

NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION

PUBLIC COMMISSION MEETING

WEDNESDAY, FEBRUARY 24, 2016

The monthly Public Meeting of the Commission was called to order by Chairman Charles P. Shotmeyer on Wednesday, February 24, 2016 at 9:06 a.m., One F.A. Orechio Drive, Wanaque, New Jersey.

Chairman Charles P. Shotmeyer, Vice Chairman Carmen A. Orechio and Commissioners Alan S. Ashkinaze, Jerome P. Amedeo and Howard L. Burrell were recorded present. Also present were Todd R. Caliguire, Executive Director; Joseph E. Stroin, Jr., Chief Operating Officer; William Schaffner, Chief Financial Officer; John Wyciskala, Esq., Commission Counsel from the law firm of Inglesino, Webster, Wyciskala & Taylor, LLC, and Lisa LeBoeuf, Assistant Counsel of the Governor's Authorities Unit. Commissioner Robert C. Garofalo participated via conference call. Commissioner Donald C. Kuser was recorded absent.

Chairman Shotmeyer asked everyone to stand and recite the Pledge of Allegiance.

Pursuant to the requirements of N.J.S.A. 10:4-6, et seq., Commission Secretary Kim Diamond acknowledged compliance with the statute in the affidavit attached to and made a part of these minutes. Commission Secretary Kim Diamond advised that the provisions of the Open Public Meetings Act have been complied with as to the posting of notice in a public place reserved for such announcement and transmittal to the mass media for publication.

Commission Secretary Kim Diamond read the following resolution:

***WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and*

***WHEREAS**, the public body is of the opinion that such circumstances recently exist.*

***NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the North Jersey District Water Supply Commission of the State of New Jersey as follows:*

- 1. The public shall be excluded from discussions of the hereinafter-specified subject matters; the general natures of the subject matters to be discussed are Personnel, Pending Litigation and Contracts;*
- 2. It is anticipated at this time that the above stated subject matters will be ratified during the Public Meeting to follow or as soon thereafter as the reason for discussing the matters in the Executive Conference no longer exists.*
- 3. This Resolution shall take effect immediately.*

Vice Chairman Orechio offered a motion to adopt the resolution regarding Section 8, Chapter 231, P.L. 1975 of the Open Public Meetings Act; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative. The Public Meeting was recessed at 9:08 a.m.

Chairman Shotmeyer reconvened the Public Meeting at 10:27 a.m.

PUBLIC COMMISSION BUSINESS

ACTION REQUIRED:

Vice Chairman Orechio offered a motion to approve the Public Commission Meeting Minutes of January 22, 2016; seconded by Commissioner Burrell and approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo and Burrell voting in the affirmative. Commissioner Garofalo abstained.

Vice Chairman Orechio offered a motion to approve the Public Work Session Minutes of January 22, 2016; seconded by Commissioner Burrell and approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo and Burrell voting in the affirmative. Commissioner Garofalo abstained.

Vice Chairman Orechio offered a motion to approve the Purchase Requisitions over \$5000 Report for February 2016 in the amount of \$257,522.65; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Commission Invoices:

a. Invoice #6659379 from Landscape Materials, Inc. for Contract #1043-0100 – Removal of Residuals in the amount of \$40,610.00

Lewis Schneider, Director of Lab Services and Douglas Delorie, Manager approved invoice 3(a) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$40,610.00 to Landscape Materials, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

b. Invoice #6659378 from Landscape Materials, Inc. for Contract #1043-0100 – Removal of Residuals in the amount of \$7,728.00

Lewis Schneider, Director of Lab Services and Douglas Delorie, Manager approved invoice 3(b) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$7,728.00 to Landscape Materials, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

c. Invoice #156636 from Premier Utility Services for Contract #1013 – Underground Locating in the amount of \$3,892.00

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(c) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$3,892.00 to Premier Utility Services; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

d. Invoice #161311 from Premier Utility Services for Contract #1013 – Underground Locating in the amount of \$2,801.40

