

## NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION

### PUBLIC COMMISSION MEETING

WEDNESDAY, SEPTEMBER 27, 2017

The monthly Public Meeting of the Commission was called to order by Chairman Charles P. Shotmeyer on Wednesday, September 27, 2017 at 9:14 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, Donald C. Kuser, Howard L. Burrell and Robert C. Garofalo 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 Mary Maples, Senior Counsel of the Governor's Authorities Unit.

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 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, Kuser, Burrell and Garofalo voting in the affirmative. The Public Meeting was recessed at 9:16 a.m.

Chairman Shotmeyer reconvened the Public Meeting at 10:26 a.m. Also in attendance was Mr. Scott Heck, Borough Manager of the Borough of Ringwood.

### PUBLIC COMMISSION BUSINESS

#### ACTION REQUIRED:

Vice Chairman Orechio offered a motion to approve the Public Commission Meeting Minutes of August 23, 2017; seconded by Commissioner Ashkinaze and approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative. Commissioner Amedeo abstained.

Vice Chairman Orechio offered a motion to approve the Public Work Session Minutes of August 23, 2017; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative. Commissioner Amedeo abstained.

Vice Chairman Orechio offered a motion to approve the Purchase Requisitions over \$5000 Report for September 2017 in the amount of \$79,936.56 seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Commission Invoices:**

- a. **Invoice #1083-18 from Stone Hill Construction for Contract #1083 – Lagoon Decant Tower Discharge in the amount of \$141187.91**  
Maria Alliegro, Director of Engineering and Ron Farr, Project Manager approved invoice 3(a) for payment.
- b. **Invoice #1096-10 from Stone Hill Construction for Contract #1096 – Clarifier System Rehabilitation in Basins 5 & 6 in the amount of \$352,599.46**  
Paul Serillo, Director of Facilities and Michael Dox, Plant Electrical Engineer approved invoice 3(b) for payment.
- c. **Invoice #1060-21 from Stone Hill Construction for Contract #1060 – Wanaque South Pump Station Upgrades in the amount of \$110,929.10**  
Michael Dox, Plant Electrical Engineer and Edwin Reyes, Electrical Engineer approved invoice 3(c) for payment.
- d. **Invoice #20191 from Landscape Materials, Inc. for Contract #1089A – Removal of Residuals in the amount of \$44,436.00**  
David Kirkham, Director of Residuals Treatment Operations and Douglas Delorie, Manager approved invoice 3(d) for payment.
- e. **Various Invoices from Allied Construction Group, Inc. for Contract #2007 – PAC Construction in the amount of \$116,865.00**  
Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(e) for payment.
- f. **Invoice #2009-02 from Allied Construction Group, Inc. for Contract #2009 – Wash Water Pump Modifications in the amount of \$39,200.00**  
Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(f) for payment.
- g. **Invoice #2010-04 from Anka Painting Company, Inc. for Contract #2010 – Aqueduct Bridge Repair & Painting in the amount of \$368,464.12**  
James Stachura, Project Engineer and Ed Newman, Construction Manager approved invoice 3(g) for payment.
- h. **Various Invoices from BNY Mellon – W/N/P 2015 Revenue Bonds Series A & B in the amount of \$3,968.49**  
William Schaffner, Chief Financial Officer approved invoice 3(h) for payment.
- i. **Invoice #IV00255332 from Mott MacDonald for Contract #1085 – WSPS Construction Administration in the amount of \$882.72**

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

**j. Invoice #337970 from Tectonic Engineering & Surveying for Contract #2000 – Land Surveying Services in the amount of \$35,823.10**

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

**k. Various Invoices from JBL Electric, Inc. for Contract #1081 – Electrical Contract Services in the amount of \$59,641.09**

Paul Serillo, Director of Facilities and Michael Dox, Plant Electrical Engineer approved invoice 3(k) for payment.

**l. Invoice #419674 from Maser Consulting P.A. for Contract #1099 – Professional Land & Dam Surveying Services in the amount of \$1,530.00**

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

**m. Invoice #32022 from Princeton Hydro LLC for Contract #1097 – Reservoir & Watershed Management Consulting in the amount of \$3,881.03**

Lewis Schneider, Director of Treatment, Laboratory & Compliance – Licensed Operator Water Treatment/Residuals and Maureen Kneser, Laboratory Manager approved invoice 3(m) for payment.

