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**QUARTERLY MEETING OF DIRECTORS AND MEMBERS**

TIME and DATE: 10:30 a.m., Tuesday, January 4, 2022

*Zoom Videoconference*

**Meeting Minutes**

**1) Open of Meeting at 10:22 AM**

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Matthew Slater (Town of Yorktown); Warren Lucas (Town of North Salem); JoAnne Daley as alternate for James Schmitt (Town of Pawling); Michael Cazzari (Town of Carmel); Rich Franzetti as alternate for Michael Cazzari (Town of Carmel); Tony Goncalves (Town of Lewisboro); Tony Hay (Town of Southeast); Kevin Hansan (Town of Pound Ridge); Robert Scorrano (Town of Somers); Catherine Brosnan as alternate for Richard Becker (Town of Cortlandt); Ed Brancati as alternate for Gina Picinich (Town of Mount Kisco); Lauri Taylor (Village of Pawling); Sabrina Charney-Hull as alternate for Lisa Katz (Town of New Castle); Jacqueline Annabi (Town of Putnam Valley)

Others in Attendance: Dan Ciarcia (Town of Yorktown); Christine Chale (Corporate Counsel); Patrick Logan (Corporate Counsel); Vincent Giorgio (NYCDEP); Millie Magraw (Westchester County Planning); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

**2) Pledge of Allegiance**

**3) Approve Meeting Minutes: October 12, 2021**

Motion by Director Lucas, seconded by Director Slater to approve the Annual Board of Directors Meeting Minutes of October 12, 2021; all in favor.

**4) Financial Update**

Keith Giguere informed members that as of today's meeting it is too early to have the December 31<sup>st</sup> year end financials, therefore the financial provided in the packet are as of November 30, 2021. Total investments are \$12,810,000 of which \$10,495,000 are related to the FAD. Outstanding contracts total \$929,000 of which \$811,000 is related to FAD and upstream basins. Director Lucas explained to new members that FAD stands for Filter Avoidance Detention basins which funding was provided for to target those areas. East of Hudson Watershed Corporation (EOHWC) receives no income from the towns other than some for some of the O&M. All money so far has been funded at some point in time from New York City Department of Environmental Protection (NYCDEP.) Occasionally money is received from a water quality grant in the town that will be supplemented by money from EOHWC, which is helpful. They originally wanted to set the Corporation up as a taxing district which we were fairly vocal about.

**5) List of Reporting and Filing Due Dates**

Linda Matera provided a brief explanation of the spreadsheet containing due dates of various reports and compliance requirements. Within the coming days an email will be sent to new Board members containing the compliance requirements as well as a link to new Board member training. Director Lucas informed members that the physical office space for EOHWC is located at 2 Route 164 in Patterson, New York.

## **6) Project Update**

Kevin Fitzpatrick welcomed new Board members and announced that two reports should be expected on a quarterly basis: the monthly Running Project Status Table, which has all the open projects being worked on currently that are either out for design or construction; and the Program Summary, which has projects that have been constructed and are in the ground. The Running Project Status Table shows that we currently have about 619 kilograms of credit. We will be submitting the Annual Report to NYSDEC at the end of this month which will account for an additional 40 kilograms for projects that have been completed within the last three months. Moving into the spring, we anticipate having quite a few projects going to construction. Many of them are catch basin inserts in which filters are dropped in to the existing infrastructures within residential areas, parking lots and commercial areas. They are an extremely beneficial retrofit that we can install without having an impact to the ground but have a very big impact on phosphorus reduction. Presently, there are approximately a little over 30 projects in design or construction and 4 or 5 that will be coming off of this list soon. We will look to install some large channel stabilization projects in early spring that will allow us to reach significant phosphorus reduction numbers quickly.

