

**NEWARK WATERSHED CONSERVATION AND DEVELOPMENT CORPORATION**  
 40 CLINTON STREET, FOURTH FLOOR  
 NEWARK, NJ 07102

**BOARD OF TRUSTEE REGULAR MEETING**  
 MARCH 21, 2011

**MINUTES OF BOARD MEETING**

**OPENING OF MEETING**

Called to order: 12:12 p.m.

**INTRODUCTIONS/ROLL CALL**

<b>Name</b>	<b>Present/Y</b>	<b>Absent/N</b>
The Hon. Cory A. Booker, Mayor, City of Newark		X
The Hon. Donald M. Payne, Councilman at Large	X Arrives at 12:17 p.m.	
Oscar James, II	X	
William T. Merritt	X	
Rodney Johnson	X	
Vaughn L. McKoy, Esq.	X	
Linda Watkins-Brashear – Executive Director	X	
Elnardo J. Webster, II, Esq. – General Counsel		X
Jodi M. Luciani, Esq.	X	
Were any members of the public present?		X

**Review of the call for the meeting:** This is a public meeting of the Board of Trustees of the Newark Watershed Conservation and Development Corporation. At the public meeting action

will be taken on a variety of motions. In accordance with the requirements of the Sunshine Law this meeting was announced by advertisement in the Star Ledger.

Board Chair McKoy calls the meeting to order at approximately 12:12 pm.

Board Chair McKoy asked if all Board Members present received their packages and had an opportunity to review same, and the minutes from the February 28, 2011 regular meeting contained therein. Board Chair McKoy states the minutes accurately reflect the meeting and contain no material deficiencies or omissions. Board Chair McKoy requests said minutes be moved for approval.

**ADMINISTRATIVE MATTERS**

*Motion to approve meeting minutes of February 28, 2011.*

*Board Chair McKoy requests a motion to approve the minutes.*

*Motion to approve minutes:*

Moved by W. Merritt Second by O. James

Vote:	<u>Yes</u>	<u>No</u>	<u>Absent/ Not Present</u>
The Hon. Cory A. Booker, Mayor			X
The Hon. Donald M. Payne, Councilman at Large			X
Vaughn L. McKoy	X		
Oscar James, II	X		
Rodney Johnson	X		
William T. Merritt	X		

Action taken Motion Passed

**Executive Summary**

*Contract between the City of Newark and the Newark Watershed*

Executive Director Linda Brashear informed the Board of Trustees that, in connection with the proposed contract between the Newark Watershed and the City of Newark, the Newark Municipal Council approved the contract. She explained that Councilman Amador was absent and Councilman Baraka, Councilwoman Crump and Council President Payne abstained from the voting. Ms. Brashear that Council President Payne recused himself from voting as a Member of the Board of Trustees, and further asked for a legal opinion with respect to this issue.

Ms. Brashear explained that, prior to the vote, she attended the Municipal Council pre-meeting in order to answer any and all questions by the Council. She stated that the pre-meeting concentrated on the Newark Watershed's additional responsibility of managing Camp Watershed. At this time Board Member James led a brief conversation with respect to the Municipal Council's concern regarding new members of the Board of Trustees. Board Member Payne arrived shortly thereafter at 12:17 p.m. The Board of Trustees discussed the Municipal

Council's recommendation for a cost benefit analysis in order to determine whether the responsibilities of the Newark Watershed can be handled by the water and sewer department. Board Chair McKoy inquired whether the City would perform the cost benefit analysis. Board Member Payne responded that he is unaware because he has been out of City Hall. He continues that part of the residents' issues is their apprehension to the Municipal Utilities Authority ("MUA"). He believed that the Executive Director's tact at the Municipal Council meeting was poor during a discussion on whether the Newark Watershed should exist. Board Member Payne further acknowledged Ms. Brashear's concern that some of Councilman Baraka's hostility toward her and the NWCDC maybe a function of her support during the last election of the South Ward incumbent

Board Member Payne then inquired whether any watershed lands have been transferred to an "MUA," to which Ms. Brashear responded in the negative. He stated that he would act as a buffer between the entity and the Water Group, as long as he feels he can stand behind the information given to him. A discussion then ensued regarding the watershed property and they respective deeds. Board Chair McKoy closed the discussion by reiterating the importance that the Newark Watershed demonstrates transparency, as well as its commitment to protecting the City's most precious asset. Ms. Brashear additionally thanked Board Member Payne for his constructive feedback regarding the Council meeting.

#### *Plant Manager's Report*

Ms. Brashear explained that a meeting was scheduled for Wednesday, March 23, 2011, with Andrew Pappachen, the Pequannock Water Treatment Plant Manager and Joseph Beckmeyer, consultant to the Newark Watershed, in order to discuss the system's operations. She invited Mr. Pappachen to present to the Board of Trustees about the various issues facing the system and how the Newark Watershed has worked to resolve said issues.

