

November 30, 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, November 30, 2016 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman  
Peter Meyer, Secretary  
Mindy Germain, Treasurer

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 November 23, 2016, were read and approved.

The Board further reviewed the District's account balances as follows as of November 30, 2016:

General Checking	\$1,137,145.74
Money Market	\$975,218.33
Tap Fee Account	\$77,221.60
Repair Reserve Fund	\$416,419.38

It was agreed that the Board meeting scheduled for Wednesday, December 7, 2016 will be canceled.

The Inc. Village of Flower Hill has extended an invitation to the Water District to attend the December 5<sup>th</sup> Board of Trustees meeting to bid Mayor Phillips farewell as she moves on to become the new State Senator from the 7<sup>th</sup> District. The Board of Commissioner will be attending the meeting to provide a proclamation and show appreciation for the distinguished service provided to the community by Mayor Phillips. Accordingly, the Water District Board of Commissioners has adopted the following resolution:

WHEREAS, by Resolution adopted on November 30, 2016, the Port Washington Water District Board of Commissioners recognizes the environmental stewardship and dedicated service to the community provided by Mayor Phillips;

WHEREAS Mayor Phillips has worked closely with the Port Washington Water District on drinking water protection initiatives with great professionalism, dedication, and distinction;

WHEREAS Mayor Phillips has actively supported the water conservation and water quality protection programs implemented by the Port Washington Water District that serve in the best interest of the residents of the Village of Flower Hill and all residents on the Port Washington Peninsula;

WHEREAS Mayor Phillips has provided invaluable insight, perspective, and support of programs that will protect our sole source aquifer and ensure that residents will have an ample and safety supply of drinking water into the future;

NOW, THEREFORE, BE IT RESOLVED that the Port Washington Water District Board of Commissioners acknowledges and extends its gratitude to Mayor Phillips for her dedicated service to the community and notable support of our drinking water protection programs.

Superintendent Granger reported on the following:

1. Water District personnel successfully repaired a water main break located on Campus Drive on Friday, November 25<sup>th</sup>.
2. H.O. Penn, during routine inspection and maintenance, determined that the emergency back-up generator for the Morley Plant requires the replacement of all jacket water heater hoses and radiator

sight glasses and requires a top end valve adjustment. H.O. Penn provided a proposal to complete the recommended repair work in the amount of \$6,116.18. In addition, H.O. Penn recommends repairs to the back-up engine generator at the Sandy Hollow Road Booster Pump House. This would include draining the cooling system, replace engine thermostats and associated seals and gaskets, replace engine breathers and top end valve adjustment. H.O. Penn provided a proposal to perform the repair work in the amount of \$5,412.76. Pursuant to water district procurement policy the Superintendent attempted to obtain quotes from other qualified vendors that included Mayfair Power Systems and Power Pro Service Company. Both companies declined to provide proposals for the repair work since they are not OEM providers for repairing Caterpillar engine generators. Both units are manufactured by Caterpillar and H.O. Penn is the only regional OEM provider. Based on the critical need to have the emergency back-up power equipment in good working order, the Superintendent recommends that H.O. Penn be authorized to perform the necessary repairs to the Morley Park and Sandy Hollow Road generators. A motion was made by Commissioner Meyer to authorize the repair work. Seconded by Commissioner Germain. The motion was unanimously approved.

3. Superintendent Granger recently met with the Water District accountant and attorney to discuss establishing capital reserve funds. Under New York State General Municipal Law § 6-c, the Board of Commissioners of a water improvement district may establish a capital reserve fund for capital improvements. Capital improvements are broken down into two categories: “Specific” Capital Improvements and “Type” Capital Improvements. Specific capital improvements mean “the construction, reconstruction or acquisition of a specific capital improvement or the acquisition of a specific item or specific items of equipment.” Type capital improvements mean “the construction, reconstruction or acquisition of a type of capital improvement or the acquisition of a type of equipment.” Based on Water District capital needs it was determined that a fund established under a type category would be best suited. Therefore, the following capital reserve funds are recommended for the Water District:

- Building and Grounds
- Equipment

It was also noted that the Water District can transfer monies from the existing reserve account to the newly established reserve accounts. The District currently maintains a repair reserve fund with a balance of \$416,419.38. Based on current District capital needs, the Superintendent recommends that \$200,000 be transferred from the repair reserve fund to the Buildings and Grounds Capital Reserve Fund and the remaining repair reserve \$216,419.38 be transferred to the Equipment Capital Reserve Fund. A motion was made by Commissioner Germain to establish the following capital reserve funds and transfer of monies from the repair reserve fund:

<b>Capital Reserve Fund Type</b>	<b>Amount Transferred from Repair Reserve Fund</b>
Building and Grounds	\$200,000.00
Equipment	\$216,419.38

Seconded by Commissioner Meyer. The motion was unanimously approved.

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

1. Working on closing out the Circle Drive Water Main project.
2. Working on technical specifications for replacing the booster and transfer pumps at Morley Park.
3. Advised the Board that a primary bidder for the Beacon Hill Water Storage Tank Replacement Project requested that the December 7<sup>th</sup> bid deadline be pushed back to December 14<sup>th</sup> so that they can have more time to prepare a response. Based on the scope of the project and that there will be no adverse impact to the overall project schedule, Mr. Merklin recommended that the bid deadline be extended for an additional week. The board agreed with the recommendation. Mr. Merklin will advise his staff to prepare an Addendum to reflect the bid deadline change.

4. Reviewed a proposal dated November 14, 2016 for engineering services for improvements to the electrical service at the Neulist Avenue station. Services to be provided include the detailed design, bidding and construction services based on a not-to-exceed fee in the amount of \$30,800. Based on the age and condition of the electrical service at the Neulist Station, Commissioner Meyer made a motion to authorize D&B Engineers and Architects to proceed with the detailed design, bidding and construction services. Seconded by Commissioner Germain. The motion was unanimously approved.

Peter Fishbein, Esq. reported in executive session

Checks for payment of claims, due from the Port Washington Water District totaling \$33,098.94 were approved for payment by the Board.

A motion was made by Commissioner Germain to go into executive session to discuss legal matters at 8:55 am. The regular meeting resumed at 9:05 am.

There being no further business to discuss the meeting was adjourned at 9:10am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on November 30, 2016.

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Peter Meyer, Secretary