

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 15th day of March 2023, 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 at 8:30 a.m.

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: GAC valve manifold was delivered with incorrect configuration. Replacement expected in 2 weeks. Received comments from NCDH on the contract documents. Contractors are focusing on completing Phase 1 of the project, needing to return the facility to operation in May 2023.
2. Well 22 Facility Improvements & AOP Treatment: Waiting for NCDOH approvals for contract documents. Responding to NYSDOH comments on contract documents. MWBE Utilization Plans in progress. NTP and preconstruction meeting scheduled for March 21st.
3. Kirby Lane AOP: Work is behind schedule primarily due to delays associated with electrical controls equipment. Working with Contractors to return the existing facility to service by May 1st. MCC and roof trusses to be delivered this week and next.
4. Southwoods Road - New Well and Treatment Facility:
 - a. Well Construction Contract: All SOC's are non-detect. Waiting for IOC, POC, 1,4-dioxane and PFAS results.
 - b. Treatment Facility Contracts: Evaluating options and costs for retaining wall or other slope stabilization.

5. PTAS at the Wheatley Rd. Site (Well 6 & 16): Acceptable bacteriological results obtained at wells. Will begin testing PTAS and clearwell. Electrical contractor is on site working on the controls equipment. MCC is scheduled for delivery on April 21st. Gas service scheduled for the week of March 20th.
6. Split Rock Tank Booster Station: Work is behind schedule. D&B met with Contractor to discuss the most recent electrical controls submittal.
7. Syosset Tank Replacement: Contractor is working on the steel tank bowl. Painting anticipated to start sometime in May. D&B sent draft response to SHPO for review. Draft contract documents for demolition of the existing tank will be submitted to JWD shortly.
8. Pump Rehabilitation Projects:
 - Well 29: Well has been approved for operation by NCDH.
 - Well 18 & 19: Pump installation will commence in the fall.
 - Well 26 & 30: D&B has started the initial design work.
9. Convent Road Facility Architectural Improvements: An updated cost estimate was sent to JWD. Design work is on hold pending direction on additional scope items. Schedule is to advertise on May 19th and open bids on June 16th.
10. Water Service Gooseneck Replacement: Waiting for NCDOH and NYSDOH review and approval. D&B will prepare an updated cost estimate and proposal amendment for this project once the NCDH comments have been clarified and incorporated.
11. Glen Head and Roosevelt Avenue Water Main Improvements: Waiting for PSEG to schedule a site meeting to discuss easement.
12. Main Plant SCADA Improvements: The Contractor is working on the punch list and training sessions.
13. Transfer Switch Replacements: Startups have been completed. D&B will prepare a punch list addressing some open items. JWD is installing the required wiring for SCADA connections.
14. Juneau Pump Station Improvements: Generator delivery scheduled for end of May. Will be stored, then installed in August. Outdoor equipment scheduled for delivery and installation in late August. Indoor MCC scheduled for delivery in January 2024.
15. Merry Lane Water Main As-Built: D&B is performing the preliminary design work.

16. Wheatley Tank Altitude Valves: NCDH approval has been received. Contract execution is underway. JWD will isolate the tank to allow installation of critical piping and valves, because tank will not be drained as originally planned in March.
17. BIL Grant Applications: Waiting for announcement on funding for Lead Service Line Replacements (LSLRP).
18. GAC Media Purchase Contract: D&B is preparing a response to NCDH comments.
19. Wheatley Tank Anniversary Inspection: D&B will be on site when construction begins in March.
20. Wheatley Tank Antenna Installations: The work has commenced.
21. 2022 AWQR: D&B is preparing the draft spreadsheet for submittal by the end of this week.
22. 2023 Capital Plan: D&B completed in-house kick off meeting. A kickoff meeting has been scheduled with JWD on April 5th.
23. Compliance Deferral: D&B is preparing a draft quarterly report for review by JWD. Report is due on April 10, 2023. D&B is submitting an application for a one-year extension to August 25, 2024.

