



EAST OF HUDSON WATERSHED CORPORATION

BOARD OF DIRECTORS MEETING

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

TIME and DATE: 9:30 a.m. Thursday, May 22, 2014

Meeting Minutes

1) Meeting Opening @ 9:40 a.m.

In Attendance: Michael Griffin, Peter Parsons, Warren Lucas, Chris Burdick, Ken Schmidt, Bruce Walker, Sabrina Charney-Hull, Bruce Barber, Rahul Verma, Sharon Dirac, Vincent Gregorio (DEP)

Absent: Walter Artus, David Kelly

2) Execute Lease Agreement

Thereupon a motion of Director Lucas, seconded by Director Burdick, it was unanimously agreed that Michael Griffin, President, will execute the lease rider between EOHWC and Hudson Valley Trust (landlord) for office space at 2 Route 164 in Patterson, NY as approved by resolution at the EOHWC Board of Directors at the February 27, 2014 meeting.

Action Item: Sharon Dirac, Office Manager for EOWHC, will take two copies of the document to Patterson Town Hall on Tuesday, May 27, 2014 for notarized signature of Michael Griffin. (Signed copies will be delivered to Hudson Valley Trust; one copy of fully executed lease rider will be maintained with original lease at EOHWC).

3) Project Update

Mr. Verma reported a summary of monthly expenditures and fund balance as noted in monthly fund statement created by Joanne Tavino, Bookkeeper. Mr. Verma noted the following: Total monthly expenditures for the period: \$1.2 million; ending fund balance: \$17,331,864.76

Mr. Verma also presented the regular monthly Project Update Report (for Years 3, 4, and 5), as distributed to attendees at start of meeting). Director Griffin requested clarification of terminology in the project summary report, specifically for the terms "closed," "completed" and "cancelled." Mr. Verma explained that "closed" referred to a project that was finished (construction completed) with credit (for phosphorous reduction) received from DEC. "Completed" referred to a project that was complete (construction finished) but still awaiting DEC approval for phosphorous reduction credit. "Cancelled" referred to job that was no longer being considered as a qualified SRP for EOHWC.

Bruce Barber announced that the Reis Park projects in Somers have received a Planning Achievement Award from the Westchester Municipal Planning Federation (WMPF) in its annual planning awards competition. The Award is to be presented to the Town of Somers at the Federation's annual awards dinner scheduled for Thursday, June 5, 2014. EOHWC will be invited to attend.

4) Operation & Maintenance (regular monthly item)

Ms. Charney-Hull requested a list identifying projects which are "heavy" in terms of O&M cost. A list identifying O&M costs for projects completed and approaching construction.

Mr. Verma advised that the engineer's cost estimates typically include an estimate of O&M costs, and advised Ms. Charney-Hull that the project description sheets from EOHWC database could be printed to provide this information.

Director Griffin suggested the preparation and completion of a report similar to that of the Project Summary distributed at today's meeting. The report would include the O&M cost instead of phosphorous reduction included in current handout. He also advised the Technical Advisory Committee (TAC) to meet to discuss O&M in more detail to determine how to implement.

5) EMPLOYEE REVIEWS

Employee reviews of staff are conducted by Rahul Verma (with member of Executive Committee during "sit-down" with employee). Rahul Varma's review will be completed by the Executive Committee.

EOHWC staff will conduct "upward evaluation of Rahul Verma as Executive Director. Staff will complete self-evaluations as well.

Director Griffin will work with Director Kelly to create an employee performance review form.

6) BOOKKEEPER CONTRACT

Rahul Verma presented a request of by Joanne Tavino for an increase in her rate (as Bookkeeper contracted through JRC Solutions).

Committee members requested a copy of the original job description, and a list of items from Ms. Tavino identifying tasks accomplished and planned "above and beyond" those in advertisement and original Job description/Scope of Services.

Mr. Verma will provide these documents to the Committee, and the Committee will make a decision at future meeting (and/or after audit is completed).

7) Audit Invoices and Sign Checks

- Checks and EOHWC vouchers were passed around to the Executive Committee Members for Review/Comments
- All Checks were signed as is.

8) Adjournment

Thereupon a motion by Director Schmidt, seconded by Director Parsons, the meeting of the Executive Committee was adjourned at 11:45 a.m.