**n. Invoice #214219 from Acrison, Inc. for Contract #2001 – Provision of PAC Storage & Feeding System in the amount of \$277,987.20**

Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(n) for payment.

**o. Invoice #68835 & #69183 from Total Recall Corp. for Contract #1094 – Security Enhancements in the amount of \$280,447.37**

Charles Billings, Director of Information Technology and Edwin Reyes, Project Engineer approved invoice 3(o) for payment.

**p. Invoice #4087 from Beneficial Soil Solutions, Inc. for Contract #1089B – Removal of RTF Residuals in the amount of \$74,080.50**

David Kirkham, Director of Residual Treatment Operations and Douglas Delorie, Manager approved invoice 3(p) for payment.

**q. Invoice #4380 from Tuff Greens, LLC for Contract #2014 – Vegetation Management in the amount of \$71,770.00**

Robert Malone, Assistant Manager of GFM approved voice 3(q) for payment.

**r. Invoice #PTUS-PIN-0001393 from Wachs Water Services for Contract #1093 – Valve Exercising Services in the amount of \$5,625.00**

Maria Alliegro, Director of Engineering and Les Malytskyy, Engineering Project Manager approved invoice 3(r) for payment.

**s. Invoice #2001 from All County Irrigation for Contract #2007 – Installation of an Irrigation System in the amount of \$107,599.00**

Robert Malone, Assistant Manager of GFM approved invoice 3(s) for payment.

**t. Invoice #13616 from Alpine Painting & Sandblasting for Contract #2020 – Surge Tank Painting & Rehabilitation in the amount of \$161,794.50**

Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(t) for payment.

**u. Jacobs Engineering Group, Inc. for Contract #1090 – General Consulting Engineering Services – Year 2 – 3<sup>rd</sup> Set of Invoices in the amount of \$11,050.00**

Maria Alliegro, Director of Engineering, Chris Clamser, Project Engineer, James Stachura, Project Engineer, Edwin Reyes, Project Engineer, Les Malytskyy, Engineering Project Manager and Ron Farr, Project Manager approved invoice 3(u) for payment.

Vice Chairman Orechio offered a motion to approve invoices 3(a) through 3(u); seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Approving the Reallocation of a Portion of the \$10,715,000 Aggregate Principal Amount of Wanaque North Project Revenue Bonds, Series 2015A**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT  
WATER SUPPLY COMMISSION APPROVING THE  
REALLOCATION OF A PORTION OF THE \$10,715,000 AGGREGATE  
PRINCIPAL AMOUNT OF WANAQUE NORTH PROJECT REVENUE BONDS, SERIES 2015A**

**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**, on August 25, 2015, the Commission issued \$10,715,000 aggregate principal amount of Wanaque North Project Revenue Bonds, Series 2015A (the “2015 North Bonds”) to finance the costs of various projects related to its Wanaque North Project; and

**WHEREAS**, the Commission has recently examined the proceeds of the 2015 North Bonds in order to address immediate funding concerns, and determined that there are capital projects with excess funds, and capital projects which are currently underfunded; and

**WHEREAS**, the Commission has determined that it is necessary to reallocate funds from the 2015 North Bonds in order to address the immediate funding concerns; and

**WHEREAS**, the Commission’s staff has prepared a 2015 North Bonds Reallocation List which would transfer the balances from capital projects with excess funds to capital projects that are currently underfunded, and the Commission desires to approve said Reallocation List.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that the 2015 North Bonds Reallocation List prepared by and on behalf of the Commission, a copy of which is attached hereto as Exhibit A, is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to implement the transfer of funds as indicated on the 2015 North Bonds Reallocation List; 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 approving the reallocation of a portion of the \$10,715,000 aggregate principal amount of Wanaque North Project Revenue Bonds, Series 2015A; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Approving the Reallocation of a Portion of the \$4,155,000 Aggregate Principal Amount of Wanaque South Project Revenue Bonds, Series 2015A (Tax-Exempt) and \$1,605,000 Aggregate Principal Amount of Wanaque South Project Revenue Bonds, Series 2015B (Taxable)**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT  
WATER SUPPLY COMMISSION APPROVING THE REALLOCATION OF A PORTION OF  
THE \$4,155,000 AGGREGATE PRINCIPAL AMOUNT OF  
WANAQUE SOUTH PROJECT REVENUE BONDS, SERIES 2015A (TAX-EXEMPT) AND  
\$1,605,000 AGGREGATE PRINCIPAL AMOUNT OF WANAQUE SOUTH PROJECT  
REVENUE BONDS, SERIES 2015B (TAXABLE)**