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(d) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$2,801.40 to Premier Utility Services; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

e. Invoice #1060-3 from Stone Hill Construction for Contract #1060 – Wanaque South Pump Station Upgrades in the amount of \$15,665.50

Michael Dox, Electrical Engineer and Edwin Reyes, Project Engineer approved invoice 3(e) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$15,665.50 to Stone Hill Construction; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

f. Invoice #IV00225870 from Hatch Mott MacDonald for Contract #1066 – Resiliency Study in the amount of \$113,916.44

Joseph Stroin, Chief Operating Officer approved invoice 3(f) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$113,916.44 to Hatch Mott MacDonald; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

g. Invoice #0738694 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$35.60

Maria Alliegro, Director of Engineering approved invoice 3(f) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$35.60 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

h. Invoice #0750475 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$1,264.90

Maria Alliegro, Director of Engineering and Ron Farr, Project Manager approved invoice 3(h) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$1,264.90 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

i. Invoice #0750479 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$3,189.80

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(i) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$3,189.80 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

j. Invoice #0757407 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$1,129.60

Maria Alliegro, Director of Engineering and Ron Farr, Project Manager approved invoice 3(j) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$1,129.60 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

k. Invoice #0757408 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$16,150.10

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(k) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$16,150.10 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

l. Invoice #0757409 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$3,923.40

Maria Alliegro, Director of Engineering and Paul Serillo, Director of Facilities approved invoice 3(l) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$3,923.40 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

m. Invoice #0764046 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$1,260.20

Maria Alliegro, Director of Engineering and Paul Serillo, Director of Facilities approved invoice 3(m) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$1,260.20 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

n. Invoice #0764047 from Arcadis US, Inc. for Contract #1052 – Consulting Engineering Services in the amount of \$5,118.60

Maria Alliegro, Director of Engineering and Paul Serillo, Director of Facilities approved invoice 3(n) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$5,118.60 to Arcadis US, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

o. Invoice #852608030R from JBL Electric, Inc. for Contract #1051 – Low Lift Transformer Replacement in the amount of \$6,114.00

Michael Dox, Electrical Engineer and Edwin Reyes, Project Engineer approved invoice 3(o) for payment.

Vice Chairman Orechio offered a motion to approve payment in the amount of \$6,114.00 to JBL Electric, Inc.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Resolution – Authorizing Emergency Repairs to Pump 4 Located at the Low Lift Pump Station

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY
COMMISSION AUTHORIZING EMERGENCY REPAIRS TO PUMP 4
LOCATED AT THE LOW LIFT PUMP STATION**

WHEREAS, the North Jersey District Water Supply Commission (“Commission”) is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

WHEREAS, the Commission's Low Lift Pump Station is comprised of six (6) pump/motor sets, two of which (Pumps 3 and 4) are utilized most frequently due to their automatic flow control features; and

WHEREAS, the Commission's engineering staff has detected a vibration emanating from Pump 4, with further inspection revealing that the vibration is caused by a failure of a thrust bearing on the motor; and

WHEREAS, in order to avoid potentially damaging Pump 4's recently rebuilt gearbox, Pump 4 is now only to be used in the event of a failure to Pump 3; and

WHEREAS, the Commission currently has several important capital projects planned for the Low Lift Pump Station in the near future that may impact the Commission's ability to operate certain pumps during construction periods, thereby making it critical for all six (6) Low Lift Pumps to be operational in order to avoid the possibility of a failure of the Low Lift Pump Station; and

WHEREAS, while the Commission plans to replace the motors on both Pumps 3 and 4, the earliest the new motors may be available due to purchasing lead times is the end of 2016; and

WHEREAS, in light of the foregoing, the Commission's engineering staff has recommended that emergency rigging and repairs be immediately undertaken on Pump 4; and

WHEREAS, pursuant to its enabling legislation, N.J.S.A., 58:5-20, the Commission is entitled to undertake work by its own employees or outside contractors when the safety or protection of its or other public property or the public convenience requires, or the exigency of the Commission's service will not allow for advertisement or public bidding to address any emergency conditions; and

