



## 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, June 26, 2014

### Meeting Minutes

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

In Attendance: Michael Griffin (Proxy for Bruce Walker), Peter Parsons, Warren Lucas, Chris Burdick, Ken Schmitt, Sabrina Charney-Hull, Bruce Barber, Rich Williams, Rahul Verma, Sharon Dirac, Joanne Tavino, George Rodenhausen (Corporate Counsel), Vincent Gregorio (DEP); Antonino Modica (DEP); Laurie Taylor (Putnam County)

Absent: David Kelly, Walter Artus, Bruce Barber

- 2) Award Construction Contract (L-CR-11a, L-CR-11B, L-CR-11C)

Thereupon a motion of Director Parsons, seconded by Director Burdick, it was unanimously agreed that

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of ELQ Industries, Inc. for the John Jay High School Campus, Katonah-Lewisboro School District Stormwater Retrofit Projects (L-CR-11A, L-CR-11B, L-CR-11C) as submitted to the EOHWC and upon the recommendation from Insite Engineering, Surveying, & Landscape Architecture (Insite);

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes ELQ Industries, Inc. for construction of the John Jay High School Campus, Katonah-Lewisboro School District Stormwater Retrofit Projects (L-CR-11A, L-CR-11B, L-CR-11C), based upon recommendation of Insite for the amount of \$679,175.00 (Six Hundred Seventy Nine Thousand One Hundred Seventy Five Dollars & 00/100) and not to exceed set amount. **(R-0626-01)**

- 3) Resolution to Adopt Negative Declaration: S-MU-03 (BOCES)

Thereupon a motion of Director Burdick, seconded by Director Parsons, it was unanimously agreed that WHEREAS, the East of Hudson Watershed Corporation ("EOHWC") has proposed to enter into an installation agreement with Putnam/Northern Westchester BOCES for the purpose of constructing a stormwater retrofit project know as S-MU-03; and

WHEREAS, the EOHWC Executive Director has determined pursuant to the authority vested in him by the EOHWC SEQRA Policy adopted by the Board of Directors August 6, 2013, that the proposed stormwater retrofit project constitutes an Unlisted Action under SEQRA; and

WHEREAS, the Executive Committee has reviewed the Short Environmental Assessment Form prepared for this stormwater retrofit project and reviewed all other available information; and

WHEREAS, this is an uncoordinated review in which Putnam/Northern Westchester BOCES and EOHWC are performing separate uncoordinated SEQRA reviews;

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of EOHWC that the proposed installation agreement with Putnam/Northern Westchester BOCES and the construction of a stormwater retrofit project know as S-MU-03 pursuant thereto is not likely to have an adverse impact on the environment and that a draft environmental impact statement will not be prepared. **(R-0626-02)**

4) Project Status Update

Regular reports for Years 2, 3 and 4 were distributed prior to start of meeting. An additional report was also distributed including a list of Year 5 Projects (16) slated for potential RFP.

5) Operation & Maintenance (regular monthly item)

Ms. Charney-Hull requested a summary report 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.

Directors Burdick agreed with the suggestion. Committee determined it did not require a motion or roll call vote – instead Ms. Charney-Hall will distribute an email to Committee Members with the request to Rahul Verma to create said report.

(Action completed: Ms. Charney Hall sent/circulated email request on Friday, June 27, 2014)

6) SCHEDULE EMPLOYEE REVIEWS

Employee reviews of staff by Rahul Verma (with member of Executive Committee during "sit-down" with employee). Rahul Verma will be reviewed by the members of the Executive Committee.

Director Griffin, Director Lucas and Ms. Charney-Hull agreed that staff should also review Rahul Verma. Director Griffin will work with Dave Kelly to create a form.

Ms. Dirac suggested that employees complete a "self-evaluation" as well. Director Burdick and other members of the Committee agreed.

7) Bookkeeper Contract Review

Thereupon a motion by Michael Griffin, seconded by Chris Burdick, it was unanimously agreed and approved to implement a rate increase for EOHWC Bookkeeper Joanne Tavino (JRC Solutions) to \$50.00 per hour. It was further agreed that this increase would be made retroactive and effective as of May 22, 2014 – the date of the last monthly Executive Committee meeting wherein the initial discussion of said increase took place.

Director Griffin further authorized an increase in Ms. Tavino's hours to accommodate the current accounting work required to make EOHWC financial records current and accurate. (JT will start at 30 hours per week and move to 40 hours per week as needed, and when she is free of other client commitments).

8) PutVal-PA-02

Engineer's Fees:

The Committee discussed the high cost of proposal submission by JRFA for design of SRP alternative. The Committee agreed Rahul Verma will discuss with John Folchetti and report back to them on any change/reduction proposed. Further discussion and/or decision will take place thereafter.

Award Construction Contract:

Legacy Valve was low bidder in February 2014, but no award was made or resolution adopted because the Executive Committee agreed to consider an alternative design (different SRP practice) for the project. Construction award was postponed until a decision is made on engineering fees (and/or use of current engineer for alternative design).

9) 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 – Rahul Verma is holding rent check until the leak downstairs in the common area (kitchen) is repaired.

10) Adjournment

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