Status of Proposed Development Projects – Engineers Report

1. Jericho Plaza Hotel: D&B submitted a draft memorandum to JWD.
2. Engineers Country Club: D&B is preparing responses to JWD review and comments.
3. Tam O'Shanter Development: JWD is preparing a conditional letter of water availability.
4. Oaks at Mill River: D&B is preparing an invoice for the cost estimating work requested by the developer.
5. Northcoast Civil: Request for water availability received. Discussion required regarding easements to create water main loop on adjacent properties.
6. Marriott at Milleridge Inn Water Main: Attorney is collaborating with developer to establish an agreement.
7. Farnum Subdivision: No action until authorized by the Board.

8. Oaks at Mill River: The cost estimates will be sent to the developer upon receipt of funds.
9. Laurel Hollow Service Area Extension: No new activity since the last report.
10. Silver Path Estates Request for Water Availability: No new activity since the last report.
11. Country Club Developers: No new activity since the last report.
12. Aveley Residential Development: No new activity since the last report.

A discussion was held regarding the press release from the Environmental Protection Agency (EPA) proposal to limit the amount PFOA & PFOS compounds to the lowest level tests can detect (four parts per trillion). New York's current standard set in 2020 is ten parts per trillion.

Mr. Ingham informed the Commissioners that he was working with Mr. Merklin to prepare a full deferral application 1,4-Dioxane set forth by NYSDOH to request an additional deferral period of August 26, 2023 through August 25, 2024. Mr. Ingham is currently in discussions with other Long Island agencies in the same situation who will also be approaching NYS for an additional deferral.

Mr. Carman informed the Commissioners that 160 Robbins Lane, Jericho NY (Sec 12 Blk 536 Lot 32) has been sold as of March 10th, 2023. Mr. Carman presented the Commissioners with the executed contract of sale and closing statement. The property was sold to Mr. Ahmad Nawabi and Mariam Nawabi for a total purchase price of \$1,075,000.00.

Monthly report of the Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period March 1, 2023 to March 14, 2023 had been completed and all were within state and federal standards.

Mr. Logan then presented to the Commissioners Contract Modification Nos. 1A and 5 from Bensin Contracting for JWD Contract No. C3-22, Installation of the Prefabricated Booster Pumping Station at Split Rock Standpipe as per the below:

1. Contract Modification No. 1A: To furnish all labor and materials to install one (1) additional 16" Motorized BFV at the Booster Station effluent line in the amount of \$15,065.00.
2. Contract Modification No. 2: To furnish all labor and materials to increase the size of the booster station slab from 55'x16' to 56'x17' and adjust footings and foundations accordingly in the amount of \$4,882.00.

3. Contract Modification No. 3: To reimburse Bensin Contracting for PSEG charges exceeding original allowance in the amount of \$17,904.26.
4. Contract Modification No. 4: To furnish all labor and material to disconnect and separate 16" water main and 8" drain line buried along the driveway to the site, as well as removal of one (1) 16" tee in the amount of \$4,830.00.
5. Contract Modification No. 5: To furnish all labor and material to repair a hole in the chain link fence in the amount of \$924.00.

After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved Contract Modification Nos. 1A and 5 from Bensin Contracting for JWD Contract No. C3-22, Installation of the Prefabricated Booster Pumping Station at Split Rock Standpipe in the amount of \$43,605.26 to be charged to the \$50,000.00 General Allowance in the contract.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Mr. Logan then presented to the Commissioners Contract Modification Nos. 1 through 3 from Landmark Structures for JWD Contract No. C7-22, Replacement of the 1.5MG Syosset Elevated Tank as per the below:

1. Contract Modification No. 1: Due to the increased cost of backfill material, addition of geotextile fabric and geotechnical engineer oversight in the amount of \$13,106.93.
2. Contract Modification No. 2: Adjustment to the piping, valve, and fitting configuration at the water main connection in Convent Road in the amount of \$12,039.50.
3. Contract Modification No. 3: Enclosure and mesa panels for the walls/configuration of space around the staircase from the base of the tank to the intermediate platform in the amount of \$25,058.03.

After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved Contract Modification Nos. 1 through 3 from Landmark Structures for JWD Contract No. C7-22, Replacement of the 1.5MG Syosset

Elevated Tank in the amount of \$50,204.46 to be charged to the \$75,000.00 General Allowance in the contract.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan then presented to the Commissioners Contract Modification No. 6 from J. Anthony Enterprises Inc. for JWD Contract No. C8-20 for a time extension due to supply chain issues. Mr. Logan recommended as per previous discussions with the Board that this change modification be cancelled. After discussion, the Commissioners cancelled Change Modification No. 6.