**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**, on August 25, 2015, the Commission issued \$4,155,000 aggregate principal amount of Wanaque South Project Revenue Bonds, Series 2015A (Tax-Exempt) and \$1,605,000 aggregate principal amount of Wanaque South Project Revenue Bonds, Series 2015B (Taxable) (collectively, the “2015 South Bonds”) to finance the costs of various projects related to its Wanaque South Project; and

**WHEREAS**, the Commission has recently examined the proceeds of the 2015 South Bonds in order to address immediate funding concerns, and determined that there are capital projects with excess funds, and capital projects which are currently underfunded; and

**WHEREAS**, the Commission has determined that it is necessary to reallocate funds from the 2015 South Bonds in order to address the immediate funding concerns; and

**WHEREAS**, the Commission’s staff has prepared a 2015 South Bonds Reallocation List which would transfer the balances from capital projects with excess funds to capital projects that are currently underfunded, and the Commission desires to approve said Reallocation List.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that the 2015 South Bonds Reallocation List prepared by and on behalf of the Commission, a copy of which is attached hereto as Exhibit A, is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to implement the transfer of funds as indicated on the 2015 South Bonds Reallocation List; 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 approving the reallocation of a portion of the \$4,155,000 aggregate principal amount of Wanaque South Project Revenue Bonds, Series 2015A (tax-exempt) and \$1,605,000 aggregate principal amount of Wanaque South Project Revenue Bonds, Series 2015B (taxable); seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Award and Execution of Contract #2023 for the Boiler Upgrade Project**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING THE AWARD AND EXECUTION OF  
CONTRACT #2023 FOR THE BOILER UPGRADE PROJECT**

**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 that it has a need for the upgrade of the Commission’s boiler system (the “Boiler Upgrade Project”); and

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

**WHEREAS**, the Commission publicly advertised and solicited bids, referenced as Contract #2023, for the Boiler Upgrade Project; and

**WHEREAS**, on September 14, 2017, the Commission received the following five (5) bids: (1) Air Systems Maintenance, Inc. in the amount of \$29,550.00; (2) Burlew Mechanical, LLC in the amount of \$149,000.00; (3) C. Dougherty & Co., Inc. in the amount of \$97,000.00; (4) ENL Mechanical, Inc. in the amount of \$87,000.00; and (5) Mr. Rooter Plumbing in the amount of \$28,870.00; and

**WHEREAS**, the Commission's evaluation committee has reviewed and evaluated the bids and determined that, while Mr. Rooter Plumbing submitted the lowest bid, the bid was not responsible as Mr. Rooter Plumbing failed to submit the required information as set forth in the bid package checklist; and

**WHEREAS**, the Commission's evaluation committee determined that Air Systems Maintenance, Inc. ("ASM") submitted the lowest, most responsive and responsible bid for the Boiler Upgrade Project, and recommended that ASM be awarded the contract in accordance with the Commission's enabling legislation and applicable State law; and

**WHEREAS**, the Commission has determined that ASM's bid price is reasonable; and

**WHEREAS**, ASM possesses the requisite expertise and capability to upgrade the Commission's boiler system, as specified in the bid documents; and

**WHEREAS**, the Commission desires to retain the services of ASM to upgrade the Commission's boiler system in accordance with the bid documents, Contract #2023, and ASM's bid; 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 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 a contract be awarded to ASM as the lowest and most responsive and responsible bidder for Contract #2023, in accordance with the Commission's enabling legislation and applicable State law, for a lump sum amount not to exceed \$29,550.00 to undertake the Boiler Upgrade Project; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare a contract for the Boiler Upgrade Project, incorporating the Commission's requirements as set forth in the bid documents, Contract #2023, and ASM's bid; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute such a contract 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 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 Contract #2023 for the boiler upgrade project; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing a One Year Extension to Contract #1081 for the Provision of Electrical Contracting Services**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING A ONE YEAR EXTENSION TO CONTRACT  
#1081 FOR THE PROVISION OF ELECTRICAL CONTRACTING 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 had previously determined there was a need to retain the services of a firm that provides electrical contracting services to perform certain initial tasks with additional and/or on-call projects to be potentially performed at the sole discretion of the Commission (the “Electrical Contracting Services”); and