WHEREAS, pursuant to Section I, Subsection I of its Purchasing Policies and Procedurals Manual, the Commission may make purchases of materials and services without the necessity of public bidding when it is determined by the Commission's Executive Director, Chief Financial Officer ("CFO") and Chief Operations Officer ("COO") that an emergency exists; and

WHEREAS, based upon the recommendation of the Commission's engineering staff, the Commission's Executive Director, CFO, and COO have all determined that the damage to Pump 4 constitutes an emergency warranting immediate action and repairs without the necessity of engaging in public advertisement and bidding; and

WHEREAS, the Commission has obtained quotes for emergency rigging and repair work to Pump 4 from Lockwood Electric Motor ("Lockwood"), a qualified firm experienced in the repair of the Low Lift Pump Station motors; and

WHEREAS, Lockwood has proposed to perform all necessary rigging and emergency repair work to Pump 4 for a not to exceed amount of \$30,560.00; and

WHEREAS, the Commission finds that the not to exceed price quoted by Lockwood is reasonable under the circumstances; and

WHEREAS, the Commission desires to authorize Lockwood to perform the rigging and emergency repair work to Pump 4 for a not to exceed amount of \$30,560.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Jersey District Water Supply Commission, in accordance with the provisions of N.J.S.A. 58:5-20 and Section I, Subsection I of its Purchasing Policies and Procedurals Manual, that the damage to Pump 4 located at the Low Lift Pump Station constitutes an emergency and exigent situation warranting the immediate rigging and repair of Pump 4; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby ratifies the actions of the Executive Director, CFO and COO of the Commission in determining that an emergency exists; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the retention of Lockwood Electric Motor to undertake the emergency rigging and repairs to Pump 4 on an emergent basis, without public bidding, for a not to exceed amount of \$30,560.00; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be maintained in the Office of the Executive Director and made available for public inspection.

Vice Chairman Orechio offered a motion to adopt the resolution authorizing emergency repairs to Pump 4 located at the Low Lift Pump Station; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Resolution – Authorizing the Award and Execution of a Contract for the Provision of Security Enhancements to Commission-Owned Facilities

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY
COMMISSION AUTHORIZING THE AWARD AND EXECUTION OF A
CONTRACT FOR THE PROVISION OF SECURITY ENHANCEMENTS TO
COMMISSION-OWNED FACILITIES**

WHEREAS, the North Jersey District Water Supply Commission (“Commission”) is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

WHEREAS, the Commission has determined there is a need to undertake a major upgrade and enhancement to the Commission’s security assets, including an in depth survey of the Commission’s current security assets needs and vulnerabilities, the provision of an integrated turn-key solution to implement the recommended security enhancements. The Commission has established a number of security tasks that it believes are vital to the its security needs, and determined that there is a need to retain the services of a firm specializing in the field of security to undertake a design/build project to achieve the goal of providing the needed security enhancements to its facilities; and

WHEREAS, the Commission is empowered by law to appoint and employ professionals, technical advisors and experts as the Commission may determine to be necessary for its efficient operation; and

WHEREAS, the Commission has been empowered pursuant to its enabling legislation – specifically N.J.S.A. 58:5-20 – to solicit proposals in writing and award contracts; and

WHEREAS, the Commission issued RFP #004-2014R for the provision of the requisite security enhancements; and

WHEREAS, due to the need to maintain confidentiality with respect to the Commission’s facilities and security interests and needs, the Commission pre-qualified two firms providing such security services, Millennium Communications (“Millennium”) and Total Recall, Inc. (“Total Recall”); and

WHEREAS, Millennium and Total Recall each submitted initial responses to the RFP on or about June 23, 2015. Supplemental information and pricing was requested from each of the proposers and received by the Commission on or about December 2, 2015; and

