

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

held at the office of the District in Syosset, Nassau County, New York, on the 19<sup>th</sup> day of October 2022, at 8:30 A.M.

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

Commissioner Abbate called the meeting to order.

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: Waiting for NCDH and NYSDOH approvals of contract documents. A pre-construction meeting was held on October 14<sup>th</sup>. A Notice to Proceed has been sent to all the Contractors.
2. Well 22 Facility Improvements & AOP Treatment: Waiting for NCDH and NYSDOH approvals of contract documents. The 90 percent contract documents have been sent to JWD for review Bids will be received on November 4<sup>th</sup>.
3. Kirby Lane AOP: Construction continues to be underway. AOP Reactors will be delivered in late January. Storage facility will not be needed.
4. Southwoods Road - New Well and Treatment Facility:
  - a. Well Construction Contract: Development and testing work is underway.
  - b. Treatment Facility Contracts: Bids will be received on October 28, 2022.

5. PTAS at the Wheatley Rd. Site (Well 6 & 16): Contractual Substantial Completion date was March 4, 2022. Project was delayed due to electrical equipment and well pump delivery delays. MCC delivery is scheduled for November. Booster pump motor delivery is delayed until May 2023. Contractor is reaching out to alternate pump vendors for alternatives.
6. Wells 18 & 19 Drainage Improvements: Site restoration work is underway.
7. Syosset Tank Replacement Planning: Construction is underway. D&B has prepared draft alternatives analysis as request by SHPO.
8. Pump Rehabilitation Projects:
  - Well 31: Working on closing out contract.
  - Well 17: The new motor and angle drive will be installed on October 20<sup>th</sup>.
  - Well 29: Installation tentatively scheduled for week of October 24<sup>th</sup> (Coordinated with transfer switch)
  - Well 18 & 19: Pumps are being fabricated. Anticipated delivery to Contractor is mid-November.
9. Convent Road Facility Architectural Improvements: D&B has submitted the 60 percent design documents for JWD review.
10. Water Service Gooseneck Replacement: D&B is preparing additional materials as required by NCDH for resubmittal. A Notice to Proceed (NTP) will be issued to the Contractor upon NCDH approval of the contract documents. D&B has requested an invoice from Alessio for review and recommendation.
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. Waiting for a response from the developer. A proposal will be prepared for design after the easements have been negotiated.
12. Main Plant SCADA Improvements: Work at Merry Lane is nearly completed. Waiting on switches to finalize. Server at Convent Road is installed. Programming work is underway.
13. Transfer Switch Replacements: Hinck is working at the Administration building this week. Work at Well 3 will follow. Bancker will be working at Well 29 the week of October 24<sup>th</sup>. (Coordinating with pump work) Contract modification and purchase order documents have been approved.

14. Juneau Pump Station Improvements: A scheduling meeting was held with D&B, JWD and the Contractor. It is anticipated that the MCC will be ready for installation in the fall of 2023.
15. 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 have been completed.
16. Vulnerability Assessment (VA) Update: Final update is due in December 2022.
17. Wheatley Tank Altitude Valves: A kick-off meeting with JWD has been completed. Waiting for as-built drawings.
18. Requirements Contracts:
  - i. Pump Maintenance: Draft will be submitted this week or next
  - ii. Road Restoration: Draft submitted to JWD
  - iii. Water Distribution System Repairs: Draft submitted to JWD

Mr. Logan requested that a bid date be set for Contract No. G1-23 Requirements Contract for Permanent Restoration of Road Pavements, Contract No. G2-23 Requirements Contract for Emergency Water Distribution System Repairs, G3-23 Requirements Contract for Well and Booster Pump Maintenance. After discussion, the Commissioners set a bid date for Friday, December 2, 2022 at 9:00 a.m.

19. Grant Applications: Waiting for determinations on grant applications. D&B submitted additional information requested by SHPO for Well 3.
20. Election Mapping and List: Work will commence upon receipt of information from Nassau County.
21. GAC Media Purchase Contract: D&B has prepared a proposal for permitting associated with a full-scale pilot test of two new GAC media types proposed by Calgon.

