

EAST OF HUDSON WATERSHED CORPORATION
MONTHLY EXECUTIVE BOARD MEETING

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

TIME and DATE: 9:30 AM, Thursday, October 3, 2013

Meeting Minutes

- 1) Meeting Opening @ 9:45 A.M.
In Attendance: Warren Lucas (serving as Proxy for Mary Beth Murphy, David Kelly, Lee Roberts), Kathy Doherty, Rich Williams (serving as Proxy for Michael Griffin), Rahul Verma, Sharon Dirac
Absent: David Kelly, Bruce Walker, Sabrina Charney-Hull, Bruce Barber, Walter Artus

- 2) Award Construction Contract for Kent-PA-31

Thereupon a motion by Warren Lucas, seconded by Kathy Doherty, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of Svoboda Bulldozing for the Kent-PA-31 stormwater retrofit project as submitted to the EOHWC and upon the recommendation from Insite Engineering, Surveying, & Landscape Architecture, P.C. (Insite);

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes Svoboda Bulldozing for construction of the stormwater retrofit Kent-PA-31, based upon recommendation of Insite for the amount of \$54,400.00 (Fifty Four Thousand Four Hundred Dollars & 00/100).
(Resolution R1003-01)

- 3) Award Construction Contract for S-MU-16/17

Thereupon a motion by Warren Lucas, seconded by Rich Williams, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of R. Pagni & Sons for the S-MU-16/17 project as submitted to the EOHWC and upon the recommendation from Woodard & Curran;

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes R. Pagni & Sons for construction of the S-MU-16/17 stormwater retrofit project, based upon recommendation of Woodard & Curran for the amount of \$ 415,800.00 (Four Hundred Fifteen Thousand Eight Hundred Dollars & 00/100).
(Resolution R1003-02)

- 4) O & M Policy for EOHWC

Discussion took place on the need to establish and implement EOHWC O&M policy – specifically including how to determine appropriate set-aside amount for O&M costs (i.e. as percentage of construction cost, per cost estimates of design engineer, or other method of calculation); designated duration of O&M (after completion of project); and a decision as to

whether EOHWC or the municipality (Town of project) is to take on responsibility for O&M and/or its cost.

Action Items:

- Rich Williams will prepare a draft policy for further discussion and review.
- Draft EOHWC policy will require review of full board at next quarterly meeting (December 6, 2013).
- When policy is formulated, presentation will need to be made to DEC.

5) Year 3 & Year 4 Project Status

Rahul Verma discussed and reviewed Year 3 and Year 4 project status.

6) Update on New Employee Position

Advertising/Job Posting has begun for Project Engineer position (local newspapers; EOHWC website and local job boards).

7) Annual Reviews – Rahul Verma & Kim Keller

As discussed at last month's Executive Committee meeting, letters will be sent to each, and the adjustments will be voted on at the next full Board meeting (December 6, 2013).

8) Audit Invoices/Sign Checks

Checks and EOHWC vouchers were passed around to the Executive Committee Members for Review/Comments; checks and vouchers signed by Director Lucas.

Action Item: Sharon Dirac will take checks and vouchers to Director Griffin later in the day to expedite second signature as needed and/or required (per EOHWC fiscal policy).

9) Other Business

Rahul Verma discussed the possibility of creating a part-time position for completion of SEQRA compliance for EOHWC stormwater retrofit projects.

Rich Williams – presented completed survey on Patterson SRP project (Pat-MB-05). Mr. Williams including a reimbursement request from local resident for cost of survey on property. EOHWC will pay 50% of fee to resident.

An Executive session was called by Director Lucas at 10:45 AM, with Rahul Verma invited as guest. General session was reinstated at 11:15 AM.

Kent SRP invoices approved and ordered paid.

10) Next Executive Committee Meeting – October 24, 2013

11) Adjournment @ 11: 25