



## EAST OF HUDSON WATERSHED CORPORATION

### EXECUTIVE COMMITTEE MEETING

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

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

#### Meeting Minutes

##### **1) Open Meeting**

In Attendance: Michael Griffin (Town of Patterson); Warren Lucas (Town of North Salem); Chris Burdick (Town of Bedford); Peter Parsons (Town of Lewisboro); Rich Williams (Town of Patterson); George Rodenhauen (Corporate Counsel); Antonino Modica (NYCDEP); Vincent Giorgio; Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); John Belyea (EOHWC); Linda Matera (EOHWC); Yvette Rivera (EOHWC)

##### **2) Approve Meeting Minutes**

Motion by Director Burdick, seconded by Director Lucas to approve the Executive Committee Meeting Minutes of September 24, 2015 as presented; all in favor.

##### **3) Financial Update**

Joanne Tavino reported the year-to-date expenditure is \$2.2 million, leaving us with a current fund balance of \$14.5 million. October checks in the amount of \$245,000 are not included in these figures. Inception-to-date amounts to \$23.5 million spent. Director Parsons inquired if all of the financial information was in hand for the 2016 Budget. Joanne confirmed she does have all of the financial information in hand and clarified that the budget has been prepared based upon the information provided by Kevin on the Project Status Update report.

##### **4) 2016 Budget**

Joanne informed the Executive Committee that she prepared the budget based upon the administrative budget provided at a previous Executive Committee Meeting as well as project information provided by Kevin in the Project Status Update report, and that O & M has not been included. It has been presented to Mike Meyer (NYCDEP). He recognizes that the number will change and is satisfied with what has been provided. Additionally, he is aware that we have not budgeted for anything past the first five year program because we cannot anticipate expenses for years 6-10. The posting to the Public Authorities Reporting Information System (PARIS) website for ABO compliance will be postponed until the budget is formally adopted at the November 10<sup>th</sup> Board of Directors' Meeting.

A motion by Director Lucas, seconded by Director Burdick to recommend the 2016 Budget for approval to the Board of Directors on November 10, 2015.

#### **5) Putnam County Funds due EOHWC**

Kevin reported that as of October 8<sup>th</sup>, there has been no update from the state regarding the Putnam County funds due EOHWC. The delay is being caused by the new grant submission process. No date has been provided as to when the funds will be received. Mike Meyer requested that this issue be resolved by year end.

#### **6) Project Update**

Kevin reported that he has identified all the projects that we expect to complete construction in 2016. We are still on target for 416 kgs completed at the end of 2015 for years 1-5, and a total for years 1-5 of approximately 500 kgs which are projected to complete construction early summer 2016. When the DEC gave us the ability to apply the new channel stabilization method, they did not allow us to go back retroactively on any completed projects for credit. We can't resubmit calculations for the 100% design level. John's recent calculation forecasted about 30 kg increase on the SE-POT-02 channels and will put us at a total of approximately 500 kilograms at the end of years 1-5. Kevin and John will seek to discuss the possibility of applying the new method to Kent-MB-311B, which was originally submitted back in 2013. In addition, Kevin suggested that it may be beneficial to have Director Griffin and Maureen Fleming involved in the conversation with the DEC. Kevin promised an update as soon as a decision is rendered by the DEC. Joanne emphasized that she changed the financial schedule to include budget columns at the end which will tie into the 2016 budget.

There are currently four projects (Patterson-PA-15A, Patterson-PA-15B, B-MU-35, and Y-MU-10) out to bid for construction estimates. Kevin has requested that they are awarded during a brief Executive Committee Meeting fifteen minutes prior to the start of the Board of Directors' Meeting on November 10<sup>th</sup>. Director Parsons requested a formal meeting invite notifying the members of the time and date.

#### **Pawling projects discussion**

John Belyea provided an update on the three projects in Pawling (PW-342A, PW-342B, and PW-343). Kevin stated that once the signed agreements from David Kelly are received, the construction contracts can be officially awarded. The projects are projected to be completed in 2015, but may trickle over into 2016.

#### **7) 2016 Work Plan**

The start of Year 6 projects cannot be forecasted at present. The new Work Plan for Years 6-10 will essentially be an update to the document that will be submitted to the DEC in early 2016. A short document will be prepared and submitted mid-November. The DEC will be made aware that this Work Plan will be different from those previously prepared. Upon submission, notification will be provided to the Executive Committee.

## **8) “Program Guidelines” policy**

The Program Guidelines Policy was completed by Kevin at the request of Director Burdick. These documents can be supplied to municipalities to give them an idea of the requirements we look at. Essentially, it outlines milestones we look for, projects that we are specifically interested in and target O & M practices that we want to make sure everyone else is aware of. The copy provided today is a draft document. Any comments would be appreciated prior to the Board of Directors’ Meeting so that we can have a policy that will be accepted in full by the Board. Upon review of the policy, changes were suggested by Director Griffin and Director Burdick. Kevin agreed with the changes and will apply them to the policy.

## **9) Approve Change Orders**

### **Patterson-PA-15A**

A motion by Director Parsons, seconded by Director Griffin to approve change order for Patterson-PA-15A from Insite Engineering, Surveying, and Architecture, P.C. to provide metes and bounds for stormwater practice construction easement in the amount of \$500; all in favor.

