



## NEW JERSEY WATER SUPPLY AUTHORITY

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### Minutes of the Meeting of the New Jersey Water Supply Authority

December 6, 2021

A regular meeting of the New Jersey Water Supply Authority was convened on December 6, 2021 at 2:00 P.M. by teleconference.

As designated by Shawn M. LaTourette, Commissioner New Jersey Department of Environmental Protection and Chair New Jersey Water Supply Authority, Linda Ofori, Assistant Director, Division of Water Supply served as Acting Chair of the meeting and called the meeting to order.

Deputy Attorney General Kathrine Hunt read the statement required by the "Open Public Meetings Act". Executive Director Marc Brooks took the roll call of the Authority members.

Present: Linda Ofori, Acting Chair  
Susan Blew  
Ellsworth Havens  
Robert Iacullo  
Steven Picco

A quorum existed for the transaction of Authority business.

#### Interested Parties Present:

Robert Barth, D&R Canal Watch  
David Brogle, Middlesex Water  
Frank Marascia, New Jersey American Water

#### Authority Staff Present:

Marc Brooks, Executive Director  
Susan Buckley, Director Finance and Administration  
Darin Shaffer, Chief Engineer  
Paul McKeon, Director Manasquan Water Supply System/D&R Canal  
Kenneth Klipstein, Director Watershed Protection Programs  
Rita Shaw, Controller  
Dorota Neulinger, Principal Accountant  
Michelle Rollman, Finance & Accounting Analyst  
Kathrine Hunt, Deputy Attorney General  
Jeffry Nielsen, Associate Counsel, Authorities Unit

## APPROVAL OF THE MINUTES

Acting Chair Ofori asked for a motion for approval of the Minutes of the November 1, 2021 meeting. Ms. Blew moved the motion approving the Minutes as prepared and the motion was seconded by Mr. Havens. The Minutes of the November 1, 2021 meeting were approved by the Board.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Brooks stated that everyone has a copy of his report. Mr. Brooks thanked all Board members for completing ethics training.

Mr. Brooks stated that the Authority continues to follow all guidance from the Governor's office with respect to COVID-19. The full return to office for staff started on November 29. As of the same date, all staff members also must now either show proof of vaccination or undergo at least weekly COVID-19 testing. The testing takes place on site and it is expected that all costs for the testing will be reimbursed by FEMA.

Mr. Brooks noted that rainfall recorded at the Spruce Run gage for November was 1.14 inches which was 2.57 inches below average for the month, and 7.21 inches above average for the year through the end of November. Rainfall recorded at Manasquan for November was 0.74 inches which was 2.93 inches below average for the month and 6.35 inches above average for the year through the end of November.

Mr. Brooks stated that the discrepancy between Resolution No. 2515 and the supporting memorandum at the November 2021 Board meeting was noted in his written report. Resolution No. 2515, approved last month, authorized the Executive Director to dispose of a fee simple interest in Block 9, Lots 3.05, 3.06 and 6 in Franklin Township, Somerset County. This piece of property was purchased to act as the Authority's staging area for the Canal dredging project. The property was purchased from Somerset County in 2015 under an agreement that the Authority would sell it back to the County for the exact amount of the purchase price when the dredging project was completed. This agreement was approved by the Board and the final purchase price of the contract was \$796,833.18.

Mr. Brooks stated that the final purchase price in 2015 was a reduction from the original agreement because at closing the total acreage was determined to be a reduced amount. The reduced sale price was approved by the Board in 2015 and the cost per acre has always remained constant.

Mr. Brooks noted that last month, the memorandum, and not the resolution, referenced the incorrect total sale price. The resolution did not specifically state the sale price, but rather stated that the sale would be in accordance with the approved contract. Mr. Brooks stated that following the November Board

meeting, he consulted with Deputy Attorney General Kathrine Hunt, who advised that making this corrective statement was sufficient to correct the administrative error.

#### COMMUNICATIONS/CORRESPONDENCE

Mr. Brooks stated that there were no items of communication.

