

# EAST OF THE HUDSON WATERSHED CORPORATION

## BOARD OF DIRECTORS MEETING MINUTES

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

TIME and DATE: 10AM, Wednesday, May 2, 2012

- 1) Opening of Meeting @ 10:20am,
  - In attendance; Mary Beth Murphy (Town of Somers), Michael Griffin (Town of Patterson), Warren Lucas (Town of North Salem), David Kelly (Town of Pawling), Katherine Doherty (Town of Kent), Bruce Walker (Putnam County), Lee Roberts (Town of Bedford), Linda Puglisi (Town of Cortlandt), Peter Parsons (Town of Lewisboro), Sabrina Charney Hull (Proxy, Town of New Castle), Jo Power (Town of Pound Ridge), Bruce Barber (Proxy, Town of Yorktown and Putnam Valley), Rich Williams Sr, Lauri Taylor, Vincent Giorgio, Michael Meyer, Rahul Verma, Kim Keller
  - Absent: Robert Liffland (Village of Pawling), James Schoenig (Village of Brewster), Kenneth Schmitt (Town of Carmel), Tony Hay (Town of Southeast), J. Michael Cindrich (Town of Mt. Kisco), Howard Arden (Town of North Castle)
- 2) Pledge of Allegiance
- 3) Approval of meeting minutes from 3/29/2012 was put over until the next EOHWC Board Meeting
- 4) Update on Funding Agreements (Mary Beth Murphy) Westchester County IMA has been signed; Putnam County IMA (per Bruce Walker) is almost finalized. DEP is waiting for Putnam County IMA to be finalized then Corporate Funding Agreement w/NYC. From that point there is about a 7 month review process with DEP. Mary Beth asked Mike Meyer if there is any way that this timeframe can be moved up. Mike Meyer explained the process again.
- 5) Warren Lucas distribute bank account information, so far spent \$55,900, (rent, salaries, attorney fees)(Copy attached)
- 6) Budget review – spent \$61,537.68, with insurance (D&O & Prof Liability) could increase Mays projected budget.
- 7) Motion by Lee Roberts: **Request for Petty Cash - \$100 (misc. office items)**
  - 2<sup>nd</sup> by Peter Parsons
  - Vote: 13 yea to 0 nay
- 8) D&O and Profession Liability – concerns were address if we actually do need to have in place Professional Liability; as per Westchester Agreement (see George Rodenhausen Email dated 4/12/12 attached) EOHWC needs to have this insurance.

- Motion by Jo Powers: **Authorize the Executive Committee to review and enter into Insurance Agreement for D&O and Professional Liability. Authorize SKCG for Chubb for D&O Insurance**
  - 2<sup>nd</sup> – Katherine Doherty
  - Vote 13 yea to 0 nay
- 9) Solicitations 2012-01 – Authorization to Contract
- Overview provided by Rahul as an attachment to the agenda
  - Selection progress was based on; resources to get job done, experience, and fee.
  - Mary Beth Murphy asked Mike Meyer how does the DEP usually award; Mike stated usually lowest bidder but situations were knowledge and ranking
  - Board Members would like a criteria breakdown as to why specific firms were decided over others and circulated through the Executive Committee marked Personal & Confidential – then filed accordingly.
    - Motion by Dave Kelly: **To move on recommendations of the Executive Director and the Selection Committee to retain Engineering Services based on the Solicitation of the RFP 2012-01 for the following Projects:**
      - Project Group 1 – Woodard & Curran
      - Project Group 2 – Insite
      - Project Group 3 – Weston & Sampson
      - Project Group 4 – Kellard Sessions
    - 1<sup>st</sup> Jo Powers
    - Vote 13 yea 0 nay
- 10) Project Management Process
- Overview by Rahul
  - Rahul proposed EOHWC would hold agreements w/Engineering Firms to develop retrofit designs through to bid documents
  - Rahul proposed that each municipality would hold construction service agreements, with EOHWC functioning as the construction manager and fund source.
    - Bruce Walker was under the understanding the EOHWC would be doing everything - that's why the Corporation was made
    - Mike Griffin stated the same, Corporation should be doing everything
    - Warren Lucas proposed that both the municipality and EOHWC own the right-of-way
  - Bruce Barber asked if a flow-chart can be drawn up to show the steps of action
  - General consensus amongst the Supervisors was the EOHWC would hold both the engineering and construction contracts.
  - Mary Beth Murphy – discussed how EOHWC was using CWC as a model of how they operate and work. CWC have been extremely helpful with giving EOHWC some information, etc.

- Mike Meyers – How DEP/DEC knows who is responsible or can the corporation own the property/ROW.
  - Property Purchase/Easements – how would this work between the Towns/Corporation
    - a. Easement for work/Maintenance in Future
- Bruce Walker: Corporation would own the property – paying taxes on the property
- Jo Powers – George to work out details of Real Estate Lease/Easements.

#### 11) Other Business

- Motion by Mike Griffin: **RFP for Westchester Co. Project, work with Westchester Co. Tech Committee – Authorize Rahul to issue RFP for Westchester**
  - 2<sup>nd</sup> by Katherine Doherty
  - Vote 13 yea to 0 nay
- Motion by Lee Roberts: **Authorizing Exe. Director to combine the 3 retrofit plans**
  - 2<sup>nd</sup> Jo Powers
  - Vote 13 yea to 0 nay
- Warren Lucas/Mary Beth Murphy extends their thanks to CWC for meeting with EOHWC – they have been very helpful with the process.
- Motion by Katherine Doherty: **Adjournment of Meeting @ 11:57am**
  - 2<sup>nd</sup> by Jo Powers
  - Vote 13 yea to 0 nay