WHEREAS, Insite Engineering, Surveying, and Landscape Architecture, P.C. submitted change order request dated 10-1-15 for an additional \$500 for Patterson-PA-15A in project group 2015-04 of the first five year retrofit plan; and

WHEREAS, Patterson-PA-15A is located on property of the Matthew Patterson Elementary School in the Town of Patterson and includes the construction of a surface sand filter; and

WHEREAS, the proposed change order request is for Insite Engineering, Surveying, and Landscape Architecture, P.C. to provide the metes and bounds for the stormwater practice construction easement requested by EOHWC as an addition to the original scope of work; and

WHEREAS, this change order, if approved, would increase the design cost from \$37,950 to \$38,450 and would have an updated efficiency of \$75,000/kg with an estimated phosphorus reduction of 1.67 kg/year.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that it approves the change order request from Insite Engineering, Surveying, and Landscape Architecture, P.C. dated 10-1-15 for an additional \$500 for Patterson-PA-15A increasing the design cost from \$37,950 to \$38,450.

### **Patterson-PA-15B**

A motion by Director Parsons, seconded by Director Griffin to approve change order for Patterson-PA-15B from Insite Engineering, Surveying, and Architecture, P.C. to provide metes and bounds for stormwater practice construction easement in the amount of \$500; all in favor.

WHEREAS, Insite Engineering, Surveying, and Landscape Architecture, P.C. submitted change order request dated 10-1-15 for an additional \$500 for Patterson-PA-15B in project group 2015-04 of the first five year retrofit plan; and

WHEREAS, Patterson-PA-15B is located on property of the Matthew Patterson Elementary School in the Town of Patterson and includes the construction of a dry swale; and

WHEREAS, the proposed change order request is for Insite Engineering, Surveying, and Landscape Architecture, P.C. to provide the metes and bounds for the stormwater practice construction easement requested by EOHWC as an addition to the original scope of work; and

WHEREAS, this change order, if approved, would increase the design cost from \$34,150 to \$34,650 and would have an updated efficiency of \$74,000/kg with an estimated phosphorus reduction of 2.38 kg/year.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that it approves the change order request from Insite Engineering, Surveying, and Landscape Architecture, P.C. dated 10-1-15 for an additional \$500 for Patterson-PA-15B increasing the design cost from \$34,150 to \$34,650.

#### **B-MU-41**

A motion by Director Parsons, seconded by Director Griffin to approve change order for B-MU-41 from Hudson Engineering and Consulting, P.C. to provide metes and bounds for the establishment of a drainage easement in the amount of \$3,950; all in favor.

WHEREAS, Hudson Engineering and Consulting, P.C. submitted change order request dated 9-23-15 for an additional \$3,950 for B-MU-41 in project group 2015-07 of the first five year retrofit plan; and

WHEREAS, B-MU-41 is located on property of the Succabone and Bisbee Road in the Town of Bedford and includes the construction of a stormwater conveyance and a subsurface infiltration system; and

WHEREAS, the proposed change order request is for Hudson Engineering and Consulting, P.C. to provide the metes and bounds for establishment of a drainage easement for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, this change order, if approved, would increase the design cost from \$42,560 to \$46,510 and would have an updated efficiency of \$107,000/kg with an estimated phosphorus reduction of 4.45 kg/year.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that it approves the change order request from Hudson Engineering and Consulting, P.C. dated 9-23-15 for an additional \$3,950 for B-MU-41 increasing the design cost from \$42,560 to \$46,510.

## **10) Award Construction**

### **Pat-EB-09-03B**

Kevin informed the Executive Committee that this project originally went out to bid in August and came back with high estimates and the rebid in October yielded even higher estimates. Discussion ensued about the possibility of the Town of Patterson installing the project themselves. It was decided that this project would be tabled for 2015 and should be discussed further in 2016.

A motion by Director Burdick, seconded by Director Griffin to recommend the tabling of stormwater retrofit project Pat-EB-09-03B; all in favor.

## **11) Scheduling Annual Employee Review**

Ahead of the upcoming Board of Directors' Meeting, Kevin discussed getting all staff members on the same trajectory with regard to reviews. Director Burdick recommended that each employee prepare a self-evaluation, which should include goals and objectives for the coming year. Director Griffin requested that the self-evaluations be emailed to him for review prior to the meeting so they can be recommended on November 10<sup>th</sup>.

## **12) November 10, 2015 Board of Directors' Agenda**

The Executive Committee approved the items on the proposed Board of Directors Agenda with no additions, comments, or changes.

## **13) Finalize O & M Policy**

Director Burdick requested a brief summary of the latest O & M Policy prepared by Rich Williams. The policy essentially states that each municipality will be responsible for their own O & M. Every town will have a financial obligation to ensure that the O & M is completed. Some municipalities will be on the reimbursement side and the others will be on the paying side. The third scenario applies to municipalities, in which a signed agreements indicate that EOHWC is responsible for costs associated with O & M. Additional changes were recommended by Director Lucas and Director Burdick. Kevin will supply a form for each municipality to complete that will account for the activity and the hours invested. George Rodenhausen raised the question as to whether each town had to adopt the O & M policy. Director Griffin clarified that each town will adopt the policy and that resolutions be supplied for each.

## **14) Sign checks and vouchers**

Monthly checks and vouchers were signed. No action taken.

## **15) Other business**

Kevin requested to go out to RFQ on surveying services for any projects done in-house. Permission was granted by the Executive Committee.

## **16) Adjournment – Motion to adjourn by Director Griffin, seconded by Director Burdick; all in favor. Adjourned 11:15 am**