Mr. Merklin then presented to the Commissioners a proposal for engineering services for pilot testing, assistance with preliminary permitting and associated coordination with both Calgon Carbon Corporation (Calgon) and Nassau County Department of Health (NCDH) to support the approval of Calgon's F300-01 and F400-01 granular activated carbon media (GAC) for use at all Jericho Water District facilities. Calgon is offering the F300-01 and F400-01 media at \$1.00/lb. which is substantially below market pricing to offset the additional costs for the pilot testing that will be borne by the District (Engineering Fees and Analytical Services). The

District will purchase the F300-AR media (currently approved by NCDH) under Requirements Contract No. G10-20 at \$3.10/lb to conduct the study. The cost of the media will be funded at a later date once the pilot study is approved by NCDH. The proposal includes preparation of fully-scale pilot testing protocol, conducting full-scale pilot testing and preparation of pilot the pilot testing report for both F300-01 Media and F400-01 Media for the total not to exceed fee of \$36,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the proposal from D&B Engineers and Architects D.P.C. for Pilot Testing and Preliminary Permitting for Calgon Carbon Corporation Filtrasorb 300-01 and 400-01 Granulated Activated Media at Wells Selected by JWD for the not to exceed fee of \$36,000.00 to be charged to Capital Project Account No. H-8397-019-2305 GAC Treatment for Wells.

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

Status of Proposed Development Projects – Engineers Report

1. Engineers Country Club: D&B will begin the evaluating of the request for water availability once the District receives funding from the developer.
2. Marriott at Milleridge Inn Water Main: D&B has prepared an updated cost estimate as requested by the developer.
3. Oaks at Mill River: The cost estimates will be sent to the developer upon receipt of funds.
4. Tam O'Shanter Development: Waiting for developer response regarding April 25, 2022 letter from NCDH about conditional letter of water availability.
5. Laurel Hollow Service Area Extension: No new activity since the last report.
6. Woodbury Hills Development: No new activity since the last report.
7. Silver Path Estates Request for Water Availability: No new activity since the last report.
8. Country Club Developers: No new activity since the last report.

9. Aveyley Residential Development: No new activity since the last report.

Mr. Ingham reported that the District was served with a Verified Petition and Order to Show Cause from W.H.M. Plumbing and Heating Contractors, Inc. The matter will be discussed in Executive Session.

Charles Lane appealed the partial denial of his September 15, 2022 FOIL request. The Board unanimously determined that the appeal for items 1 and 2 should be denied. The appeal of item 4 will be held in abeyance for forty-five (45) days for further consideration. The Board directed Mr. Ingham to inform Mr. Lane on its decision on the appeal.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period October 5, 2022, to October 18, 2022 had been completed and all were within state and federal standards.

Mr. Logan requested that a bid date be set for Contract No. G5-23 Water Supplies and G4-23 Requirements Contract for the Supply Delivery of Liquid Sodium Hypochlorite. After discussion, the Commissioners set a bid date for Friday, December 2, 2022 at 9:00 a.m.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of October 17, 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 October 4, 2022 and October 17, 2022. After discussion, the report was ordered filed.

Miss Cannon then informed the Commissioners that she was able to negotiate an interest rate increase on interest bearing accounts with First National Bank of Long Island from 0.6% to 2.2%.

Miss Cannon then presented and reviewed with the Commissioners the Budget to Actual Reports for the month ended on September 30, 2022. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners the Construction Fund Report and Installation Fund Report for the quarter ended September 30, 2022. After discussion, the report was ordered filed.

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

To fund additional \$ to purchase caustic pumps (nunc pro tunc)

A-8330-000-4653	Chemical Pump Parts/Repairs	\$2,200.00
A-8340-000-2303	Well Improvements	(\$2,200.00)
<u>To fund additional \$ to purchase gasoline (nunc pro tunc)</u>		
A-8340-000-4230	Gas for Vehicles & Equipment	\$10,000.00
A-8340-000-4480	Other Professional Services	(\$10,000.00)
<u>To fund additional \$ for additional bid notices (nunc pro tunc)</u>		
A-8310-000-4460	Advertising	\$2,000.00
A-8310-000-4470	Printing Services	(\$2,000.00)
<u>To fund the purchase of oil and diesel oil to service vehicles and pumps</u>		
A-8340-000-4140	Auto Parts & Supplies	\$6,500.00
A-8340-000-2303	Well Improvements	(\$6,500.00)

RESOLVED that the Commissioners authorize the above listed budget transfers.