WHEREAS, the Commission’s Evaluation Committee has reviewed and evaluated the proposals and determined that Total Recall submitted the most responsible and complying proposal for the performance of the project based upon predetermined criteria set forth in the RFP #004-2014R, and recommended that Total Recall be awarded the contract, in accordance with the Commission’s enabling legislation and applicable State law, as the most qualified proposer, considering its experience and pricing proposal; and

WHEREAS, Total Recall proposed a contract price not to exceed \$3,306,711.22 for the Provision of Security Enhancements to Commission-Owned Facilities and the Commission has determined that the price is reasonable; and

WHEREAS, the Commission has determined, on the basis of the foregoing, that Total Recall constitutes the most qualified and responsible proposer for the Provision of Security Enhancements to Commission-Owned Facilities in accordance with the Commission’s enabling legislation and applicable State law; and

WHEREAS, Total Recall possesses the requisite expertise and skilled personnel required to perform the services required by RFP #004-2014R; and

WHEREAS, the Commission desires to retain the services of Total Recall to perform the services in accordance with the Commission’s RFP #004-2014R and the specific terms set forth in its proposal; and

WHEREAS, the award of this contract is necessary for the Commission's efficient water treatment operations, the protection of the Commission's water supply facilities, and the health, safety and welfare of the public; and

WHEREAS, the Commission intends to obtain financing for this project through the New Jersey Environmental Infrastructure Trust ("EIT"), and as such, the award of this contract shall be subject to the prior review and approval of the New Jersey Department of Environmental Protection ("NJDEP") and the approval of funding by the EIT; and

WHEREAS, in addition to obtaining EIT financing for this project, Commission personnel have been and shall continue to seek available grant monies and/or other sources of funding for this project from the United States Department of Homeland Security and/or other governmental departments or agencies that provide sources of funding for such Security Enhancement projects; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the North Jersey District Water Supply Commission, that a contract be awarded to Total Recall, Inc. as the most qualified and responsible proposer, in accordance with the Commission's enabling legislation and applicable State law, for an amount not to exceed \$3,306,711.22 for the Provision of Security Enhancements to Commission-Owned Facilities; and

BE IT FURTHER RESOLVED that the Executive Director and General Counsel are hereby authorized to prepare a contract for the performance of Engineering Services, incorporating the Commission's requirements as set forth in the RFP #004-2014R and the proposal submitted by Total Recall, Inc.; and

BE IT FURTHER RESOLVED that the Chairman or Vice Chairman of the Commission is hereby authorized to execute an agreement and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or Vice Chairman; and

BE IT FURTHER RESOLVED, that the award of this contract shall be contingent upon receipt of approval of the contract by the NJDEP and the approval and issuance of funding by the NJEIT; and

BE IT FURTHER RESOLVED, Commission personnel shall continue to seek available grant monies and/or other sources of funding for this project from the United States Department of Homeland Security and/or other governmental departments or agencies that provide sources of funding for such Security Enhancement projects; and

BE IT FURTHER RESOLVED that a copy of this resolution and the contract shall be maintained in the Office of the Executive Director and made available for public inspection.

Vice Chairman Orechio offered a motion to adopt the resolution authorizing the award and execution of a contract for the provision of security enhancements to Commission-owned facilities; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Resolution – Authorizing Change Order No. 3 to Contract #1045 with DLB Associates for Consulting Engineering Services

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY
COMMISSION AUTHORIZING CHANGE ORDER NO. 3 TO
CONTRACT #1045 WITH DLB ASSOCIATES FOR
CONSULTING ENGINEERING SERVICES**

WHEREAS, pursuant to N.J.S.A. 58:5-1 et seq., the North Jersey District Water Supply Commission ("Commission") is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities, and

WHEREAS, the Commission previously determined there was a need to retain a qualified engineering firm to provide consulting engineering services for work associated with the Electrical Substation/Switchgear Infrastructure Reliability Study (the "Consulting Engineering Services"); and