**WHEREAS**, on or about July 23, 2015, the Commission publicly advertised and solicited proposals referenced as RFP #013-2015 for the provision of Electrical Contracting Services and received a single proposal from JBL Electric, Inc. (“JBL”) on or before September 3, 2015; and

**WHEREAS**, on or about September 24, 2015, the Commission adopted a resolution, subsequently amended, awarding RFP #013-2015 to JBL for a not-to-exceed contract amount of \$400,000.00 over a two-year period, with a not-to-exceed cap of \$200,000.00 per year; and

**WHEREAS**, on or about July 27, 2016, the Commission adopted a resolution approving Amendment No. 1 to Contract #1081 and authorizing JBL to remove and replace both a 300 KW generator and Kinney Panel at the Low Lift Pump Station due to the age of both devices and increased risk of failure; and

**WHEREAS**, it is necessary to procure Electrical Contracting Services for an additional year, particularly as the Commission continues to undertake capital projects on its bonding list; and

**WHEREAS**, the Commission finds that JBL has performed the Electrical Contracting Services in an effective and satisfactory manner over the initial term of Contract #1081, and desires to extend Contract #1081 for an additional one-year period upon the same terms and conditions set forth in Contract #1081 for a total, not-to-exceed amount of \$200,000.00 as provided in the contract and RFP #013-2015; and

**WHEREAS**, the award of this one-year extension of Contract #1081 is necessary for the efficient operation of the Commission; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the necessary funds will be available for this one-year extension of Contract #1081.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that Contract #1081 with JBL for the performance of the Electrical Contracting Services be and is hereby extended for one additional year upon the same terms and conditions of the original contract, as amended, for a total, not-to-exceed price of \$200,000.00; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare an amendment to Contract #1081 extending the initial term for one additional year at a total, not-to-exceed amount of \$200,000.00, upon the same terms and conditions of the original contract; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute the amendment to Contract #1081 and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or the Vice Chairman.

**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 a one year extension to Contract #1081 for the provision of electrical contracting services; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing a One Year Extension of Contract #1090 for Consulting Engineering Services**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING A ONE YEAR EXTENSION OF CONTRACT  
#1090 FOR CONSULTING ENGINEERING SERVICES**

**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 there was a need to retain the services of a general consulting engineering firm with expertise in the planning, design, construction, maintenance and operations of public water supply systems, for an initial two-year term (the “Engineering Services”); and

**WHEREAS**, on November 12, 2015, the Commission publicly advertised and solicited proposals referenced as RFP #016-2015 for the Engineering Services, and received proposals from interested firms on or about December 1, 2015; and

**WHEREAS**, on or about January 22, 2016, the Commission adopted Resolution No. 1606 awarding RFP #016-2015 to Jacobs Engineering Group, Inc. (“Jacobs”) for a two-year term in the not-to-exceed contract amount of \$250,000.00 per contract year (“Contract #1090”); and

**WHEREAS**, on or about July 27, 2016, the Commission adopted a resolution authorizing an amendment to Contract #1090 to increase the \$250,000.00 not-to-exceed cap for year one by an additional \$250,000.00, to \$500,000.00 for year one, to permit Jacobs to undertake several additional projects within the scope of the Engineering Services; and

**WHEREAS**, it is necessary to procure Engineering Services for an additional year, particularly as the Commission continues to undertake capital projects on its bonding list; and

**WHEREAS**, the Commission finds that Jacobs has performed the Engineering Services in an effective and satisfactory manner over the initial term of Contract #1090, and desires to extend Contract #1090 for an additional one-year period upon the same terms and conditions set forth in Contract #1090 for a total, not-to-exceed amount of \$250,000.00; and

**WHEREAS**, Contract #1090 and RFP #016-2015 permit the Commission to authorize up to two consecutive, one year extensions, under the same terms and conditions of the original contract; and

