



EAST OF HUDSON WATERSHED CORPORATION

EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30 AM, Thursday, May 26, 2016

Meeting Minutes

1) Open Meeting

Voting Members in Attendance: Peter Parsons (Town of Lewisboro) for himself and as alternate for Dave Kelly (Town of Pawling); Warren Lucas (Town of North Salem); Chris Burdick (Town of Bedford); Rich Franzetti as alternate for Ken Schmitt (Town of Carmel)

Others in Attendance: George Rodenhausen (Corporate Counsel); Tracey Corbitt (Westchester County); Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); John Belyea (EOHWC); Yvette Rivera (EOHWC); Linda Matera (EOHWC)

2) Approve Meeting Minutes

Motion by Director Burdick, seconded by Director Parsons to approve the Executive Committee Meeting Minutes of April 28, 2016 with an amendment to the dollar amount from \$5,700 to \$5,770 for change order #21 from Hahn Engineering; all in favor.

3) Financial Update

Joanne Tavino reported that we have a fund balance of approximately \$13 million with checks written today in the amount of \$92,000. The program will finish with approximately \$6 million. Joanne mentioned that Christine Chale asked that the executive committee be made aware that Joanne will be working with Director Lucas to invest the \$5 million in order to get a better interest rate.

4) Review Updated Manual of Fiscal Policies and Procedures

Director Parsons requested that a change be made to item D on page 1 to clarify that the President or Vice President shall perform all functions in the event that the Executive Director position is vacant. Additionally, a limit of \$2,000 was set for approval by the Director of Engineering and the Comptroller for purchases. Director Parsons recommended including the Review of Updated Manual of Fiscal Policies and Procedures on the August 9th Board of Directors' meeting agenda with any additional necessary amendments.

5) Project Update

Kevin Fitzpatrick reported that many of the open projects are in parks where camps are being held over the summer and therefore will have to be worked on toward the end of August into the fall.

Kevin has been working with legal counsel, the town of Southeast, and Putnam County to obtain all necessary permits and the installation agreement for SE-POT-02. The permits are currently in the final review phase. It is estimated that construction should commence in approximately sixty days. Y-MU-40 has been brought to 30% design but will most likely be cancelled because of its close proximity to a large wastewater pump.

a. Declare Lead Agency and Classify Action (SE-POT-02)

Motion by Director Burdick, seconded by Director Parsons to declare East of Hudson Watershed Corporation (EOHWC) as lead agency in the environmental review of SE-POT-02.

WHEREAS, the Corporation is proposing to undertake the installation of Stormwater Retrofit Project (SRP) known as SE-POT-02 in Brewster Heights in the Town of Southeast on both municipal and private property ; and

WHEREAS, the Executive Committee has reviewed the short Environmental Assessment Form (EAF) and plans for the proposed SRP; and

WHEREAS, the State Environmental Quality Review Act (SEQRA) requires that all proposed undertakings subject to environmental quality review be classified;

NOW THEREFORE BE IT HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that:

1. Stormwater Retrofit Project SE-POT-02 is an Unlisted action under SEQRA for which a coordinated review will be conducted; and
2. The Director of Engineering is directed to circulate a notice to all involved and interested agencies declaring EOHWC's intention to serve as lead agency in the environmental review of the SRP together with a copy of the EAF and requesting their consent or lack of consent within thirty days.

(R-0526-08)

Motion passed; all in favor.

6) Work Change Directive and Change Orders

a. PW-342A

Motion by Rich Franzetti, seconded by Director Burdick to approve work change directive number 1 submitted by Svoboda Bulldozing and Trucking in the amount of \$4,890 to be paid from the \$7,500 allowance for PW-342A.

WHEREAS, Svoboda Bulldozing and Trucking submitted work change directive request Number 1 dated April 6, 2016 for an additional \$4,890 to be paid from the \$7,500 allowance for PW-342A in project group 2015-06 of the first five year retrofit plan, which change directive was recommended for approval by consulting design engineer Hahn Engineering; and

WHEREAS, PW-342A is located at the Pawling Fire District in the Town of Pawling and includes the construction of a pocket pond; and

WHEREAS, the proposed change directive request is for Svoboda Bulldozing and Trucking to install gabion baskets around the existing electrical service line; and

WHEREAS, this change directive, if approved, would not increase the construction cost.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that it ratifies and approves the change directive request from Svoboda Bulldozing and Trucking dated April 6, 2016 for an additional \$4,890 to be paid from the \$7,500 allowance for PW-342A with no additional increase in the cost of construction. **(R-0526-01)**

Motion passed; all in favor.

b. PW-342B

Motion by Director Burdick, seconded by Rich Franzetti to approve change order number 1 submitted by Svoboda Bulldozing and Trucking in the amount of \$17,500 for PW-342B.

