

EAST OF THE HUDSON WATERSHED CORPORATION

EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30AM, Thursday, May 23, 2013

1) Opening of Meeting @ 9:30 AM

- In attendance; Mary Beth Murphy, Michael Griffin, Bruce Walker, Warren Lucas, Katherine Doherty, Lee Roberts, David Kelly, Sabrina Charney-Hull, Rich Williams, Rahul Verma, Kim Keller, Sharon Dirac
- Absent: Bruce Barber, Walter Artus

2) Award Construction Contract for Kent MB-ADD 5

Thereupon motion of Director Doherty, seconded by Director Lucas, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of **Linda Holding Company (LHC)** for the Kent MB-Add-5 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 **LHC** for construction of the stormwater retrofit Kent MB-Add- 5, based upon the recommendation from Insite, for the amount of \$87,877.81 (Eighty Seven Thousand Eight Hundred Seventy Seven Dollars & 81/100) and not to exceed set amount.

(Resolution R-0523-01 Award Bid for Services for Construction of Stormwater Retrofit – Kent MB- ADD- 5)

3) Award RFPs & Schedule Kick Off Meetings

- Thereupon motion of Director Lucas, seconded by Director Kelly, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain **Insite Engineering, Surveying & Landscape Architecture, PC (Insite)** for professional services for the Kent-MB-311B Stormwater Retrofit project, issued under Solicitation 2013-03 and upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC,

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes **Insite** for professional services for the stormwater retrofit Kent MB-311B, based upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC for the amount of \$49,500.00 (Forty-Nine Thousand Five Hundred & 00/100) and not to exceed set amount.

(Resolution R-0523-02 Award Contract for Professional Services for Stormwater Retrofit Kent MB-311B)

- Thereupon motion of Director Doherty, seconded by Director Lucas, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain **Lawrence A. Paggi Engineering (Paggi)** for professional services for the NewC-NCR-32 Stormwater Retrofit project, issued under Solicitation 2013-04 and upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC,

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes **Paggi** for professional services for the NewC-NCR-32 Stormwater Retrofit project, issued under Solicitation 2013-04 and upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC for the amount of \$120,810.00 (One Hundred Twenty Thousand Eight Hundred Ten Dollars & 00/100) and not to exceed set amount.

(Resolution R-0523-03 Award Contract for Professional Services for Stormwater Retrofit NewC-NCR-32)

- Thereupon motion of Director Doherty, seconded by Director Roberts, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain **Woodard & Curran** for professional Services for the S-MU-03 Stormwater Retrofit project, issued under Solicitation 2013-05 and upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC,

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes **Woodard & Curran** professional services for the stormwater retrofit S-MU-03, based upon the recommendation from the Executive Director of EOHWC and the Executive Committee of EOHWC for the amount of \$260,000.00 (Two Hundred Sixty Thousand Dollars & 00/100) and not to exceed set amount.

(Resolution R-0523-04 Award Contract for Professional Services for Stormwater Retrofit S-MU-03)

- 4) Discussion – PC1 Agreement with Putnam County

A discussion took place regarding the parking lot of Putnam County National Golf Course (PC-1) – specifically concerning the County’s wish to include “accessories” (i.e. parking lot lights) within the scope and funding of the project. Further discussion took place as to whether to reuse existing fixtures (i.e. removed for construction and the replaced) or replacing the lights with new. Bruce Walker proposed allocating monies from the \$300,000 DEC grant for lighting (although original grant was awarded specifically for drainage). R. Verma indicated the DEC grant work plan was written and approved for a specific purpose, and requires revision by the County to be used for other purposes.

Action item:

Rahul Verma will call George Rodenhausen to discuss.

5) Year 3 Project Status

Rahul Verma provided an overview and review of current status of projects.

6) Signing of EOHWC Monthly Checks

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

7) Review & Approve NYC DEP Westchester & Putnam IMA Submittal

Thereupon motion of Director Roberts, seconded by Director Walker, it was unanimously agreed

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) is required to prepare and submit “Schedule B Form” of NYCDEP’s Reporting Spreadsheet on behalf of Westchester and Putnam Counties, as agreed to in the IMA’s executed on June 7, 2012 and June 12, 2012 respectively,

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes the submission of Schedule B Form of NYCDEP’s Reporting Spreadsheet to NYC DEP with a copy sent to Westchester County and Putnam County.

(Resolution R-0523-05 Submission of NYC DEP Westchester & Putnam IMA Submittal)

Other Business:

Mary Beth Murphy expressed concerned the IMA report did not properly show that WQIP funds disbursed would be refunded when other funds (NYCDEP) become available.

Action Items:

Kim Keller will add a footnote to the IMA spread sheet to show allocation of WQIP dollars is “as loan” (temporary) until NYCDEP funds are available (and reimbursable at that time.)

Rahul Verma will add similar note to cover letters.

8) ABO Compliance

- Mary Beth Murphy opened a discussion of the status of ABO compliance (as noted in email dated May 22, 2013 from Rodenhausen).
- Major items for ABO Compliance include annual audit, annual report, procurement report, investment report and website upgrade.
- Mary Beth further noted and reminded the committee that all Board members must take ABO training. She suggested that those members who had not yet done so should take the training as soon as possible, and provide Kim Keller with all necessary information.

9) Annual Reviews – Rahul Verma & Kim Keller

- Mary Beth Murphy agreed to create a committee to meet & discuss annual reviews prior to June 15, 2013.
- Executive Committee members David Kelly and Sabrina Charney-Hull will participate on this committee.

10) Authorization of Executive Director to Sign EAF

Thereupon motion of Director Murphy, seconded by Director Lucas, it was unanimously agreed

WHEREAS, the Mahopac Central School District has declared lead agency status under SEQRA and has requested a signed Environmental Assessment Form and a Type II Determination to authorize the Agreement for Installation of Stormwater Retrofit Project on District Property for Stormwater Retrofit Projects Carmel – AM- 112 and Carmel- AM =- 116,

NOW, THEREFORE, BE IT HERBY RESOLVED by the Executive Committee of the EOHWC Board of Directors that Executive Director Rahul Verma is hereby authorized to sign the Environmental Assessment Form and a Type II Determination to authorize the Agreement for Installation of Stormwater Retrofit Project on District Property for Stormwater Retrofit Projects Carmel- AM-112 and Carmel-AM_116.

(Resolution R-0523-06 to Allow Executive Director to Sign Environmental Assessment Form and Type II Determination for Mahopac Central School District)

11) Letter from Supervisor Hay

Tony Hay led a discussion and presentation based on his letter of May 16, 2013 concerning the matter of unpaid vouchers (from the Village of Brewster to EOHWC).

Action Items:

Kim Keller will assemble and submit documentation related to correspondence and communications regarding payment of invoices to VOB. Materials will be collected and submitted by next Friday.

Tony Hay will provide required documentation and materials to Kim Keller as needed to expedite payment.

12) Adjournment @ 11:30AM.