**WHEREAS**, the award of this one-year extension of Contract #1090 is necessary for the efficient operation of the Commission; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the necessary funds will be available for this one-year extension of Contract #1090.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the North Jersey District Water Supply Commission, that Contract #1090 with Jacobs for the performance of the Engineering Services be and is hereby extended for one additional year at a total, not-to-exceed contract price of \$250,000.00; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare an amendment to Contract #1090 extending the initial term for one additional year at a total, not-to-exceed amount of \$250,000.00, upon the same terms and conditions of the original contract; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute the amendment to Contract #1090 and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or the Vice Chairman.

**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 a one year extension of Contract #1090 for the provision of consulting engineering services; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Award and Execution of Change Order No. 1 to Contract #2017 for Work Associated with the Installation of an Irrigation System**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING THE AWARD AND EXECUTION  
OF CHANGE ORDER NO. 1 TO CONTRACT #2017 FOR  
WORK ASSOCIATED WITH THE INSTALLATION OF AN  
IRRIGATION SYSTEM**

**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 there is a need to retain the services of a licensed contractor to perform services for work associated with the installation of an irrigation system (the “Contractor Services”); and

**WHEREAS**, on or about September 13, 2016, the Commission publicly advertised and solicited proposals for the Contractor Services (“RFP #008-2016”), and received proposals from interested firms; and

**WHEREAS**, on or about April 26, 2017, the Commission adopted a resolution awarding RFP #008-2016 to All County Irrigation, LLC (“All County”) for a not-to-exceed contract amount of \$246,600.00 for the performance of the Contractor Services (“Contract #2017”); and

**WHEREAS**, during the performance of the Contractor Services, Commission staff recommended certain modifications to the irrigation system to improve system efficiency and provide redundant fail safes; and

**WHEREAS**, All County has proposed to install the recommended modifications to the irrigation system for a total, not-to-exceed price of \$36,135.00 as Change Order No. 1; and

**WHEREAS**, Commission staff examined All County’s requested Change Order No. 1, and determined that the services and fees set forth therein are reasonable, necessary and appropriate, and recommended that the Commission approve Change Order No. 1 to Contract #2017; and

**WHEREAS**, the award of this Change Order No. 1 to Contract #2017 is necessary for the efficient operation of the Commission and the maintenance of the Commission’s irrigation system; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds are available for this Change Order No. 1 to Contract #2017.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that Change Order No. 1 to Contract #2017 with All County is hereby approved in the not-to-exceed, lump sum amount of \$36,135.00; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare Change Order No. 1 to Contract #2017 in the amount of \$36,135.00 to install the recommended modifications to the Commission’s irrigation system; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute Change Order No. 1 to Contract #2017 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 the award and execution of Change Order No. 1 to Contract #2017 for work associated with the installation of an irrigation system; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing an Amendment to the Employee Handbook**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING AN AMENDMENT TO THE  
EMPLOYEE HANDBOOK**

**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 previously promulgated and adopted an Employee Handbook, which sets forth general information regarding working conditions, employee benefits, and some of the Commission’s personnel policies and procedures; and

**WHEREAS**, the Commission may, in its discretion and at any time, modify, amend, change or eliminate policies contained within the Employee Handbook; and

**WHEREAS**, the Commission has determined that it is advisable to revise its Employee Handbook to include a policy with respect to compensatory time, said policy being attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that the Employee Handbook is hereby amended to include the Compensatory Time Policy attached hereto as Exhibit A; and

**BE IT FURTHER RESOLVED** that the Compensatory Time Policy shall become effective as of the date of this resolution; 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.