WHEREAS, Svoboda Bulldozing and Trucking submitted change order request Number 1 dated 5-3-16 for an additional \$17,500 for PW-342B in project group 2015-06 of the first five year retrofit plan; and

WHEREAS, PW-342B is located on property of the Pawling Fire District in the Town of Pawling and includes the construction of a new pocket pond; and

WHEREAS, the proposed change order request is for Svoboda Bulldozing and Trucking to excavate and hammer boulders into smaller pieces and load all stone into Putnam County and Town of Pawling vehicles to be hauled offsite 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 construction cost from \$75,680 to \$93,180 and would have an updated efficiency of approximately \$68,000/kg with an estimated phosphorus reduction of 1.68 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 Svoboda Bulldozing and Trucking dated 5-3-16 for an additional \$17,500 for PW-342B increasing the design cost from \$75,680 to \$93,180. **(R-0526-02)**

Motion passed; all in favor.

c. Patterson-PA-15A

Motion by Director Burdick, seconded by Director Lucas to approve change order number 1 submitted by Coyle Industries for a decrease of \$7,110 for Patterson-PA-15A.

WHEREAS, Coyle Industries Incorporated submitted change order request Number 1 dated 5-9-16 for a decrease of \$7,110 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 Paterson Elementary School in the Town of Patterson and includes the installation of a surface sand filter; and

WHEREAS, the proposed change order request is for Coyle Industries Incorporated to remove the allowance to excavate rock from contract and to remove the allowance for 49.5 cubic yards of rip rap from contract for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, this change order, if approved, would decrease the construction cost from \$79,805 to \$72,695 and would have an updated efficiency of approximately \$56,000/kg with an estimated phosphorus reduction of 2.0 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 Coyle Industries Incorporated dated 5-9-16 for a decrease of \$7,110 for Patterson-PA-15A decreasing the construction cost from \$79,805 to \$72,695. **(R-0526-03)**

Motion passed; all in favor.

d. Patterson-PA-15B

Motion by Director Burdick, seconded by Rich Franzetti to approve change order number 2 submitted by Coyle Industries for a decrease of \$1,820 for Patterson-PA-15B.

WHEREAS, Coyle Industries Incorporated submitted change order request Number 2 dated 5-9-16 for a decrease of \$1,820 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 Paterson Elementary School in the Town of Patterson and includes the construction of a dry swale; and

WHEREAS, the proposed change order request is for Coyle Industries Incorporated to remove the allowance to excavate rock from contract and to remove the allowance for 18.0 cubic yards of rip rap from contract for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, this change order, if approved, would decrease the currently approved construction cost from \$41,012 to \$39,192 and would have an updated efficiency of approximately \$32,000/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 Coyle Industries Incorporated dated 5-9-16 for a decrease of \$1,820 for Patterson-PA-15B increasing the construction cost from \$41,012 to \$39,192. **(R-0526-04)**

Motion passed; all in favor.

e. Y-MU-10 discussion

Kevin reported that change order request #22 for Y-MU-10 in the amount of \$7,700 was submitted by Hahn Engineering for additional engineering services. In Part 1, the outlet structure was not correctly identified or surveyed, so they based their design upon incorrect information provided by their surveyor. Part 2 addresses an existing catch basin which had a pipe outfall coming out of it that the surveyor did not locate correctly and Hahn based their information upon incorrect information. The design then had to be redone because no one in their engineering department located a water main that was going through that portion of the project. Part 3 has to do with additional rubbish and debris that was discovered during excavation. Hahn Engineering is asking for money for the additional time spent to calculate the debris. Director Burdick requested that Hahn Engineering provide a breakdown showing the allocation of the personnel cost for each of the three items on the change order so the request can be further reviewed by the executive committee.

f. MK-NC-20

Motion by Director Burdick, seconded by Rich Franzetti to approve change order number 7 submitted by Renna Engineering Design, LLC in the amount of \$1,500 for MK-NC-20.