#### UNFINISHED BUSINESS

Mr. McKeon reported on the Manasquan Reservoir System and the Manasquan Water Treatment Plant/Transmission System. Mr. McKeon stated that everyone has a copy of his report. Mr. McKeon stated that operations in the Manasquan System were normal and that the low amount of rainfall over the past month allowed for easy river water treatment. Mr. McKeon stated that the Authority is in the process of draining the approximately five-mile pipeline between the pump station and the reservoir for an inspection which is conducted approximately every six years. Mr. McKeon noted that the weather is favorable and that he anticipates the inspection to be completed next week and refilling to begin the following week.

Mr. Shaffer reported on the Raritan Basin System. Mr. Shaffer stated that everyone has a copy of his report. Mr. Shaffer stated that as of today, Spruce Run is at 98.7 percent of capacity. Round Valley, which is drawn down for the rehabilitation project, is at elevation 360.0 or 65.8 percent of capacity. The combined reservoir capacity is 71.3 percent. The typical combined capacity for this date is 88.3 percent.

Mr. Shaffer stated that Canal operations are generally normal for this time of year. Routine maintenance plus recovery work from the remnants of Hurricane Ida are continuing. Dredging at the Lockatong Creek infall was recently completed and staff has moved the dredging operations to infalls in the vicinity of Scudders Falls.

Mr. Shaffer reported on the Round Valley Reservoir Dams-Rehabilitation and Resource Preservation Project. Mr. Shaffer stated that the contractor completed topsoiling most of the Dike and seeded the top half of the embankment. Permanent instrumentation has been installed. Final restoration of the Dike and the associated staging and stockpile areas is continuing.

Mr. Shaffer noted that the subcontractor continues major earthwork on the North Dam. Earthfill placement and the chimney drain filter installation are continuing up the embankment slope. Earthfill placement is within a few feet of Elevation 325 which is the minimum elevation required to be achieved prior to winter shutdown.

Mr. Shaffer stated that the contractor has completed excavating the right half of the South Dam embankment from the

crest down to Elevation 320 which is the limit of allowable excavation prior to winter shutdown. The contractor has chosen to leave the left half of the embankment in place at this time. Mr. Shaffer noted that installation of a filter and drain to include manholes 1 to 3 in the upper left groin of the embankment may also be conducted prior to winter shutdown. The extent of excavation to be performed prior to winter shutdown was approved by the Engineer of Record, the Technical Review Board and New Jersey Dam Safety and is expected to give the contractor a head start when major excavation resumes next spring.

Mr. Shaffer stated that the Fuel Island Rehabilitation at the Spruce Run Administration Building is expected to be completed this year. The contractor has installed all of the physical components and is completing punch list items and various component tests and certifications required by NJDEP.

Mr. Shaffer discussed the Landing Lane Spillway Project which continues to be delayed by a New Jersey Department of Transportation ("NJDOT") project on Landing Lane Bridge that adversely affects the Authority's contractor's access to the Landing Lane spillway. NJDOT has informed the Authority that they are completing that project this month. The Authority will coordinate the start of work with the contractor for the project which may be delayed until spring due to winter weather.

Mr. Klipstein reported on the Watershed Management Program. Mr. Klipstein stated that everyone has a copy of his report. Mr. Klipstein stated that he had nothing to add to his written report and offered to answer any questions.

#### NEW BUSINESS

Mr. Brooks provided background information on the resolution to adopt the New Jersey Water Supply Authority meeting schedule for 2022. Mr. Brooks stated that the dates were distributed with the Board package and that the resolution is in accordance with Open Public Meetings Act requirements. Mr. Brooks noted that meetings may be held by teleconference or in person and that dial-in or location information will be provided on the Authority website in advance of each meeting. Ms. Blew moved the resolution to adopt the New Jersey Water Supply Authority meeting schedule for 2022. Mr. Picco seconded the motion for the resolution. All Authority members approved the resolution.

Acting Chair Ofori stated that the Authority annually elects a Vice Chair, Treasurer, Secretary and Assistant Secretary.