Commissioner Garofalo offered a motion to adopt the resolution authorizing an amendment to the Employee Handbook; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing Change Order No. 3 to Contract #1097 for Reservoir and Watershed Consulting 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 #1097  
FOR RESERVOIR AND WATERSHED CONSULTING 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 the services of a general environmental consulting firm to review, advise and recommend actions to preserve the pristine water quality of the Commission's watershed and reservoirs (the "Reservoir and Watershed Consulting Services"); and

**WHEREAS**, on or about February 10, 2016, the Commission publicly advertised and solicited proposals, referenced as RFP #003-2016 for Reservoir and Watershed Consulting Services, and received proposals from interested firms; and

**WHEREAS**, on or about March 23, 2016, the Commission adopted a resolution awarding RFP #003-2016 to Princeton Hydro ("Princeton") for a not-to-exceed contract amount of \$61,180.00 ("Contract #1097"); and

**WHEREAS**, on or about May 24, 2017, the Commission adopted a resolution authorizing Change Order No. 1 to Contract #1097 to permit Princeton to apply copper treatments to the Wanaque Reservoir to mitigate a bloom of diatom algae and ensure the water quality of the Wanaque Reservoir; and

**WHEREAS**, on or about June 28, 2017, the Commission adopted a resolution authorizing Change Order No. 2 to Contract #1097 to permit Princeton to apply additional copper treatments to the Wanaque Reservoir and prepare a tracer dye study, and also extended Contract #1097 for one additional year upon the same terms and conditions of the original contract, as amended; and

**WHEREAS**, the New Jersey Department of Environmental Protection ("NJDEP") is currently reviewing a potential modification to the Commission's water diversion permit which would allow the Commission to divert large amounts of water from its river pumping stations into the Wanaque Reservoir during the summer months of July and August; and

**WHEREAS**, the NJDEP has requested that the Commission undertake a modeling analysis to evaluate how the diversion of river water may impact existing phosphorous concentrations in the Wanaque Reservoir; and

**WHEREAS**, Princeton has proposed to undertake the necessary modeling analysis, prepare a report, and present its recommendations to the Commission for a total, not-to-exceed contract price of \$14,500.00 as Change Order No. 3 to Contract #1097; and

**WHEREAS**, Commission staff examined Princeton's requested Change Order No. 3 to Contract #1097, and determined that the services and fees set forth therein are reasonable, necessary and appropriate, and recommended that the Commission approve Change Order No. 3 to Contract #1097; and

**WHEREAS**, the award of this Change Order No. 3 to Contract #1097 is necessary for the efficient operation of the Commission and the maintenance of the Wanaque Reservoir's water quality; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds are available for this Change Order No. 3 to Contract #1097.

**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 #1097 with Princeton Hydro is hereby approved, in the not-to-exceed, lump sum amount of \$14,500.00, for the undertaking, preparation, and presentation of a modeling analysis regarding the impact of the diversion of river water during summer months on the Wanaque Reservoir's phosphorous concentration; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare Change Order No. 3 to Contract #1097 in the amount of \$14,500.00 for the aforementioned modeling analysis as proposed by Princeton, with all other terms and conditions of the contract to remain unchanged; 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 #1097 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 #1097 for reservoir and watershed consulting services; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman

Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Adoption of By-Laws**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING THE ADOPTION OF BY-LAWS**

**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,** pursuant to the Water Supply District Act, N.J.S.A. 58:5-1, et seq., and the Water Transmission Facilities Act, N.J.S.A. 58:5-31, et seq., the Commission is endowed with all powers incident to corporate bodies, including the adoption of by-laws; and

**WHEREAS,** the Commission has determined that it is necessary and appropriate to promulgate and adopt by-laws relating to the manner in which it conducts its affairs, the duties of its Board members, and the responsibilities of its officers and employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that the by-laws annexed hereto be and are hereby adopted, effective as of the date of this resolution, in accordance with the Commission’s enabling legislation and applicable State law; and

**BE IT FURTHER RESOLVED** that the by-laws shall be distributed to all members of the Board of Commissioners and a copy of this resolution and said by-laws shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Garofalo offered a motion to adopt the resolution authorizing the adoption of by-laws; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, 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 \$7,582,715.67; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, 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 \$3,175,980.57; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, 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 \$512,657.56; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

There being no further business, Vice Chairman Orechio offered a motion to adjourn the meeting at 12:07 a.m.; seconded by Commissioner Amedeo and unanimously approved with

**PUBLIC COMMISSION MEETING**

**SEPTEMBER 27, 2017**

Chairman Shotmeyer, Vice Chairman Orechio and Commissioners Ashkinaze, Amedeo, Kuser, Burrell and Garofalo voting in the affirmative.

Respectfully submitted,

Kim Diamond  
Commission Secretary