



EAST OF HUDSON WATERSHED CORPORATION

EXECUTIVE COMMITTEE MEETING

LOCATION: Business Office: 2 Route 164, Patterson, NY 12563

TIME and DATE: 9:30 AM, Thursday, January 22, 2015

Meeting Minutes

1) Open Meeting

In Attendance: Chris Burdick (Town of Bedford), Peter Parsons (for himself and as alternate for Warren Lucas), Rich Williams (Town of Patterson), Bruce Walker (Putnam County), Vincent Giorgio (NYCDEP), Antonino Modica (NYCDEP), George Rodenhausen (Corporate Counsel), Sharon Dirac (EOHWC), Joanne Tavino (EOHWC), Kevin Fitzpatrick (EOHWC)

Absent: Michael Griffin, Ken Schmitt, Bruce Barber, Walter Artus

2) Sign & Approve Monthly Checks & Vouchers

The Committee discussed and agreed to move Agenda Item #11 (Sign & Approve Monthly Vouchers) forward to start of meeting, per the request of Director Kelly (Secretary) who needed to depart the meeting early.

Prior to distribution of checks, Ms. Dirac and Ms. Tavino noted the need to review Item 8a (i.e. Abila software) before approving or signing checks.

Ms. Dirac noted that the Abila Accounting Software is presently utilized exclusively by EOHWC Controller on a single-user basis. The upgrade will provide access for second and third users. The cost for the upgrade (including installation/transfer to EOHWC server) is \$6,802.21.

Thereupon a motion by Director Burdick, seconded by Director Kelly, it was unanimously agreed that EOHWC will purchase the Abila Accounting Software upgrade through JMT Consulting for the amount of \$6,802.21.

Checks and vouchers were distributed, reviewed and signed by Directors (with check signatures by Director Parsons and Director Kelly).

3) Approve Executive Committee Meeting Minutes – December 18, 2014

Thereupon a motion by Director Kelly, seconded by Bruce Walker, it was unanimously agreed to approve the Executive Committee Meeting minutes of December 18, 2014 as presented.

4) Project Status Update

a. L-CR-28 (Schoolhouse Road/Amsterdam Property, Lewisboro)

Mr. Fitzpatrick reported that the property owner is selling her home, and is now entering into contract on the sale. The owner will not be signing an Installation Agreement on the project; therefore, the project is being put on hold until EOHWC has discussions with the new property owner.

Mr. Fitzpatrick also noted (in response to an inquiry from Director Burdick) that the efficiency on L-CR-28 is approximately \$105,000 to \$110,000 per kilogram; which increases to an estimated \$125,000 per kilogram with the Operation & Maintenance (O&M) costs included. The project was approved by the Committee in September 2014 as a project that would be pursued and design work completed.

b. L-CR-30 (Mead Street, Lewisboro)

Mr. Fitzpatrick reported that L-CR-30 is a municipal reimbursement project (design being completed by the Town's engineer, Kellard Sessions). The Town needs to send the appropriate documentation for reimbursement request; a reimbursement agreement needs to be executed between EOWHC and the Town of Lewisboro.

c. RFPs for 2015 (Year 5 projects)

A discussion took place on preparation and release of 2015 RFPs for professional engineering services (Year 5 projects).

Thereupon a motion by Director Parsons, seconded by Director Burdick, it was unanimously agreed to move forward with the current list of professional engineering firms (2013 List of Qualified Professional Service Providers), and issue RFPs amended to include VENDEX , and further amended to include a clause that EOHWC has the right to stop the project at 30% design.

5) Peach Lake Project Proposal (North Salem)

Thereupon by Director Burdick, seconded by Director Kelly, it was unanimously agreed that EOHWC staff will move forward and take action with respect to proposing the project to DEC for review and working with the Town of North Salem to get the appropriate and necessary backup information.

6) Status of Agreements:

a. Carmel-AM-102 A&B (Installation)

George Rodenhausen (Corporate Counsel) noted that the installation agreement was signed by Harold Lepler, and returned to EOHWC. Director Griffin (President) will sign when he returns from vacation.

b. Kent-PA-31 (Installation)

George Rodenhausen (Corporate Counsel) will complete an installation agreement (including easement) with property owner. The project is to be constructed this spring (2015).

c. Southeast Projects – Various (Reimbursement)

George Rodenhausen will finalize the agreement and submit to Supervisor Hay for signature (agreements will include maximum dollar amounts as previously authorized by EOHWC Board).

d. Termination Agreements (Cancelled and/or Completed Under Budget)

Ms. Tavino discussed the termination/closeout process on cancelled and completed projects, and documentation related to same. Discussion was tabled by George Rodenhausen (Corporate Counsel) until after the meeting.