Director Lucas asked Kevin to explain how potential projects are found. Kevin said that at the start of the program two separate studies were done in Westchester and Putnam County. In the very infant stages of the Corporation those two points came together and Years 1-5 were based on those original studies. We still pull projects from that catalogue as needed but for the most part we rely on feedback from municipalities. A secondary report was done five years ago for Years 6-10. Some of these projects come to us when highway departments pick up their phones to say they have a problem or a town supervisor contacts us and asks if we can do anything about an area of concern within their municipality. He and Cory are actively keeping their eyes on areas within the watershed where they think that they could tackle with new ideas and concepts to try to get an increase in phosphorus reduction for the Corporation. Many local lake communities are currently being that we feel might be a little underserved for the retrofits. There are still a lot of opportunities available but as indicated by Director Williams, with 10 years of the program approaching, we are going to have to look for every opportunity out there. Kevin requested feedback from supervisors as they go about their daily business.

Director Lucas wished to add an additional comment on the financial reports to include that every project has phosphorus mitigation which causes algae and seaweed and that is why we are removing it. We started out 11 years ago with the first project in Somers that was about \$200,000 per kilogram. On average now, we are just over \$70,000 per kilogram and we have some projects that are significantly less. From a justification point of view when we are considering projects, we are not only looking to see if the phosphorus number is good, but also how much it will cost. Alternate Brancati emphasized that more importantly attention should be given to what the O&M costs are for remediation or a mitigation action. Kevin acknowledged Alternate Brancati point and said that when selecting projects it is always in the forefront of our minds what each municipality's capabilities are when it comes to accomplishing O&M. Some of the things to consider are if they have access to a vacuum truck, easy access to an excavator to clean up the ponds, etc. We are always working with towns to make sure we have the right retrofit for their municipality and for the location as well. At

this point we've dropped our program running average down to closer to \$50,000 per kilogram. This is a reflection of the new technologies we've been using in more recent years. We hope to keep decreasing that cost because projects aren't as hard to find as money and to keep pumping out the efficient choices while working with the NYSDEC to get new technology accepted.

#### **a. Program Summary**

Kevin explained that the Program Summary is broken down by each individual municipality so that every town supervisor has the chance to see what is currently being worked on and what has been completed. We have been compiling updated packets for every municipality. These packets will give everyone a crash course on what projects we are looking at in your town and which of those we are pushing to the front of the line. Kevin offered to meet via conference call with anyone who would like to learn more about the program, what we are looking to do within your borders and where we hope to be going in the future.

#### **7) O & M discussion**

Kevin explained that much like everyone shares the phosphorus reduction across the watershed in the program we share the cost of maintenance as well. The calendar year for 2021 and O&M submissions just ended. Nearly every municipality has sent in their documentation. Any outstanding submissions will need to be submitted by January 15<sup>th</sup>. Payments will be sent to the municipalities after the annual audit has been accepted, which will be closer to May. Some municipalities don't have many projects within their borders and some don't have any. The idea is that everyone is either paying forward with manpower and labor to maintain the projects within their municipality or they are paying by writing a check to the Corporation to share the responsibility so that one municipality isn't bearing the brunt. We will begin going through and doing a check on all of the things that were submitted to us and making sure we are comfortable with what maintenance has been done. This review is performed on an annual basis to make sure that nothing was missed and to have a running record. In some cases there are years when ponds do not require maintenance and other years they might need a little extra care. That review will be completed and each municipality will be notified if they need to address any missed items.

#### **8) Other business**

Director Williams addressed new members regarding the MS4 Program and acknowledged that it can be daunting. He invited members to reach out to him, Warren or the staff with any questions. If you want an in depth view, we would be happy to meet and take you through the whole process from the beginning when the Corporation started all the way through to where we are today.

Director Slater informed Kevin that they are going to re-engage on the Junior Lake project. He and Dan Ciarcia will be reaching out offline about the next steps.

**9) Adjournment – Motion to adjourn by Director Lucas, seconded by Alternate Brancati; all in favor. Adjourned: 10:39 AM.**

**PRESIDENT'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the January 4, 2022 Quarterly Meeting Minutes approved by the Board of Directors.



Richard Williams, Sr., President



Date