

October 11, 2017

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 11, 2017 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 October 4, 2017, were read and approved.

The Board further reviewed the District's account balances as follows as of October 11, 2017:

General Checking	\$422,040.02
Money Market	\$475,218.33
Tap Fee Account	\$108,671.60
Repair Reserve Equipment	\$700,499.38
Repair Reserve Bldg & Grounds	\$700,000.00

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

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services September 2017 \$2,368.75

Superintendent Granger reported on the following:

1. Change orders were requested by the District under the Neulist Electrical Upgrade Project to replace a damaged electrical splice box and to perform additional paving beyond the limits of the restoration under the project. ADA Electrical Contracting submitted a change order in the amount of \$15,000.00 for the additional paving restoration and \$3,200.00 to replace the damaged splice box. D&B Engineers reviewed the change orders and found the pricing to be fair and reasonable.
2. Presented the Board with results from chloride testing performed last month.
3. Regular quarterly testing for 1,4-dioxane, chromium 6 and prefluorinated compounds has been implemented.
4. Reviewed SCADA system upgrade proposal provided by Eagle Control Corporation. The upgrades will improve cyber security, redundancy and provide for emergency back-up communication required for reliable system operation. Eagle Control Corporation developed, constructed and programmed the current system that is in use. This vendor has the special technical skill, security and expertise that is required for the upgrade. The Superintendent recommends that a budget of \$120,000.00 be established and that the upgrade be funded through the Capital Equipment Repair Reserve fund.

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

1. Beacon Hill Road Tank Replacement – A construction progress meeting is scheduled for tomorrow. Discussed and reviewed his firm's proposal for design services for the final restoration of the Beacon Hill Tank project site.
2. ERP / VA updates – A draft copy of the emergency response plan and vulnerability assessment were provided to the Superintendent for review.
3. Neulist Water Storage Tank – reviewed sub consultant proposals for the survey and utility mark-out of the Neulist tank site. He is reviewing proposals for monitoring well installation at this time.

Peter Fishbein – no report.

Old / New Business

It was agreed that the Commissioners will attend the regular meeting of the Long Island Water Conference on October 30, 2017 in Woodbury.

Discussion was held regarding Eagle Control Corporation servicing, programming and maintaining the Water District's supervisory control and data acquisition (SCADA) computer system installed under Contract No. 2010-04 – SCADA System Improvements. It was noted that the servicing requires special technical skill, security and expertise. It was further noted that to address cyber security concerns and mitigate vulnerabilities, upgrades to the District's current SCADA system will be required. It was discussed that this type of service does not require competitive procurement procedures. The Board reviewed the District's Procurement Policy guidelines as they relate to professional services. After review and discussion it was determined that Eagle Control Corporation complies with the guidelines in the District's Procurement Policy as a professional service. After discussion the following resolution was offered:

RESOLUTION 2017-108

WHEREAS, the District needs to periodically maintain the SCADA system originally installed and programmed by Eagle Control Corporation during Contract No. 2010-04 – SCADA System Improvements.

WHEREAS, to address cyber security concerns and mitigate vulnerabilities, upgrades to the District's current SCADA system will be required

WHEREAS, servicing and upgrading the SCADA system requires special technical skill, security and computer expertise.

WHEREAS, the Board has reviewed the District's Procurement Policy guidelines as they relate to professional services and this type of service does not require competitive procurement procedures.

NOW THEREFORE, be it resolved, the Board of Commissioners approves Eagle Control to perform SCADA programming and maintenance computer work at the District office and pump stations as a professional service. A motion was made by Commissioner Germain to approve Resolution 2017-108. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2017-109

WHEREAS, a general discussion was held by the members of the Board of Commissioners concerning the Water District SCADA System and the related transfer of funds; and

WHEREAS, the Board of Commissioners has decided to expend a sum not to exceed \$120,000.00 for such replacement and repairs and further, authorizes a transfer of funds not to exceed the sum of \$120,000.00 from the equipment capital repair reserve fund, in accordance with General Municipal Law, for the upgrade of the Water District SCADA System.

NOW THEREFORE, be it resolved that, the Board of Commissioners of the Port Washington Water District, Town of North Hempstead, Nassau County, withdraw a sum not to exceed \$120,000.00 from the Equipment capital repair reserve fund for the upgrade of the Water District SCADA System.

This Resolution is adopted subject to a Permissive Referendum.

The above RESOLUTION was offered by Commissioner Peter Meyer and was seconded by Commissioner Mindy Germain.

A roll call vote was taken as follows:
A roll call vote was taken as follows:
Commissioner Brackett Aye
Commissioner Meyer Aye
Commissioner Germain Aye

Approved and so ordered

The Board directed that the following Legal Notice be published in the next issue of the Port Washington News.

RESOLUTION 2017-110

Based on the recommendation of the Superintendent and District Engineer, approval of Change Orders 1 and 2 in the amount of \$ 18,200.00 for Project 2017-02 Neulist Avenue Electrical Upgrades. A motion was made by Commissioner Meyer to authorize Change Orders 1 and 2 in the amount of \$18,200.00. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-111

Authorizes the purchase and installation of new water meters to facilitate replacement all commercial meters older than 15 years. Total budget for the purchase and installation of the replacement meters is estimated to be \$226,200.00. There will be no impact to the Water District budget since the cost is borne by the non-residential entity. Meters and installation pricing will be pursuant to the cooperative bid with the Village of Sands Point for water meter replacement. A motion was made by Commissioner Germain to authorize the purchase and installation of new water meters to facilitate replacement all commercial meters older than 15 years based on a cost not to exceed \$226,200.00 Seconded by Commissioner Meyer. The motion was unanimously approved

RESOLUTION 2017-112

Proposal provided by D&B Engineers and Architects (D&B) for providing engineering services for the Beacon Hill Elevated Water Storage Tank Landscape Design dated October 10, 2017. Fee for the professional service will be based on hourly rates not to exceed \$9,200.00. Sub-consultant fee for landscape architecture is estimated to be \$6,300.00. A motion was made by Commissioner Meyer to authorize the engineering services based on hourly rates not to exceed \$9,200.00 and to authorize a sub-consultant budget not to exceed \$6,300.00. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$20,355.88 were approved for payment by the Board.

A motion was made by Commissioner Brackett to enter into executive session to discuss employee matters at 8:50am. The regular meeting resumed at 9:05am.

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 October 11, 2017.

Peter Meyer, Secretary