WHEREAS, on or about Wednesday, August 6, 2013, the Commission publicly advertised and issued a request for qualifications and proposals referenced as RFQ/RFP #014-2013 for the provision of Consulting Engineering Services and received proposals from interested parties on or before October 1, 2013; and

WHEREAS, the Commission adopted a resolution on November 13, 2013 awarding DLB Associates a contract (Contract #1045) for the provision of Consulting Engineering Services; and

WHEREAS, on or about January 7, 2015, the Commission adopted a resolution approving Change Order No. 1 to Contract #1045 which amended the scope of services to include the provision of a mechanical design for a new control house generator at a contract price of \$18,000.00, in addition to the original not to exceed contract price of \$442,500.00 for the provision of Consulting Engineering Services; and

WHEREAS, on or about April 22, 2015, the Commission adopted a resolution approving Change Order No. 2 which amended the scope of services to include an evaluation of the existing cooling water system and design upgrades for the new control house generator, including drawings and book specifications, at a contract price of \$18,000.00, in addition to the original not to exceed contract price of \$442,500.00 for the provision of Consulting Engineering Services and \$18,000.00 for Change Order No. 1; and

WHEREAS, on or about January 26, 2016, as part of the plant wide Electrical Distribution Study performed by DLB Associates as part of Contract #1045, DLB Associates found that the Kinney electrical distribution panel, its associated back-up generator and step-down transformer, all located within the Low Lift Pump Station (the "Equipment"), are at the end of their useful life and recommended that the Commission replace said Equipment; and

WHEREAS, DLB Associates has provided a condition assessment report and pricing for the replacement of the Equipment; and

WHEREAS, the Commission's engineering staff examined the recommendation of DLB Associates and determined that, due to the complexity of the Equipment in need of replacement, it was necessary for DLB Associates to craft a design detailing the appropriate replacement method; and

WHEREAS, in order to facilitate the performance of the necessary design services for the replacement of the Equipment, it is necessary to issue Change Order No. 3 to Contract #1045; and

WHEREAS, DLB Associates has requested additional payment of \$57,000.00 to perform the design services associated with Change Order No. 3 to Contract #1045; and

WHEREAS, the Commission's engineering staff has evaluated the scope of work and proposed cost for Change Order No. 3 to Contract #1045, and has recommended that, in light of the other projects scheduled for the Low Lift Pump Station, it is necessary to expedite the replacement of the Equipment, and has further recommended that the least time-consuming and most cost-effective means of completing the design services for the Equipment replacement is to issue Change Order No. 3 to Contract #1045; and

WHEREAS, based on the recommendations of DLB Associates and the evaluation of the Commission's engineering staff, the Commission has determined that DLB Associates is uniquely qualified to provide the design services because of its extensive knowledge of the Commission's electrical systems, and has further determined that said services are necessary due to the critical importance of the Low Lift Pump Station Equipment and the inherent need for system redundancy as part of the Commission's essential water supply operations; and

WHEREAS, based on the foregoing, the Commission has determined that it is necessary and appropriate to authorize Change Order No. 3 to Contract #1045 and direct DLB Associates to craft a design detailing the best method for replacement of the Equipment, for a not to exceed amount of \$57,000.00; and

WHEREAS, the award of this Change Order No. 3 to Contract #1045 is necessary for the efficient operation of the Commission; and

WHEREAS, the Chief Financial Officer of the Commission has certified that the funds will be available for this Change Order No. 3 to Contract #1045; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Jersey District Water Supply Commission that Change Order No. 3 to Contract #1045 is hereby approved in the not to exceed amount of \$57,000.00 for the design of the appropriate method of replacing the Kinney electrical distribution panel, its associated back-up generator and its step-down transformer; and

BE IT FURTHER RESOLVED that the Chairman or Vice Chairman of the Commission is hereby authorized to execute Change Order No. 3 to Contract #1045 and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or the Vice Chairman; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be maintained in the Office of the Executive Director and made available for public inspection.

