

December 6, 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, December 6, 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 November 22, 2017, were read and approved.

The Board further reviewed the District's account balances as follows as of December 6, 2017:

General Checking	\$318,927.21
General Checking	\$200,000.00
Money Market	\$225,218.33
Tap Fee Account	\$110,171.60
Repair Reserve Equipment	\$950,499.38
Repair Reserve Bldg & Grounds	\$700,000.00

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

1. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$304.48
2. D & B Engineers & Architects, Engineering, Emergency Response Plan	\$2,643.50
3. D & B Engineers & Architects, Engineering, Neulist Avenue Electrical Improvements	\$1,648.50

The Statement of Canvas from the Special District Election held on Tuesday December 5, 2017 was as follows:

Three (3) year term January 1, 2018 to December 31, 2020

Total number of votes cast	526
Total number of votes cast for Peter Meyer	497
Total number of votes cast for James Duncan	4
Total number of votes cast for Peter Whitcomb	2
Total number of votes cast for George Borda	1
Total number of votes cast for Tom Brady	1
Total number of votes cast for Anyoneelse	1
Total number of votes cast for Lynn Capuano	1
Total number of votes cast for John Doe	1
Total number of votes cast for Alan Elton	1
Total number of votes cast for Carl Huth	1
Total number of votes cast for Peter Levinson	1
Total number of votes cast for Roger Lifson	1
Total number of votes cast for Jack Mishan	1

Total number of votes cast for Michael Minglia	1
Total number of votes cast for Mickey Mouse	1
Total number of votes cast for Erin Moyneux	1
Total number of votes cast for Richard Stiek	1
Total number of Blank Ballots	9

The Board directed that the above results be filed with, the Town Clerk of the Town of North Hempstead.

Superintendent Granger reported on the following:

1. 76.5 million gallons of water was pumped during the month of November. During November of 2016, 82.3 million gallons of water was pumped. When compared to the same month last year this represents a 5.8 million gallon decrease in pumpage for the month. The peak day pumpage for the month was 3.88 million gallons. Year to date pumpage is approximately 151.3 million gallons less when compared to 2016.
2. The Superintendent is preparing bids for the following:
 - Annual Distribution Repair and Maintenance
 - Annual Mechanical Repair and Maintenance
 - Surplus vehicle
3. Reviewed proposals for the implementation and administration of an on-line bill payment system.
4. Reported that the Water District backhoe required significant emergency repairs to its braking system and service to ensure reliable operation during the upcoming water main break season.
5. Request to send two Water District employees for Grade D (Distribution) water operator certification training. The course is being conducted by Richard Tobin and will be held during January and February 2018. The course will allow the employees to obtain certification to become a Grade D Water Plant Operator by the New York State Department of Health. The course will cost \$500.00 per employee. Approved.
6. Reported that the Water Service Supplies, Fire Hydrants & Water Main Appurtenances Contract No. 2016-05 with Ferguson Waterworks and T. Mina Supply Inc. will expire on December 31, 2018. The contract has a provision for renewal for another year from January 1, 2018 to December 31, 2018. Based on the performance of the contractor, the Superintendent recommends renewal of the contact for another year.

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

1. Beacon Hill Road Tank Replacement – All concrete foundation and slab work complete. Steel for the tank construction is scheduled for delivery on Tuesday.
2. Neulist Water Storage Tank – Survey work is completed. Working on bid documents for the tree removal and tank roof repair.
3. Neulist Electrical Upgrade – Paving work was completed yesterday. PSEG is schedule to perform the new service switch over next week.

Peter Fishbein, Esq. reported in executive session.

Old / New Business

It was agreed that the Commissioners and Superintendent will attend a meeting of the Long Island Water Conference on December 19, 2017 in Mineola.

RESOLUTION 2017-123

Proposal dated November 9, 2017 submitted by Govolution for online water bill payment processing services to include configuration, deployment, implementation, training, testing, compliance and customer support and maintenance services. Service convenience fee charged per transaction to customers will be 2.95% (\$1 minimum) for credit cards (no Visa acceptance) and \$1.50 electronic check / ACH. A motion was made by Commissioner Meyer to authorize Govolution to implement online water bill payment processing services. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-124

Authorizes the repair and service of the Water District backhoe by Motive Parts Company of Port Washington, New York not to exceed \$3,200.00. A motion was made by Commissioner Germain to authorize the emergency repair work and service to the Water District backhoe. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2017-125

For extending Contract No. 2016-05 for Water Service Supplies, Fire Hydrants & Water Main Appurtenances from January 1, 2018 to December 31, 2018 as recommended by the Superintendent. A motion was made by Commissioner Meyer to authorize the contract extension. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$10,338.75 were approved for payment by the Board.

A motion was made by Commissioner Germain to go into executive session to discuss personnel and legal matters at 8:40 am. The regular meeting resumed at 9:05 am.

There being no further business to discuss the meeting was adjourned at 9:15am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on December 6, 2017.

Peter Meyer, Secretary