WHEREAS, Renna Engineering Design, PLLC submitted change order request Number 7 dated 5-20-16 for an additional \$1,500 for MK-NC-20 in project group 2013-07 of the first five year retrofit plan; and

WHEREAS, MK-NC-20 is located in the Town of Mount Kisco and includes stabilization of an existing channel; and

WHEREAS, the proposed change order request is for Renna Engineering Design, PLLC to update all permitting applications for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, the Executive Committee has reviewed backup for the change order provided by Renna Engineering Design, PLLC in a memorandum from Richard A. Renna to Kevin Fitzpatrick dated May 20, 2016; and

WHEREAS, this change order, if approved, would increase the currently approved design cost from \$30,030 to \$31,530 and would have an updated efficiency of approximately \$15,000/kg with an estimated phosphorus reduction of 6.3 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 Renna Engineering Design, PLLC dated 5-20-16 for an increase of \$1,500 for MK-NC-20, increasing the design cost from \$30,030 to \$31,530. **(R-0526-05)**

Motion passed; all in favor.

g. MK-NC-21

Motion by Director Burdick, seconded by Rich Franzetti to approve change order number 8 in the amount of \$1,500 for MK-NC-21.

WHEREAS, Rennia Engineering Design, PLLC submitted change order request Number 8 dated 5-20-16 for an additional \$1,500 for MK-NC-21 in project group 2013-07 of the first five year retrofit plan; and

WHEREAS, MK-NC-21 is located in the Town of Mount Kisco and includes the design of a pocket wetland; and

WHEREAS, the proposed change order request is for Rennia Engineering Design, PLLC to update all permitting applications for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, the Executive Committee has reviewed backup for the change order provided by Rennia Engineering Design, PLLC in a memorandum from Richard A. Rennia to Kevin Fitzpatrick dated May 20, 2016; and

WHEREAS, this change order, if approved, would increase the currently approved design cost from \$26,156 to \$27,656 and would have an updated efficiency of approximately \$48,000/kg with an estimated phosphorus reduction of 2.66 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 Rennia Engineering Design, PLLC dated 5-20-16 for an increase of \$1,500 for MK-NC-21, increasing the design cost from \$26,156 to \$27,656. **(R-0526-06)**

Motion passed; all in favor.

h. MK-NC-22

Motion by Director Burdick, seconded by Rich Franzetti to approve change order number 9 in the amount of \$2,160.50 for MK-NC-22.

WHEREAS, Rennia Engineering Design, PLLC submitted change order request Number 9 dated 5-20-16 for an additional \$2,160.50 for MK-NC-22 in project group 2013-07 of the first five year retrofit plan; and

WHEREAS, MK-NC-22 is located in the Town of Mount Kisco and includes the design of various practices (dry swales, bioretention, surface sand filters); and

WHEREAS, the proposed change order request is for work completed by Rennia Engineering Design, PLLC in pursuing a New York City Department of Environmental Protection SWPPP approval for the stormwater practice requested by EOHWC as an addition to the original scope of work; and

WHEREAS, the Executive Committee has reviewed backup for the change order provided by Rennia Engineering Design, PLLC in a memorandum from Richard A. Rennia to Kevin Fitzpatrick dated May 20, 2016; and

WHEREAS, this change order, if approved, would increase the currently approved design cost from \$59,121 to \$61,281.50 and would have an updated efficiency of approximately \$60,000/kg with an estimated phosphorus reduction of 8.5 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 Rennia Engineering Design, PLLC dated 5-20-16 for an increase of \$2,160.50 for MK-NC-22, increasing the design cost from \$59,121 to \$61,281.50. **(R-0526-07)**

Motion passed; all in favor.

7) Future Work Plan

Tracey Corbitt reported that the next meeting regarding the Westchester County funds will be held May 31, 2016.

8) O & M discussion

Kevin reported that he and John are making progress in working with the towns. The concern is once the work starts getting done, the towns are going to want to be reimbursed. Joanne mentioned that O & M reimbursement will be incorporated into the Fiscal Policies and Procedures Manual once the procedures have been implemented. Kevin and John will vet the bills before they are brought before the executive committee. Director Parsons suggested that supervisors sign off on a voucher as part of the approval process.

9) Sign checks and vouchers

Monthly checks and vouchers were signed. No action taken.

10) Other business

No other business was brought forward.

**11) Adjournment – Motion to adjourn by Director Parson, seconded by Rich Franzetti; all in favor.
Adjourned 10:37 am**

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Executive Committee.



Peter Parsons, President

6/30/2016
Date

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Executive Committee.



David Kelly, Secretary

6/23/16
Date