



EAST OF HUDSON WATERSHED CORPORATION

EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30 AM, Thursday, March 14, 2019

Meeting Minutes

1) Open Meeting

Voting Members in Attendance: Peter Parsons (Town of Lewisboro); Rich Williams (Town of Patterson); Warren Lucas (Town of North Salem); Chris Burdick (Town of Bedford); Vincent Tamagna as alternate for MaryEllen Odell (Putnam County); JoAnne Daley as alternate for James Schmitt (Town of Pawling); Rich Franzetti as alternate for Ken Schmitt (Town of Carmel)

Others in Attendance: Victor Churchill (Sickler, Torchia, Allen and Churchill CPAs); Michael Quinn (Town of Yorktown); Vincent Giorgio (NYCDEP); George Rodenhausen (Corporate Counsel); Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); Linda Matera (EOHWC)

2) Approve Meeting Minutes of February 28, 2019

Motion by Director Parsons, seconded by Director Burdick to approve the meeting minutes of February 28, 2019; all in favor.

3) 2018 Draft Financial Statements

Victor Churchill of Sickler, Torchia, Allen and Churchill presented the Executive Committee on the Final 2018 Financial Statements. Joanne Tavino will post them to New York State Authorities Budget Office (NYS ABO) site and distribute them to the remainder of Board members not present at today's meeting.

4) Financial Update

Joanne reported no checks have been drawn today because they are normally paid at the end of each month. The Checks and Vouchers Detail and Summary reports will be emailed to members of the Executive Committee once checks have been signed by officers closer to the end of the month.

The current fund balance is approximately \$6.6 million. Investment income for the first two months of the year is about \$18,000.

The Procurement Report was presented in the meeting packet. It reports on all figures spent in 2018 on engineers and contractors. Director Parsons asked if we allow for any exceptions to the Procurement Procedures. Kevin said that the guidelines themselves contain language that allows some flexibility.

Director Lucas inquired if there was an alternative way to obtain a credit card that could be in the corporation's name, which does not require the name and social security number of an individual. Joanne promised to research available alternative options.

a. Reports due to NYS ABO

Joanne stated that now that the audit is finalized, reports will be posted NYS ABO site. All reports, including the final audit, will be sent to the New York City Department of Environmental Protection (NYCDEP) and counties.

b. Project Accounting Report due to NYCDEP

The Project Accounting Report has been finalized and ties into the audit. It shows every project since inception and how much was spent. It will be sent to both NYCDEP and the counties.

5) List of Reporting and Filing Due Dates

Joanne reported that all items are up to date. Peter's email to non-compliant members was very effective. We are currently missing four Conflict of Interest Forms, which is an improvement from the February meeting. Director Burdick thanked Joanne and commended her on the transparency and clarity of her reporting and filing.

6) Project Update

Kevin reported that a submittal was made to the New York State Department of Environmental Conservation (NYSDEC) for additional credit for SE-POT-02 and Kent-MB-602. Upon approval, it will bring our current phosphorus removal credit to 524 kilograms. SE-POT-02 is at the substantial completion phase; however, the goal is to eliminate the channels and treat the subdivision north of that, which we've accomplished.

Over the next month and heading into the April meeting, we will be going out to bid for construction on Kent-MB-601 which is a project adjacent to Lake Carmel. Construction will be wrapping up on Kent-MB-602 and will be submitted to NYSDEC for credit as well. We anticipate having another two or three more design contracts to award by the next Executive Committee meeting.

Director Lucas inquired about the status of the funding from NYCDEP. Vincent Giorgio indicated that it should arrive no later than September 2019.