Mr. Logan then presented to the Commissioners Contract Modification Nos. 1 through 2 from Philip Ross Industries, Inc. for JWD Contract No. C9-22, 1,4-Dioxane and PFOA Treatment at Stillwell Lane – Wells 20 & 21, General Construction as per the below:

1. Contract Modification No. 1: Remove the generator and day tank only within the Well 20 Building the amount of \$6,877.00.
2. Contract Modification No. 2: All doors specified as SL-17 to be changed to SL-18, widen door opening from 3'0" to 4'0" in the Well 20 Chemical Room for future access, remove and replace existing doors on Well 21 Building with new SL-18 doors and remove and replace asphalt shingle roof on Well 21 Building with new roof. All changes for a total amount of \$75,216.95.

After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved Contract Modification Nos. 1 through 2 from Philip Ross Industries, Inc. for JWD Contract No. C9-22, 1,4-Dioxane and PFOA Treatment at Stillwell Lane – Wells 20 & 21, General Construction in the amount of \$82,093.95 to be charged to the \$100,000.00 General Allowance in the contract.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan then presented to the Commissioners Contract Modification Nos. 7 through 8 from Stalco Construction, Inc. for JWD Contract No. C4-21, Kirby Lane AOP- General Construction as per the below:

1. Contract Modification No. 7: Reallocated contract funds from Electrical Contractor to cover additional General Construction work (Fire Detection Alarm System) in the amount of \$60,000.00, thereby increasing the general allowance from \$100,000.00 to \$160,000.00 and increasing the overall contract price from \$4,600,000.15 to \$4,660,000.15.
2. Contract Modification No. 8: Labor and material to install plywood plenum box for the gable end louvers in the amount of \$8,476.30.

After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved Contract Modification Nos. 7 through 8 from Stalco Construction, Inc. for JWD Contract No. C4-21, Kirby Lane AOP- General Construction in the amount of \$8,476.30 to be charged to the \$160,000.00 General Allowance of the contract.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Mr. Logan then presented to the Commissioners Contract Modification No. 3 from Roland's Electric for JWD Contract No. C5-21, Kirby Lane AOP- Electrical Construction to reallocated contract funds from Electrical Contractor to cover additional General Construction work in the amount of \$60,000.00, thereby decreasing the contract price from \$3,495,900.00 to \$3,435,900.00. After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approved Contract Modification No. 3 for Roland's Electric, JWD Contract No. C5-21, Kirby Lane AOP- Electrical Construction to decrease the total contract in the amount of \$60,000.00.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Mr. Logan informed the Commissioners that he received a request from the Inc. Village of Brookville to remove fines for untested backflow devices on six of their utility accounts (Account Nos. 30107750-0, 30157250-0, 25910850-0, 30161750-0, 30075620-0, 30116950-0). The Village submitted proof that the backflow tests had been performed on all of the accounts in December of 2022, however, the backflow test results were not

received by Jericho Water District. After discussion, the Commissioners instructed Mr. Logan to waive the fines.

Mr. Logan reported that he reviewed the request from Farnum Subdivision for a letter of water availability. After discussion, the Commissioners authorized Mr. Logan to issue the letter of water availability to the developer.

Mr. Logan reported that he reviewed the request for water availability from Mr. Michael Rant, P.E. of Northcoast Civil Land Surveying & Civil Engineering for the Wilson Hurley Estates, 77 Linden Lane, a two-lot subdivision in Upper Brookville. After discussion, the Commissioners authorized Mr. Logan to issue the letter of water availability to the developer.

Mr. Logan then reported to the Commissioners that he had received three (3) price quotes for the District's Geese Control Maintenance Program as follows:

<u>Vendor</u>	<u>Amount</u>
Fly By Geese Control	\$725.00/month
Geese Chasers Long Island	\$1,200.00/month
Long Island Geese Control	\$1,191.67/month

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

RESOLVED that the Commissioners approve hiring Flyby Geese Control LLC, Ronkonkoma, New York for Geese Management Services for the remainder of 2023, for a total cost of \$6,887.50 (March 15, 2023 through December 31, 2023) with the option to extend for an additional year, at no additional cost, to be charged to Operating Account No. A-8340-000-4660 Plant Expense.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of March 13, 2023. 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 February 28, 2023 and March 14, 2023. After discussion, the report was ordered filed.