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

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

Miss Cannon presented to the Commissioners a proposal from CBIZ Valuation Group, LLC for the Fixed Asset Reporting and Property Insurance Valuation Updating Services for 2022 in the amount of \$1,375.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the proposal for the Fixed Asset Reporting and Property Insurance Valuation Updating Services for 2022 from CBIZ Valuation Group, LLC for the not to exceed fee of \$1,375.00 to be charged to Operating Account No. A-8310-000-4480.

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

Miss Cannon then requested authorization to pre-purchase (1) set of GAC Vessels for the Well No. 22 from TIGG LLC under Contract No. C6-20 Requirements

Contract for the Purchase of GAC Systems at the cost of \$360,834.00 (\$328,000.00 plus \$32,834.00 for Change Order No. 1 approved by the Board of Commissioners on September 21<sup>st</sup>, 2022 to replace manually activated valves with electrically operated valves). 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. 22 utilizing Contract No. C6-20, Requirements Contract for the Purchase of GAC Systems in the amount of \$360,834.00 to be charged to Capital Account No. H-8397-020-2303 Well No. 22 AOP System.

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

Miss Cannon then requested authorization to apply for a Special Equipment Waiver for AOP Systems (Trojan Technologies Group, ULC) and GAC units (TIGG, LLC) for NYS WIIA Project No. 18686 – Kirby Lane AOP Facility, Project No. 18782 – Merry Lane AOP Facility and Project No. 19081 – Well Nos. 20 & 21 AOP System. After discussion, the Commissioners authorized Miss Cannon to apply for the waiver.

A discussion was held regarding the updates the office staff have been making to automate the District’s leak notification process, especially for those that are not signed up for EyeOnWater and/or do not have leak alerts set. The District mailed approximately 500 leak notification letters at the end of September. Notifications after this initial letter will come in the form of an email alert on a biweekly basis. Large (30-60 GPH) and critical leaks (60+ GPH) will be reviewed daily. The District’s website was updated to include additional resources and instruction pages to assist customers with locating their leaks and signing up for EyeOnWater and setting leak alerts. Currently, 25% of the District’s consumers are signed up for EyeOnWater, recent sign ups have been attributable to the District sending “New Homeowner Packages” and to the updated leak notification process.

Miss Cannon informed the Commissioners that she received a request from a consumer, Account No. 45556208-0, requesting a reduction to their 3<sup>rd</sup> quarter water bill 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. Miss Cannon indicated that all required documentation had been received. The adjustment to this account resulted in the total water charge being reduced to \$229.08 from \$262.44, a reduction equal to \$33.36. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill.

Miss Cannon then requested authorization to increase the Blanket Purchase Order No. 18-00622 with Badger Meter by \$426,479.33 to purchase meters and endpoints under the LIWCPC Contract No. 3342383 to conclude the District's Meter Change Out Program. The District had approximately 3,000 ¾" and 1" ADE/HRE six dial resolution Badger meters that we able to be retrofitted with a cellular endpoint when the program first started back in 2018, however, the District later found that these meters did not have the same reporting capability of the new HRE-LCD nine dial resolution meters. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize the increase to Blanket Purchase Order No. 18-00622 with Badger Meter by \$423,479.33 to purchase meters and endpoints under LIWCPC Contract No. 3342383.

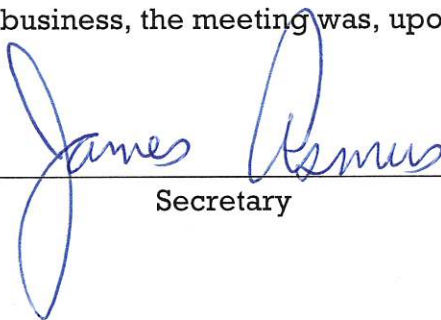
VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Pending agenda items list was read and filed.

The Board went into Executive Session at 10:10 a.m. to discuss pending legal and personnel matters and returned at 10:25 a.m. with no actions.

The following claims were then audited and approved for payment: General Fund #26846 to #26890, Construction Fund #2620 to #2621 and Installation Fund #4157.

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

  
Secretary