Vice Chairman Orechio offered a motion to adopt the resolution authorizing Change Order No. 3 to Contract #1045 with DLB Associates for consulting engineering services; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Resolution – Assigning Contract #1013 for Utility Mark-Out Services to USIC, LLC and Extending the Contract Term for Years 2016 and 2017

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY
COMMISSION ASSIGNING CONTRACT #1013 FOR UTILITY
MARK-OUT SERVICES TO USIC, LLC AND EXTENDING THE CONTRACT
TERM FOR YEARS 2016 AND 2017**

WHEREAS, the North Jersey District Water Supply Commission (“Commission”) is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

WHEREAS, the Commission had previously determined that there was a need to award a contract for the performance of utility mark-out services (the “Mark-Out Services”) to ensure that Commission water mains and related facilities are not adversely affected by construction operations throughout northern New Jersey; and

WHEREAS, on or about October 2012, the Commission publicly advertised and solicited bids for the performance of the Mark-Out Services for a three-year initial term and two one-year extensions at the sole option of the Commission, and received a single bid from Premier Utility Services, LLC (“Premier”); and

WHEREAS, on or about November 7, 2012, the Commission adopted a resolution awarding Premier a contract (Contract #1013) for the provision of the Mark-Out Services; and

WHEREAS, on or about April 2015, Premier was acquired by USIC, LLC, and continued providing the Mark-Out Services in accordance with Contract #1013 as a subsidiary of USIC, LLC; and

WHEREAS, Premier has provided the Mark-Out Services in an effective and efficient manner; and

WHEREAS, based upon Premier’s satisfactory performance of the Mark-Out Services and USIC, LLC’s desire for Premier to continue performing said services as a subsidiary of USIC, LLC, the Commission deems it appropriate to assign Contract #1013 to USIC, LLC, and to exercise its option to extend the term of Contract #1013 for a two-year term based upon the rates and terms and conditions set forth in Contract #1013; and

WHEREAS, USIC, LLC, as the parent company of Premier, has agreed to the assignment and extension of Contract #1013 and has further agreed to be bound by all terms and conditions set forth in Contract #1013 and to assume all responsibilities, obligations, and requirements set forth therein; and

WHEREAS, USIC, LLC has provided the Commission with all necessary documentation, including but not limited to evidence of insurance coverage, certificates, and acknowledgments, in order to effectuate the assignment of Contract #1013; and

WHEREAS, the assignment and extension of Contract #1013 is necessary for the Commission’s efficient water treatment operations, the protection of the Commission’s water supply facilities, and the health, safety and welfare of the public; and

WHEREAS, the Chief Financial Officer of the Commission has certified that the funds will be available for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Jersey District Water Supply Commission that Contract #1013 be assigned to USIC, LLC, the parent company of Premier Utility Services, LLC, and extended for a two-year term based upon the rates and terms and conditions set forth in Contract #1013; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be maintained in the Office of the Executive Director and made available for public inspection.

Vice Chairman Orechio offered a motion to adopt the resolution assigning Contract #1013 for utility mark-out services to USIC, LLC and extending the contract term for years 2016 and 2017; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Personnel:

Upon the recommendation of Executive Director Todd Caliguire, and Department Heads, Vice Chairman Orechio offered a motion to approve the regular appointment of Christian Clamser, Engineer, subject to all Commission policies and procedures; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Wanaque North Operating Account:

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Vice Chairman Orechio offered a motion to approve the Wanaque North Operating Account in the amount of \$16,042,426.93; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Wanaque South Operating Account:

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Vice Chairman Orechio offered a motion to approve the Wanaque South Operating Account in the amount of \$264,174.72; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Wanaque South Joint Venture Operating Account:

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Vice Chairman Orechio offered a motion to approve the Wanaque South Joint Venture Operating Account in the amount of \$743,943.83; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

There being no further business, Vice Chairman Orechio offered a motion to adjourn the meeting at 10:35 a.m.; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Burrell and Garofalo voting in the affirmative.

Respectfully submitted,

Kim Diamond
Commission Secretary