

NEWARK WATERSHED CONSERVATION AND DEVELOPMENT CORPORATION
 40 CLINTON STREET, 4TH FLOOR
 NEWARK, NEW JERSEY 07102

BOARD OF TRUSTEE REGULAR MEETING
 JULY 9, 2012

MINUTES OF BOARD MEETING

OPENING OF MEETING

Called to order: 12:44p.m.

INTRODUCTIONS/ROLL CALL

Name	Present/Y	Absent/N
The Hon. Cory A. Booker, Mayor, City of Newark		X
The Hon. Donald M. Payne, Councilman at Large		X
Oscar James, II	X	
William T. Merritt	X – via conference call	
Rodney Johnson	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
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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.

Board Vice Chair Johnson calls the meeting to order at approximately 12:44 pm. The meeting takes place at the Charlottesville House in West Milford, New Jersey. Board Vice Chair Johnson asked if all Board Members present received their packages and had an opportunity to review same, and the minutes from the June 11, 2012, regular meeting contained therein. Board Vice Chair Johnson states that the minutes accurately reflect the meeting and contain no material deficiencies or omissions. Board Vice Chair Johnson requests said minutes be moved for approval.

ADMINISTRATIVE MATTERS

Motion to approve meeting minutes of June 11, 2012.

Board Vice Chair Johnson 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>
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The Hon. Cory A. Booker, Mayor

X

The Hon. Donald M. Payne, Councilman at Large

X

Oscar James, II

X

Rodney Johnson

X

William T. Merritt

X

Action taken Motion Passed

Executive Summary

Plant Manager, Andrew Pappachen, Report on Pequannock Water Treatment Plant

Executive Director Linda Brashear introduces Andrew Pappachen, Plant Manager at the Pequannock Water Treatment Plant, to give a status update on the Plant. Mr. Pappachen initially presented the supervisory control and data acquisition ("SCADA") system, which is mostly complete, as well as a Geographic Information System ("GIS") and Global Positioning System ("GPS") program data to the Board of Trustees. Mr. Pappachen was joined by Razzaq Manley and Jesse Quadrel, who presented the SCADA, GPA and GIS systems, which allow real time information of the infrastructure to be displayed on maps. Mr. Pappachen explained that the work was completed entirely in house. Mr. Manley and Mr. Quadrel made a power point presentation to the Board of Trustees, discussing the pressure variations. They stated that leak detection is performed manually, though the programs assist in locating possible areas of concern. At this time, the engineers gave a tutorial to the Board Members on the several pipes and water mains throughout the water infrastructure.

Mr. Pappachen said that the pressure at Central Avenue has been low due to high demands in water during the peak months of summer. He explained that the City has enough water to meet these demands. Board Member James inquired what happens if the demands continue. He recommended that Mr. Pappachen keep up on it, and further that if it is a dry August the City must be notified of the issue. Board Vice Chairman Johnson asked, with respect to the presentation, whether the SCADA, GIS and GPS systems are in real time and Mr. Pappachen responded in the affirmative. Mr. Pappachen explained that the systems will display and alarm when the pressure is low or chlorine levels are too low. At this time, the engineers concluded their presentation.

With respect to Homeland Security, Mr. Pappachen explained that on June 21st and June 22nd, he participated in a meeting with Homeland Security regarding cyber security. He indicated that he gave information to Homeland Security, and they are in the process of preparing a report regarding same. Mr. Pappachen stated that, in addition to the \$2.9million dollars in grant funds

the Newark Watershed has received for the benefit of the City, Homeland Security indicated there would be additional potential grant money available for a cyber security project. In addition, Mr. Pappachen explained that the original security project is nearly complete, stating that the infrastructure is now securitized with forty eight (48) cameras connected to police headquarters in the various watershed municipalities. He believed the fencing would be installed by the end of the month. At this time, approximately 12:58 p.m., Andrew Pappachen and his colleagues, Jesse and Razzaq, depart from the Board of Trustees meeting.

Pequannock Water Treatment Plant Contract and Watershed Contract for Services

With respect to the contracts for services between the Newark Watershed and the City of Newark, Ms. Brashear stated that the Newark Watershed Contract for Services with the City ("Watershed Contract") expired on June 30, 2012. Ms. Brashear explained that the City of Newark issued a Request for Proposals ("RFP") to perform the contract services under both the Watershed Contract and the Pequannock Water Treatment Plant Memorandum of Understanding ("PTWP MOU"). She stated that, under the Local Public Contracts Law, should a contracting unit be in the process of bidding for services at the time of expiration of the current contract, the existing contract shall remain in effect until a new contract is awarded. Ms. Brashear indicated that the RFP was published on June 28, 2012, and responses are due on August 16, 2012. As such, the Watershed Contract shall remain in effect. Ms. Brashear explained that, pursuant to the RFP, there is a tour scheduled for July 19, 2012. Ms. Brashear said that General Counsel will attend that tour. Moreover, Ms. Brashear indicated that the City has requested the Pequannock Water Treatment Plant personnel conduct the watershed tour. She explained that such participation by a potential vendor presents a conflict and therefore, she stated that the Newark Watershed personnel will not participate and General Counsel will submit a letter to the City to that extent. Subject to the Board of Trustees authorization, the Newark Watershed intends to submit a response to the RFP. In addition, Ms. Brashear indicated that the PTWP MOU is set to expire on August 31, 2012, but it is currently unclear whether the Administration will request an extension or deem those services as part of the RFP, thereby automatically extending the contract.

Ms. Brashear stated that the Administration is, again, in the process of proposing the formation of a Municipal Utilities Authority ("MUA"). She indicated that the Newark Watershed is not participating in this process. Ms. Brashear additionally explained that the Newark Watershed administrative staff has been removed from the proposed table of organization for the MUA; however, the treatment plant personnel would be included.

2012 Audit

Ms. Brashear stated that the Newark Watershed is in the process of performing its 2011 audit. She indicated that, as a result of the uncertainty of the contract periods, the audit will be performed for those months that have been approved by the Municipal Council, namely January through June. Board Vice Chairman Johnson inquired about the status of the close out meetings with Walter Frye, CPA. Mr. Frye responded that the Newark Watershed, if dissolved, will have accounts payable in the amount of 1.5 to 2 million dollars. Board Vice Chairman Johnson asked whether there would be any deficit to the City as a result and Ms. Brashear responded in the negative, indicating that all responsibilities and assets would revert back to the City upon dissolution.

Camp Watershed

With respect to Camp Watershed, Ms. Brashear explained that the Newark Watershed continues to support and fund the camp program and its activities. She stated that the Newark

Watershed provides staffing, including supplementing the City recreation department for sixty six thousand dollars. Ms. Brashear said that Camp Watershed is operating under budget. She explained that the summer session ends during the month of August and, if funding permits the Newark Watershed will cover the fall ski program. Board Vice Chairman Johnson inquired as to the status of the Anti-Bullying program. Ms. Brashear responded that the program has been well received and the children are extremely engaged. Ms. Brashear further indicated that, with the assistance of Donald Bernard, the Newark Watershed has received five thousand dollars from Investor Savings towards Camp Watershed. She stated that the Newark Watershed intends to place a banner up on parent's day in the bank's name.

New Business

None.

Old Business

None.

NEXT MEETING:

Date / Time: August 20, 2012

MEETING ADJOURNED

Motion to adjourn the meeting.

Moved by W. Merritt Second by R. Johnson

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

Action taken Meeting adjourned

Adjourned at approximately 1:19p.m.