

EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, May 28, 2026

Meeting Minutes

1) Call to Order

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Robert Scorrano (Town of Somers); Ellen Calves (Town of Bedford); Lauri Taylor (Village of Pawling); Warren Lucas (Town of North Salem) via Zoom; Tony Goncalves (Town of Lewisboro);

Others in Attendance: Janet Anderson (Town of Lewisboro); Millie Magraw (Westchester County); Christine Chale (Corporate Counsel); Cassandra Britton (Corporate Counsel); Vincent Giorgio (NYCDEP); Steve Cutignola (NYCDEP); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC)

2) Approve Meeting Minutes of April 23, 2026

Motion by Director Goncalves, second by Director Scorrano to approve the meeting minutes of April 23, 2026; all in favor.

3) Financial Update

Keith Giguere reported that, as of April 30, total cash on hand was \$11,251,000, consisting of \$9,112,000 in FAD-related funds and \$2,139,000 in WQIP funds. Outstanding commitments totaled \$869,000.

a. 2025 Audit Report

Director Williams inquired about the easement for Kent-MB-1000, which appeared as an administrative cost in the 2025 Audit Report. Keith explained that, during the audit, the accountant determined that the expense could not be classified under design or construction because it was not competitively bid and therefore needed to be recorded under project administration. He noted that the easement cost was no different from expenses such as title searches or title insurance, as it was incurred as part of the project, directly tied to the project, and would be reimbursed through FAD funds. Christine stated that she had never seen a real estate acquisition treated as an administrative cost by an accountant. Director Williams agreed that the classification as an administrative cost was problematic, noting that acquisitions and easements are often tracked in a separate category and suggesting that the Board consider establishing such a category. Director Lucas asked how the NYCDEP would view the classification. Keith responded that the expense was also reported under project administration to the NYCDEP and that the agency was satisfied with the treatment. Christine expressed concern that including real estate acquisition costs within administrative expenses could distort comparisons of administrative spending from year to year. Director Lucas noted that the classification stood out to him for that reason.

Kevin Fitzpatrick suggested that the Board consider the issue as it plans for Years 11–15. He

explained that the current reporting categories used for NYCDEP reporting are construction, administration, and design. While a new category for acquisitions and easements could be added going forward, the existing policy would also need to be revised to reflect the change. Christine reiterated that her primary concern was ensuring that financial reporting accurately reflects spending categories and does not skew the interpretation of administrative costs. Director Williams stated that he would prefer to see acquisitions and easements reported in a separate category to improve transparency and clarity. Kevin noted that the only similar circumstance in the past involved a temporary easement acquired for the Brewster Heights project, which was likely also recorded under administration. He further observed that future projects may require additional property acquisitions and that establishing a separate category now could avoid confusion and questions during future audits. Director Taylor asked whether the Board was considering changing auditors from RBT. Keith replied that he would leave that decision to his successor. He added that the firm's transition to a corporate administration structure had not improved the level of service provided.

b. CHAR00 and FORM 990

Keith reported that both the CHAR500 and Form 990 filings have been completed and submitted. Christine Chale emphasized the importance of filing these reports on time, noting that they can be easy to overlook despite being critical compliance requirements.

4) List of Reporting and Filing Dates

Linda Matera reported that Keith is continuing work on the 2025 Annual Project Account Report for the NYCDEP and participating counties, as well as the 2025 Annual Report for the ABO. She also reported that the annual workers' compensation audit has been completed, resulting in a refund of \$89. It was also noted that all financial disclosure forms appear to have been submitted to Putnam County by the May 15 deadline, as no notices of missing filings have been received. She further reported that Alison Jolicoeur of Putnam County is expected to complete her required board member training by the end of the year. Director Goncalves and Director Scorrano requested that their email addresses be corrected on the compliance list as noted.

5) Project Update

Kevin Fitzpatrick reported significant progress on the Kent-MB-1000 project at Longfellow Drive, noting that the work is nearing completion. The hillside has been largely stabilized; installations are in place, and we can expect to begin banking credits in the near future. Attention will soon shift to evaluating whether additional tree cover may be needed on site. Because portions of the contract budget, particularly the rip-rap and possibly excavation line items were not fully utilized, some funding remains available. We plan to assess whether strategic tree placement could enhance the property boundary area. While no decisions have been made, Kevin assured the board that updates will be provided as discussions continue. Approximately two weeks ago, representatives from Insite, Scape-Tech, and Kevin conducted a site walk to review conditions. They found that a few concepts had not performed as well as originally hoped, but several contract adjustments can still be made without additional costs. Overall, the site is in good condition, with current efforts focused on final cleanup and refining the finished work. Kevin noted that property owners have increasingly directed their questions to the Town of Kent rather than to the project team. Before closing out the project, the goal is to ensure the site presents well to the town. Director Calves highlighted the project's substantial phosphorus reduction achievements and asked whether the project would be featured publicly. Kevin explained that, in the past, concise project summaries were prepared for Facebook, typically including before-and-after photographs and descriptions of project impacts. Director Lucas suggested expanding outreach to include local newspapers, and Director Calves offered to collaborate

with Kevin on a press release when the project is ready for public presentation.

