Mr. Logan informed the Commissioners that he received a letter from Nelson and Pope last week notifying the District that they will be doing a beautification project in Syosset. Mr. Logan will get some additional information on the project as it may be advantageous to the District to replace the mains in this area.

Mr. Logan then informed the Commissioners that the District was served with (2) Notice of Claims on July 11th, 2022 from Mary Kim of 214 Summit Way, Syosset, and Christal Lopez of 213 Summit Way, Syosset for damages related to a fire that occurred at the apartment complex on April 13th, 2022. Mr. Logan indicated that he forwarded a copy of the claim to the District's Insurance Broker, Salerno Brokerage Corp.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of July 19, 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 July 6th, 2022 and July 18, 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 June 30, 2022. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners the Employee Accrual Report for the quarter ended June 30, 2022. After discussion, the report was ordered filed.

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

To fund the purchase of diesel fuel through 12-31-2022

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| A-8340-000-4240 | Diesel Fuel | \$10,000.00 |
| A-8340-000-4430 | Engineering | (\$10,000.00) |

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

RESOLVED that the Commissioners authorize the above listed budget transfers.

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

Miss Cannon then presented to the Commissioners a resolution appropriating money from the Capital Reserve Fund (A-0878) to fund D&B's proposal, approved on July 6, 2022, to provide engineering services for architectural improvements at the District's 125 Convent Road facility.

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE \$218,000.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING ENGINEERING FOR ARCHITECTUAL IMPROVEMENTS AT THE 125 CONVENT ROAD FACILITY .

WHEREAS, the Board of Commissioners approved appropriated funds be set aside for the purpose of Capital Improvements by establishing a Capital Improvement Reserve Fund in accordance with § 6-c of General Municipal Law; and

WHEREAS, effective June 30, 2022 the Capital Improvement Reserve Fund (A-0878) had a balance of \$2,337,513.28; and

WHEREAS, the District received an engineering proposal from D&B Engineers & Architects in the amount of \$218,000.00 to provide engineering services for miscellaneous architectural improvements at the District's central office located at 125 Convent Rd., Syosset, NY; and

WHEREAS, the estimated costs for the improvements to the shop building; repoint exterior masonry, replace windows, renovate bathrooms and locker room, replace lighting fixtures. Replace the roof at the barn and renovate the basement in the administration building will be determined by D&B Engineers & Architects upon completion of their design; and

WHEREAS, the District will consider appropriating additional funding from the Capital Reserve fund or fund through the issuance of debt service to cover the costs of these improvements after receiving and reviewing the cost estimate prepared by D&B Engineers and Architects; and

WHEREAS, the Commissioners wish to appropriate funds from the Capital Improvement Reserve Fund (A-0878) for engineering for architectural improvements at the District's 125 Convent Road Facility in the amount of \$218,000.00; and

WHEREAS, funds would be appropriated from the Capital Reserve Fund Account without incurring any additional debt service payments for principal and interest and, therefore, be cost beneficial to the District taxpayers; and

WHEREAS, this resolution is adopted subject to permissive referendum as set forth in Town Law Section 90 and shall take effect thirty (30) days after its adoption or, if a referendum is held, upon the affirmative vote of a majority of the qualified electors of the issuer voting on the referendum; and

WHEREAS, the funding of capital improvement projects in the Jericho Water District is a Type II action pursuant to SEQRA as defined by 6 N.Y.C.R.R. §617.5 (c)(5) and therefore no further SEQRA review is required; and

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners hereby authorizes the Treasurer to appropriate \$218,000.00 from the Capital Improvement Reserve Fund (A-0878) for

the purpose of funding engineering for architectural improvements at the District's 125 Convent Road facility.

FURTHER BE IT RESOLVED THAT the Treasurer/Clerk is hereby authorized and directed to, within ten (10) days after the adoption of this resolution, cause this resolution to be published in the District's official newspaper and (b) posted on both the sign boards of the Town of Oyster Bay and the District pursuant to Town Law, together with a notice of adoption thereof.