Miss Cannon then requested authorization to transfer \$1,250,000.00 from the General Fund Checking Accounts to the Investment Account for NYCLASS in order to maximize earned interest. After discussion, the Commissioners authorized the bank transfer.

Miss Cannon then requested authorization to transfer \$2,250,000.00 from the Construction Fund Checking Account to the Construction Fund Investment Account for NYCLASS in order to maximize earned interest. After discussion, the Commissioners authorized the bank transfer.

Miss Cannon informed the Commissioners that the Bank Reconciliations for the month of February 2023 were completed.

Miss Cannon then requested the Commissioners authorize the following budget transfer(s):

To reclass 100th Anniversary Expenses to its own line item

A-8310-000-4480	Other Professional Services	\$25,000.00
A-8310-000-4755	100 th Anniversary	(\$25,000.00)

To Amend Budget for both Revenue and Expense to record expenses related to the sale of property (nunc pro tunc).

A-8310-000-4480	Other Professional Services	\$47,450.00
A-8310-2660	Sale of Real Property	(\$47,450.00)

To Amend 2022 Budget to reclass a Serial Bond principal payment recorded as interest from refunded bond (nunc pro tunc).

A-9710-000-7000	Serial Bond Interest	(\$16,000.00)
A-9710-000-6000	Serial Bond Principal	\$16,000.00

After discussion, and upon motion duly made and seconded, the Commissioners authorized the budget transfer(s).

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Miss Cannon then requested authorization to hire Jill Galantini as an Account Clerk, with a six-month probationary period and an appointment date of May 1, 2023. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize the appointment of Jill Galantini of Bethpage, New York to the position of Account Clerk contingent upon approval from Nassau County Civil Service Commission.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then reported that the preliminary financial statements indicated that the District would end fiscal year 12/31/2022 with an unreserved/undesignated fund balance of approximately \$7,943,035.13. Miss Cannon recommended that the Commissioners reduce the unreserved/undesignated fund balance to a target level equal to approximately 30% of the 2023 Adopted Budget by appropriating \$2,500,000.00 to various reserve funds as follows:

A-0909	Unreserved/Undesignated Fund Balance	(\$2,500,000.00)
A-0878	Capital Improvement Reserve	\$2,250,000.00
A-0880	Repair Reserve	\$ 250,000.00
		\$2,500,000.00

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

RESOLVED that the District appropriated fund balance as listed above.

VOTE AYES: 3 NOES: 0 ABSENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then requested the Commissioner's consider updating the District's Capital Asset Policy and Procedures to change the threshold for recording and tracking a capital asset from \$2,000.00 to \$5,000.00. The last time this policy was amended for threshold limits was January 2020. After discussion and upon motion duly made and seconded, it was

RESOLVED that the District's Capital Asset Policy and Procedures amending the threshold limit for recording and tracking a capital asset from \$2,000.00 to \$5,000.00 is hereby adopted by the Board of Commissioners. (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 informed the Commissioners that she received the following three (3) requests to waive penalties:

1. Account No. 30064800-0 in the amount of \$122.60.
2. Account No. 30204000-0 in the amount of \$61.22.
3. Account No. 75459100-0 in the amount of \$62.18.

Miss Cannon informed the Commissioners that no penalty on any of the above accounts have been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive penalties on the accounts listed above and instructed her to send revised bills to the consumers.

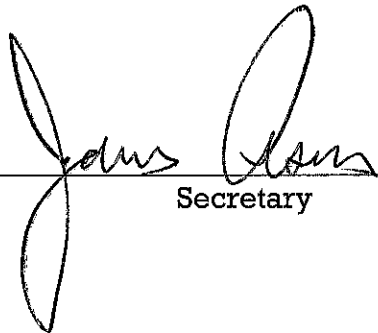
Pending agenda items list was read and filed.