7) Award Solicitations

a. 2019-01 (SE-DI-601 and SE-EB-715)

Kevin stated that two projects are being awarded in Solicitation group 2019-01. SE-DI-601 is for the installation of filter chambers on private property and SE-EB-715 is for the installation of a sand filter on municipal property. The Review Committee has gone through the proposals submitted and recommended that Insite Engineering, Surveying and Landscape Architecture, P.C. be awarded the contract over KC Engineering and Land Surveying, P.C. This is a situation where we are recommending Insite at \$70,000 for both contracts combined over the lower cost contract of KC Engineering which was at \$52,000. The concern is that we are overextending ourselves to one individual design firm, as KC Engineering currently has over 50% of our design contracts. While there is a gap in cost, we would be more comfortable spreading the work out. In addition, KC Engineering hasn't reached any of the milestones that we need in order to push those projects forward with, so it's in our best interest to award the contracts to Insite Engineering. Michael Quinn asked if there was any benefit to awarding both projects to the same firm. Kevin said the reason the projects were combined from the start was because they were both located in Southeast. The idea of pairing them up together to be awarded under one individual design contract was that we would see savings in site visits that occur and in a survey crew that goes out, rather than incurring

those costs from individual engineers. We do have the ability to split these projects and award them individually; however, we would still be loading up one engineering firm that has over 50% of our contracts. In addition, the prices given for each project were based upon the fact that both were combined into one contract. Joanne Daley added that the Town of Pawling uses Insite and they provide clear, clean plans and get the job done in a timely manner.

Kevin requested that the committee give consideration to amending the Procurement Policy to include language saying that EOHWC will not over-commit to one design firm. Members agreed that Kevin should work with George Rodenhausen to include the necessary language and present it at the April meeting for recommendation to the Board of Directors in May.

Motion by Director Parsons, seconded by JoAnne Daley to award SE-DI-601 in the amount of \$22,000 & SE-EB-715 in the amount of \$48,000 to Insite Engineering, Surveying and Landscape Architecture, P.C. by recommendation of the Review Committee.

WHEREAS, the proposed stormwater retrofit projects known as SE-DI-601 located at 983 East Main Street on private property; and SE-EB-715 located at 81 Doansburg Road/Scolpino Park on municipal property in the Town of Southeast within a recognized FAD basin in project group 2019-01 and is included in the Years 6-10 MS4 regional plan approved by the NYS Department of Environmental Conservation; and

WHEREAS, the work consists of providing design services for the installation of filtration chamber units and surface sand filters, as well as all construction administration services with an estimated phosphorus reduction of 3.09 kg./yr. and estimated efficiency of \$80,000/kg. for SE-DI-601; and an estimated phosphorus reduction of 1.34 kg./yr. and estimated efficiency of \$110,000/kg. for SE-EB-715; and

WHEREAS, a Request for Proposals was advertised and four (4) proposals were received at the East of Hudson Watershed Corporation offices on February 7, 2019; and

WHEREAS, the Review Committee of the EOHWC has reviewed all proposals according to the requirements set forth in the EOHWC Procurement Policy and found the proposals of best value to have been submitted by Insite Engineering, Surveying and Landscape Architecture, P.C. in the amount of \$22,000 for SE-DI-601 and \$48,000 for SE-EB-715; and

WHEREAS, EOHWC contacted the references for Insite Engineering, Surveying and Landscape Architecture, P.C. and contacted Insite Engineering, Surveying and Landscape Architecture, P.C. directly and was assured that they can complete the projects for the amounts proposed; and

WHEREAS, the EOHWC Review Committee has recommended that the corporation accept Insite Engineering, Surveying and Landscape Architecture, P.C. as best value proposer for the projects and proceed with contracts pending the submission of all necessary documents per the EOHWC Procurement Policy; and

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors that it accepts Insite Engineering, Surveying and Landscape Architecture, P.C. as best valued

proposer for the design of projects for the SRPs SE-DI-601 and SE-EB-715 and authorizes the President or Vice President of the Corporation to execute the design contract with Insite Engineering, Surveying and Landscape Architecture, P.C. subject to the following conditions:

1. Submission of insurance by the engineer as required by the design contract;
2. Review of the design contract by the Corporation's Counsel.

Motion passed; all in favor. **(R-0314-01)**

(Vote: Aye: 6 Nae: 0; Abstain: 1)

b. 2019-02 (NewC-NCR-801)

The stormwater retrofit project NewC-NCR-801 located on NYCDEP property in New Castle is for the stabilization of two heavily eroded channels which outfall into the Kisco River, along with two water quality treatment options to be installed upstream. The first is an infiltration trench and the other is a filter chamber. Four proposals were submitted, all of which were very close in price. Hudson Engineering and Consulting, P.C. submitted the lowest bid and was recommended by both the Technical and Review Committees. We've had successful projects with Hudson Engineering in the past. The deadlines on this project were stressed heavily by NYCDEP and the town.