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

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

Miss Cannon informed the Commissioners that NYS announced WIIA grant funding availability of \$225 million with an application deadline of September 9th, 2022. WIIA grant awards will fund 60% of net eligible project costs for projects that address emerging contaminants above the State determined Maximum Contaminant Level (MCL) with no cap on the total award. WIIA grant awards for all other drinking water projects will be awarded up to 60% of net project costs up to a maximum of \$5 million. D&B will assist the District with preparing applications by the deadline date.

Miss Cannon recommended adding an additional Board Meeting on August 31st, 2022 at 9:00 a.m. to review the 2023 Operating and Capital Budget. After discussion, the Commissioners approved the additional meeting and directed Miss Cannon to place the public notice in the Oyster Bay Guardian stating same.

Miss Cannon then presented to the Commissioners a letter from employee, Natalie Camacho, requesting tuition reimbursement for a Governmental and Not-for-Profit Accounting and Reporting Class at Stony Brook University for the Fall of 2022. Miss Cannon informed the Commissioners that this is a benefit is part of the Employee Contract and that the course is relevant to Natalie's position of Auditing Assistant at the Jericho Water District. Reimbursement requires pre-authorization from the Commissioners. The approximate cost of the class is \$1,800.00 and reimbursement will depend on the grade received after completion of the class. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners pre-authorize Miss Camacho for reimbursement of the Fall 2022 Governmental and Not-for-Profit Accounting and Reporting Class at Stony Brook University.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon informed the Commissioners that she received a request for a reduction of a water bill on Account No. 55558484-0 by the owner due to a leak on their water service. Miss Cannon informed the Commissioners that a reduction to this bill would be in line with the District's policy to allow excess water usage, in excess of the three (3) year average usage, be charged at a rate equal to the District's cost to pump 1,000 gallons of water. The adjustment to this account resulted in the total water charge being reduced to \$268.98 from \$351.48, a reduction equal to \$82.50. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill contingent upon the receipt of paid invoice.

Miss Cannon informed the Commissioners that the lease for the District's Folder-Insertor Machine and Mail Machine was expiring with Quadient, and it was not cost effective to buy out the machines. Miss Cannon presented to the Commissioners a 60-month lease renewal agreement for both machines (DS751-INTS3 Folder Insertor with accessories and IX5AF Mail Machine) at a monthly cost of \$696.36 under NYS Contract No. PC67336. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approved the 60-month lease renewal agreement with Quadient Leasing under NYS Contract No. PC67336 for the Folder-Insertor Machine and Mail Machine for the monthly fee of \$696.36 to be charged to Operating Account No. A-8310-000-4500.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

A discussion was held regarding the District's 100th Anniversary Celebration. Miss Cannon and Ms. Blum will be collecting ideas on how to honor the District's history in 2023.

Miss Cannon informed the Commissioners that pursuant to matter 20-01676 of Public Service Law, the District filed the required report in compliance with the Department of Public Service guidance relating to the COVID-19 moratorium on utility service terminations and disconnections by the deadline of July 31, 2022.

The Board went into Executive Session at 10:15 a.m. to discuss personnel matters and returned at 10:20 a.m. with the following actions:

A discussion was held regarding the soaring inflation, surging gas prices and dramatic increases in groceries that are being experienced during this time. The Commissioners decided to provide all full-time employees a one-time \$2,500.00 bonus payment and part-time employees a \$1,000.00 bonus payment for financial assistance during these unexpected difficulties (seasonal employees are not eligible for the one-time bonus). After discussion, and upon motion duly made and seconded it was

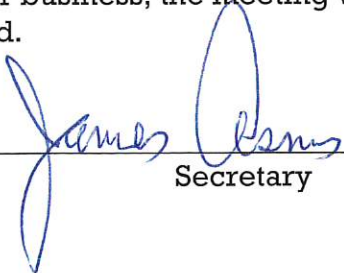
RESOLVED that the Commissioners approve a one-time bonus payment for each full-time employee in the amount of \$2,500.00 and a one-time bonus payment of each part-time employee in the amount of \$1,000.00 dated to be included in the paychecks dated July 22, 2022 for a total cost of \$82,000.00.

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

Pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #26570 to #26652, Construction Fund #2603 to #2606.

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


Secretary