7) Review & Approve Pending Vouchers/Change Orders:

a. SE-POT-01

Change orders are not accepted and vouchers are on hold until agreement is signed between EOHWC and Town of Southeast.

b. SE-POT-02

After discussion with the Town's Engineer (Tom Fenton, Nathan Jacobson) on the scope of the project and the potential for a significant CO, Mr. Fitzpatrick suggested the possibility that EOHWC might (and/or should) consider creating a second project (split current project into two independent projects). The Committee suggested that Mr. Fitzpatrick create a proposal with details, and the Committee will review at a later date. Further discussion tabled; no action taken.

c. L-CR-14 & 16

The Committee rejected and denied approval on the CO received from Weston & Sampson for work on the project which was completed in January of 2014.

d. L-CR- 11 A- 11E

Projects D&E were cancelled, and the engineer (Insite) developed a new Schedule of Values (SOV) which included a reallocation of costs, and increases in costs related to projects A, B, and C.

Ms. Tavino noted that because the new SOV changes the contract (between EOHWC and Insite) and as such, requires a change order to justify these changes in contract amounts.

Mr. Fitzpatrick noted that he has requested the CO from Insite, and will follow up on the status after the meeting.

e. Discuss & Review: Voucher/Change Order Approval Process

EOHWC has created and will use a new voucher form (to be distributed for use by all vendors) that includes a signature requirement from EOHWC Lead Engineer for vouchers/payment requests received that are project related (i.e. SRP design and/or construction).

Director Burdick clarified and confirmed that the EOHWC policy regarding COs (as adopted last year) remains in effect and requires all COs to come through the Executive Board for approval and signature.

8) Putnam County

- a. PC-1/PC-1A Non-SRP Cost Breakdown
- b. Invoice to County for Lighting (\$91,000)
- c. Status of meeting with County (Date/Time)

Mr. Fitzpatrick noted that items a. through c. relate to the same topic (non-SRP items on Putnam County National Golf Course projects - PC-1 and PC-1A), and summarized in one report. Mr. Fitzpatrick has worked through the projects and developed estimates for non-SRP items which will be presented to the County at a meeting that is tentatively planned for the end of January/beginning of February (Date and time remain "TBD").

Mr. Walker noted that he has forwarded the Invoice for lighting (\$91,000) to Putnam County Finance Director.

d. Fair Street Highway Facility Proposal

EOHWC is still waiting to receive exact figures from the Putnam County Highway Department regarding project costs and funding allocations.

EOHWC will consider the reimbursement request after receipt of this information, and provided that the agreement is executed with a specific maximum reimbursement amount included.

9) Update of Status of Accounting Report (NYCDEP)

Ms. Tavino reported that significant progress has been made on the report. In order to complete the report, information on cost estimates for a number of projects must be provided by the municipality.

Ms. Tavino will draft a request letter to be signed by Director Parsons (Vice-President) and Joanne Tavino (Controller), and distributed to applicable municipalities.

Cost estimates will be added to the report as they are received. Status of responses will be reviewed at next Executive Committee meeting (2/17/15).

10) Computer Software & Program Enhancements

a. ACCESS Database (Conversion of EOHWC Database)

EOHWC will convert and implement a new database into ACCESS program (Microsoft database software). The new database will replace the current version in Excel, and will be implemented after year end reports are provided to NYSDEC. Brief discussion took place. No action taken.

b. Abila Accounting Software - additional (second) user

Discussed and approved by motion at beginning of meeting (as noted above).

11) Update on 2014 Audit

a. RS Abrams fees

Ms. Tavino noted that the fees have increased to \$11,100 (from prior year figure of \$10,900). The increase was approved and included in the original agreement with R.S. Abrams.

b. Request for Items

As part of the 2014 audit, EOHWC received a list of items which will be assembled by Ms. Tavino and EOHWC staff, and sent to Abrams as requested.

12) Review Financials for Next Quarterly Meeting

The Committee reviewed the draft financials (YTD and ITD Cash flow and schedule of expenditures) for presentation to Board at next Quarterly meeting. Director Burdick requested unaudited Balance Sheet (Statement of Financial Position) and Income Statement (Statement of Activities and Schedule of Functional Expenses) be created to provide at that meeting. Ms. Tavino will prepare; the Committee will review at next monthly meeting on 2/17/15.

13) Other Business - None

14) Adjournment

Thereupon a motion by Director Parsons, seconded by Director Burdick, the meeting was adjourned at 11:45 a.m.