The Board went into Executive Session at 9:50 am to discuss pending litigation matters and personnel and reentered at 10:01 am with the following action taken:

RESOLVED that the Commissioners approve salary increase(s) for Management Staff for the periods of January 1, 2023 through December 2023, January 1, 2024 through December 31, 2024, and January 1, 2025 through December 31, 2025.

The following claims were then audited and approved for payment: General Fund #27246 to #27284, Construction Fund #2654 to #2655, and Installation Fund #4168.

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


Secretary

Jericho Water District Capital Assets Policy and Procedures

Adopted: March 15, 2023

PURPOSE

This document is to establish the policy and procedures for the accounting and safeguarding for the capital assets of the District.

DEFINITION AND ACCOUNTING:

Capital assets are defined as tangible or intangible assets that are used in operations and that have useful lives of more than two years; such as land and improvements to land, buildings and building improvements, vehicles, machinery, equipment, water distribution infrastructure.

Infrastructure assets are long-lived capital assets that generally are stationary in nature and can be preserved for significantly greater number of years than most capital assets. Examples of infrastructure assets include: water mains.

The minimum acquisition cost threshold for recording and tracking a capital asset shall be \$5,000.00.

Capital assets that meet the minimum capitalization threshold shall be recorded in the capital asset records at historical cost or estimated historical cost if actual is unavailable. Donated capital assets shall be recorded at their estimated fair market value at the time of acquisition.

Depreciation of all exhaustible capital assets is computed as an expense accumulated depreciation reflected. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

Inexhaustible capital assets such as land will not be depreciated.

Capital assets are recorded at cost and with depreciation expense computed for the purpose of compliance with the financial statement reporting model as described in CASE 34 issued by the Governmental Accounting Standards Board. The values of these capital assets at cost together with depreciation expense should not be considered the fair market value or the replacement cost of these assets.

Capital assets shall be classified by type of asset. The estimated useful lives by type of asset are as follows:

- Land	Inexhaustible
- Buildings	40 years
- Improvements	20 years
- Wells, Water Tanks & Structures	40 years
- Water Main	50 years
- Machinery	20 years
- Equipment	10 years
- Office Furniture	5 years
- Computer, Servers, Hardware and Software	5 years

- Vehicle (Light Trucks & Heavy Equipment) 8 years

PROPERTY MANAGER:

The Business Manager is designated as the "property control manager" and shall be responsible for tracking the capital assets addition and deletion for the District as well as for the maintenance and accuracy of the capital asset records.

DOCUMENTATION:

The property manager shall maintain sufficient information and documentation on each capital asset. The property control manager shall maintain a file folder for each property to file a copy of the deed, the resolution of the Board authorizing acquisition of the parcel, condemnation papers, correspondence and all other documents relating to the individual parcel. Information to be recorded should include:

- a description of the item, including make, model, and serial numbers
- the assigned identification number (where appropriate)
- the date, amount, vendor, and voucher number for the purchase

An appraisal of the District's capital assets was performed in the years 1993 and 2020, and a perpetual inventory record for capital assets has been maintained from this date. The property control manager shall record additions and deletions on this inventory after reviewing payments for purchases made. Capital assets acquired from Construction projects will be recorded upon final acceptance and payment.

ACCOUNTABILITY:

Periodically, the property control manager's office should see to it that a physical inventory is conducted of each department. This need not be done every year for each department but should be done in some of the departments each year. Over a three or four-year period, physical inventories should be performed for all departments.

Any discrepancies between actual and recorded capital assets discovered during the physical inventories should be fully investigated. Such discrepancies may lead to a review and modification of internal controls.

SALE OR DISPOSITION OF CAPITAL ASSETS:

When District capital assets are obsolete or not needed, such assets shall be sold or disposed of in accordance with general Municipal Law.

SAFEGUARD OF CAPITAL ASSETS:

Property considered at risk to be stolen should be clearly identified as District property. By using a metal tag, a decal, or stenciling, identification numbers can be affixed to each piece of property.

In order to reduce the risk of loss to capital assets, the property control manager shall review the property and liability insurance protection with the District's insurance advisor. Adequate insurance coverage shall be maintained where appropriate.

Updated 2/16/2011
Updated 1/8/2020
Updated 3/15/2023