

October 12, 2016

A regular meeting of the Board of Commissioners of the Port Washington Water District was held at the District offices located at 38 Sandy Hollow Road, Port Washington, New York, on Wednesday, October 12, 2016 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman  
Peter Meyer, Secretary

Paul J. Granger, P.E., Superintendent  
Peter Fishbein, Esq., Attorney  
William Merklin, P.E., Engineer

The meeting was called to order by David R. Brackett, Chairman of the Board of Commissioners, with the Pledge to the flag.

Minutes of the meeting held on October 5, 2016, were read and approved.

The following claim was received for payment and approved by the Board:

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services September 2016 \$2,425.00

The Board further reviewed the District's account balances as follows as of October 12, 2016:

General Checking	\$701,879.37
Money Market	\$975,218.33
Tap Fee Account	\$76,971.60
Repair Reserve Fund	\$416,419.38

It was agreed that the Commissioner Meyer may attend a meeting of the Nassau Suffolk Water Commissioners Association on October 24, 2016 in Hicksville.

It was agreed that the Board meeting scheduled for October 19, 2016 will be canceled.

Superintendent Granger reported on the following:

1. Discussed establishing a capital reserve fund with the Board. The Superintendent will schedule a meeting with the Water District Attorney and Accountant to review and discuss the procedures for establishing a capital reserve fund and will report back to the Board.
2. Provided the Board with an updated debt service schedule for review.
3. As a follow-up to the prior Board meeting Superintendent Granger reported that the pilot testing of the smart irrigation system controller at the administration building resulted in a 52,000 gallon reduction in water use through the end of September. This translates into a \$106 savings for a 1-inch metered residential water service.
4. Bids for Water Service Supplies, Fire Hydrants and Water Main Appurtenances will be advertised on November 23<sup>rd</sup> with bids scheduled to be received by the District at 8:15am on Wednesday, December 14, 2016.
5. Quotations were received by the District to remove the existing roofing and supply and install a new modified bitumen membrane torch down roofing system for the Sandy Hollow Road Well House 1 building. Five written proposals were received. Commercial Roofing Inc. of Blue Point, New York submitted the lowest proposal in the amount of \$6,000. Based on the contractor's experience and proposal provided, the Superintendent recommends award of the roof replacement to Commercial Roofing Inc. A motion was made by Commissioner Meyer to award the roof replacement work to Commercial Roofing Inc. Seconded by Commissioner Brackett. The motion was unanimously approved.

William Merklin, P.E. reported on the following:

1. Circle Drive Water Main Replacement – Project close-out is proceeding.
2. Electric Service Upgrade for Neulist Avenue Plant– working on scope of work and cost estimate for the project.
3. Beacon Hill tank Replacement – 60% design plans submitted to the District for review.

Checks for payment of claims, due from the Port Washington Water District totaling \$25,398.44 were approved for payment by the Board.

A motion was made by Commissioner Meyer to go into executive session to discuss personnel matters at 8:30 am. The regular meeting resumed at 8:40 am.

Peter Fishbein, Esq. – Reported in executive session

There being no further business to discuss the meeting was adjourned at 8:50am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on October 12, 2016.

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Peter Meyer, Secretary