Mr. Pappachen presents the following issues to the Board of Trustees:

- Plant shutdown: Due to the recent weather and the lack of a settling tank at the plant, Mr. Pappachen explained that the plant needed to be shut down in order to comply with the NJDEP standards. In addition, he stated that the Newark Watershed, in conjunction with the City, has applied for a \$8.95 million loan through the water and sewer department, to fund the repairs necessary and equipment needed at the treatment plant.
- Operations: Mr. Pappachen explained that during the past three years, the Newark Watershed has doubled its responsibility with the additional tasks of overseeing the Montclair reChlorination, Cedar Grove and licensed coverage for the entire system.
- GIS system: Mr. Pappachen informed the Board Members that the State of New Jersey requested that the City install digitalized marking of the water and sewer system/assets by January of 2009. The Newark Watershed is working with the water and sewer department to complete this task. Mr. Pappachen explained that without said GIS system, the NJDEP is reluctant to approve certain projects for the City.
- Standard Operating Procedures: Mr. Pappachen stated that he has been working on updating and implementing Standard Operating Procedures for the water and sewer system and its operations.
- Emergency Management: Mr. Pappachen informed the Board Members that he has prepared and will implement an emergency management program. Upon acceptance and implementation, he stated that this will be the first time the water and sewer department will have an emergency response program in place.

- SCADA: Mr. Pappachen told the Board members that the City of Newark water and sewer system is the only system without a SCADA system. He explained that the Treatment Plant has one in place, but the rest of the system does not.

Board Member Johnson inquired whether the Newark Watershed has a plan and Mr. Pappachen responded that the corporation has hired two engineers to assist in trying to perform all of these tasks in-house as much as possible. At this time, Ms. Brashear thanked Mr. Pappachen for his time and Mr. Pappachen exited the Board of Trustees meeting. Board Member Payne requested that the issues presented by Mr. Pappachen be outlined and circulated amongst City personnel to ensure that the water and sewer system maintains its integrity.

#### *Camp Watershed*

With respect to the management of Camp Watershed, Ms. Brashear stated that she has sat down with Valarie on two occasions, focusing on getting the camp operational. She explained that among the areas of interest is the food; the Newark Watershed is desirous of serving healthy, nutritional meals to the children. In addition, Ms. Brashear stated that they wish to increase the activities at the camp, ensuring adequate staffing and utilize any and all storage equipment. Board Member James emphasized the importance of adequate staffing for the children. Board Chair McKoy requested that Ms. Brashear invite Val to address the Board of Trustees prior to opening of Camp Watershed to discuss its operations and management. Board member Johnson further recommended that the Board of Trustees visit Camp Watershed during the summer.

### **New Business**

#### *Board of Trustees Candidates*

Ms. Brashear informed the Board Members that she recently conducted a meeting with Councilman Ramos to make him aware of the operations of the Newark Watershed and the challenges facing the water and sewer department. She explained that Councilman Ramos was interested in be appointed to the Board of Trustees. Board Member Payne agreed with the appointment, but further explained that Councilwoman Crump was also interested in a position on the Board. Board Chair McKoy stated that the City should look for a reasonable candidate from the Water Group, as well. The Board Members agreed and a discussion was held on the importance of keeping the Water Group informed and having them at the table during Board meetings.

#### *Policies and Procedures*

Ms. Brashear indicated to the Board that Scarinci and Hollenbeck, special legal counsel, have prepared an updated policies and procedures manual. She anticipated circulating same prior to the following regular Board meeting.

#### *Community Forum*

Ms. Brashear explained that, recently, there has been request for information from the community about the operations of the Newark Watershed, and the challenges facing the water and sewer system. She stated that General Counsel suggested an open forum be held at City Hall as a public meeting to respond to all questions. Board Member Payne indicated that he

would speak to the Municipal Council regarding this proposal and Ms. Brashear reiterated the importance of answering the residents' questions and keeping the community informed.

*Newark Water Task Force*

With respect to the proposed Newark Water Task Force, Ms. Brashear met with Councilman Rice to discuss what he is looking to accomplish with the Task Force. She explained that Joseph Beckmeyer is concerned that the Task Force would be authorized to veto contracts that would impede on the operations of the water and sewer department. Ms. Brashear indicated that the Newark Watershed would work with Councilman Rice to finalize the provisions of the proposed ordinance, ensuring that all parties' interests and goals are met. Ms. Brashear agreed with the importance of upholding the integrity of the asset and stated that the Newark Watershed is willing to assist in any way to make sure same is achieved.

**NEXT MEETING:**

Date / Time: April 18, 2011

**MEETING ADJOURNED**

*Motion to adjourn the meeting.*

Moved by     R. Johnson     Second by     W. Merritt    

Vote:	<u>Yes</u>	<u>No/</u>	<u>Absent/ Not Present</u>
The Hon. Cory A. Booker, Mayor			X
The Hon. Donald M. Payne, Councilman at Large	X		
Oscar James, II	X		
William T. Merritt	X		
Rodney Johnson	X		
Vaughn L. McKoy, Esq.	X		

Action taken     Meeting adjourned    

***Adjourned at approximately 1:30 p.m.***