Turning to the L-CR-804 project at Tarry-a-bit in Lewisboro, Director Goncalves asked whether any feedback had been received. Kevin reported that there had been no response, but the project is otherwise ready to proceed. The remaining step is a revised easement agreement off Main Street that would prevent access through a private road.

Kevin then addressed the upcoming Year 14 Workplan, due at the end of the year. He explained that conversations with the NYSDEC have indicated an understanding of the practical challenges surrounding the retrofit requirements. Given that municipalities are technically entering Year 14 of the permit cycle, and retrofit expectations remain unresolved, Kevin does not expect significant concern if all retrofits are not completed by the end of Year 15. As discussions continue with municipalities, Kevin suggested pursuing a formal written statement from NYSDEC acknowledging that completing 300 kilograms of retrofits within a single calendar year is unrealistic, particularly since the Stormwater Implementation Plan remains in draft form and final targets have not yet been established. He noted that the public comment deadline for the draft has reportedly been extended by one month. Once the plan becomes final, the Corporation may consider issuing its own letter clarifying expectations and advocating for a practical implementation timeline.

On the funding front, Kevin expressed optimism about progress toward carrying over WQIP funding for Westchester and Putnam Counties. Once approved for the next retrofit cycle, he plans to shift focus toward developing RFPs and launching the design process for future projects. Some projects from Years 1–10 may be revived for consideration. Christine Chale asked Vincent about the status of the draft letter for NYCDEP distribution. Vincent responded that the document remains under internal review and is still within the 30-day objection period. Christine requested that, once finalized, the letter be sent to Millie Magraw and Neal Tomann, with EOHWC copied for confirmation.

6) O & M Program Update

Kevin informed members that O&M reimbursement checks for 2023 and 2025 were being mailed that day. Once outstanding questions regarding 2024 are resolved between Kevin and Millie, reimbursement processing for Westchester municipalities can move forward through Westchester County. The board will be notified when those checks are issued. He also reported plans to present a draft RFP for review at the June Executive Committee meeting, as discussed previously, allowing members to evaluate options related to FAD and FAD-connected eligible projects.

Kevin reminded members that O&M bills should be submitted to the Corporation by June 1, consistent with the Reporting and Filing Dates schedule. Timely submissions allow bookkeeping and maintenance accounting to begin as early as possible.

7) Checks and vouchers

Monthly vouchers were signed. No action was taken.

8) Other business

Director Calves asked when we will be posting the Comptroller position. Director Williams said it will be posted very soon. She asked that the link be shared once available.

Kevin added that recruitment for the Watershed Planner position is also expected to begin soon. Pending receipt of funding, the goal is to have someone in place and ready to begin work quickly. A

fall hiring timeline appears most likely, with an official appointment anticipated at the October Board of Directors meeting. Kevin said he would circulate the posting to the committee before advertising it publicly.

Director Lucas asked whether Kevin had begun preparing future projects. Kevin explained that projects associated with the 11–15 Workplan can still be added under the funding source established approximately two years ago, allowing for evaluation and preliminary review. However, he is intentionally holding off on project-specific activities such as RFP development or detailed evaluations until funding becomes available. Director Lucas encouraged Kevin to review opportunities such as Vail’s Grove in North Salem, as well as projects in other municipalities, in order to establish priorities. Kevin responded that he has been doing this work over the past year or two and agreed it serves as a useful reminder: municipalities should raise potential projects early, rather than waiting until local DPW work is underway and discovering a missed retrofit opportunity.

In closing, Keith announced that the organization has decided to bring in a third-party IT provider. While Linda had planned to begin researching options, Keith opened the discussion to board members for recommendations. Directors Lucas and Taylor shared that their municipalities use Logically.

9) Adjournment - Motion to adjourn by Director Williams, seconded by Director Taylor; all in favor. Adjourned 10:03 AM.

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the May 28, 2026 meeting minutes approved by the Executive Committee.



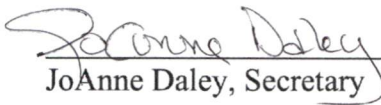
Richard Williams, Sr., President



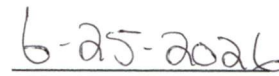
Date

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the May 28, 2026 meeting minutes approved by the Executive Committee.



JoAnne Daley, Secretary



Date