Motion by Director Lucas, seconded by Vincent Tamagna to approve the design award of Solicitation 2019-02 for stormwater retrofit project NewC-NCR-801 in the amount of \$44,800 to Hudson Engineering and Consulting, P.C.

WHEREAS, the proposed stormwater retrofit projects known as NewC-NCR-801 located at the intersection of Courtmel Road and Noyes Road in the Town of New Castle in project group 2019-02, and is included in the Years 6-10 MS4 regional plan approved by the NYS Department of Environmental Conservation; and

WHEREAS, the work consists of providing design and construction administration services for the stabilization of two separate drainage channels on NYCDEP property along with installation of a filtration chamber and an infiltration trench in the public right of way, as well as all construction administration with an estimated phosphorus reduction of 22.67 kg./yr. and estimated efficiency of \$20,000/kg.; and

WHEREAS, a Request for Proposals was advertised and four (4) proposals were received at the East of Hudson Watershed Corporation offices on February 21, 2019; and

WHEREAS, the Review Committee of the EOHWC has reviewed the proposal according to the requirements set forth in the EOHWC Procurement Policy and found the proposal of best value has been submitted by Hudson Engineering and Consulting, P.C. in the amount of \$44,800; and

WHEREAS, EOHWC contacted the references for Hudson Engineering and Consulting, P.C., and contacted Hudson Engineering and Consulting, P.C., directly and was assured that they can complete the project for the amount proposed; and

WHEREAS, the EOHWC Review Committee has recommended that the corporation accept Hudson Engineering and Consulting, P.C., as best value proposal for the project and proceed with contract pending the submission of all necessary documents per the EOHWC Procurement Policy; and

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors that it accepts Hudson Engineering and Consulting, P.C. ,as best value bid for design of the project for NewC-NCR-801, and authorizes the President or Vice President of the Corporation to execute the design contract with Hudson Engineering and Consulting, P.C. subject to the following conditions:

1. Submission of insurance by the engineer as required by the design contract;
2. Review of the design contract by the Corporation's Counsel.

Motion passed; all in favor. **(R-0314-02)**

8) O & M Program Update

Kevin stated that we are conducting an internal audit of all O&M to make sure that projects are being looked at and observed. It's a way to ensure that everything is being touched and maintained. We've begun sending official letters out to all town supervisors and their MS4 representative acknowledging that these projects fall into this category of work needing to be done and asking if they need assistance. It's more of an official hard copy of everything. If you see letters coming to your town by hard copy or email, this is the case. Additionally, Kevin mentioned that progress can be made across all municipalities to refine what's being submitted. Vincent Tamagna suggested that perhaps bringing everyone together at a workshop may be a good place to start.

Joanne stated that all O&M invoices have been sent and she would appreciate payment in a timely manner. Towns that are due to receive money will not receive it until we receive payments from all towns that have to pay. A reminder will be sent after 30 days to those who have not responded.

9) Summer Intern Discussion

Kevin informed members that EOHWC is working with the Putnam County Pilot Program to search for a candidate whose qualifications fit those of the position. We would be utilizing them to look at construction sites, assist with RFP construction and O&M. An engineering student is preferable, but if we find the right candidate, we'll move the position to their strength. We anticipate choosing a candidate in time for the April meeting for recommendation to the Board in May.

10) Other business

No other business was brought forward.

11) Adjournment

Motion to adjourn by Director Parsons, seconded by Rich Franzetti; all in favor. Adjourned 10:52 AM.



East of Hudson Watershed Corporation

**2 Route 164, Suite 2
Patterson, NY 12563**

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the March 14, 2019 meeting minutes approved by the Executive Committee.

Peter Parsons, President

4-25-19

Date



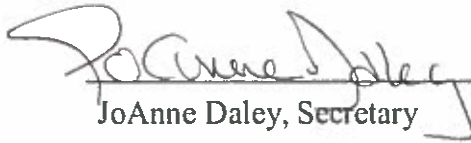
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SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the March 14, 2019 meeting minutes approved by the Executive Committee.


JoAnne Daley, Secretary

4-25-2018
Date