Acting Chair Ofori nominated Steven Picco for Vice Chair, Robert Iacullo for Treasurer, Susan Blew for Secretary and Ellsworth Havens for Assistant Secretary. Acting Chair Ofori asked if there were any other nominations or discussion from the floor. There were none. Mr. Havens moved the resolutions to elect Steven

Picco as Vice Chair, Robert Iacullo as Treasurer, Susan Blew as Secretary and Ellsworth Havens as Assistant Secretary. Mr. Picco seconded the motion. All Authority members approved the resolutions.

Acting Chair Ofori stated that the proposed Committees and their memberships are as listed in the resolution as it was distributed. Acting Chair Ofori asked if there were any other nominations or discussion from the floor. There were none. Ms. Blew moved the resolution concerning the appointment of Committee members for 2022. Mr. Picco seconded the motion. All Authority members approved the Resolution.

Mr. Shaffer provided background information on the Resolution authorizing Change Order No. 31 - Construction contract for Round Valley Reservoir Structures Refurbishment & Resource Preservation Project - Earthen Dam Rehabilitation & Ancillary Work, Clinton Township, Hunterdon County, New Jersey, WSA-C19030. Mr. Shaffer stated that Change Order No. 31 involves furnishing and installing High Density Polyethylene ("HDPE") collars around dewatering wells that pass through the chimney drain. The dewatering wells that have been drilled at the toe of all three embankments are required to be properly abandoned in accordance with NJDEP standards. The typical abandonment method requires the wells to be drilled out and then filled the full length with a cement grout. Some of the wells pass through the recently installed chimney drain which is comprised of stone and sand. During construction, it was recognized that the porosity of the stone could allow excessive amounts of grout to penetrate the new filter, making the filter less effective. The least costly solution was determined to be installation of a collar consisting of a large diameter plastic pipe around the dewatering well in the areas where the stone would normally contact the well. This collar gets filled with sand and isolates the stone from the well, preventing contamination of the stone.

Mr. Shaffer discussed the number of HDPE collars that may be required and noted that furnishing and installing the collars was not included in the contract documents. The contractor submitted change order requests for the work and the cost and number of days for contract extension were negotiated. A unit price of \$1,600 per collar and an extension of one quarter day per collar, added to Milestone #2, were agreed upon for the collars installed at the Dike and North Dam. The same unit cost and unit number of days per well will apply to the South Dam but the approved days will extend substantial completion rather than Milestone #2. The collars have already been installed at the Dike and North Dam. Payment for collars at the South Dam will be made based on the number of collars installed, up to the limit of this change order. Approval of a separate, no-cost change order will be sought in the future for extension of the substantial completion date at a rate of one quarter day per collar installed at the South Dam. In total, this change order anticipates the installation of up to 63 collars,

totaling \$100,800 and will add seven calendar days to Milestone #2.

Mr. Iacullo moved the resolution to authorize the Executive Director to execute Change Order No. 031 with Thalle Construction Company, Inc. of Hillsborough, North Carolina, for Construction Services necessary for the Round Valley Reservoir Structures Rehabilitation & Resource Preservation Project - Earthen Dam Rehabilitation & Ancillary Work, by the unit cost not to exceed amount of \$100,800.00 and a seven calendar day extension to Milestone 2. Ms. Blew seconded the motion for the Resolution. All Authority members approved the resolution.

#### COMMITTEE REPORTS

- (a) Personnel - no report
- (b) Finance - no report
- (c) Audit - no report
- (d) Public Participation - no report
- (e) Capital Projects - no report
- (f) Insurance - no report
- (g) Watershed Lands Acquisition Committee - no report

#### PUBLIC COMMENT

There was no public comment.

#### EXECUTIVE SESSION

There was no need for an Executive Session.

#### ADJOURN

Mr. Picco moved to adjourn the meeting. All Authority members approved of the motion. The meeting was adjourned at 2:21 P.M.

I hereby certify this to be a true and original copy of the December 6, 2021 New Jersey Water Supply Authority meeting minutes.

*Michelle Rollman*  
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Michelle Rollman  
Finance and Accounting Analyst