

January 17, 2018

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, January 17, 2018 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 January 10, 2018, were read and approved.

The Board further reviewed the District's account balances as follows as of January 17, 2018:

General Checking	\$300,606.45
General Checking	\$200,000.00
Money Market	\$225,440.50
Tap Fee Account	\$112,531.28
Repair Reserve Equipment	\$951,437.02
Repair Reserve Bldg & Grounds	\$700,690.53

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

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Retainer December 2017	\$2,200.00
2. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services December 2017	\$1,220.00
3. D & B Engineers & Architects, Engineering, Beacon Hill Tank (Bond Issue)	\$14,883.20
4. D & B Engineers & Architects, Engineering, Neulist Avenue Electrical Improvements	\$955.17
5. D & B Engineers & Architects, Engineering, Inspections Roof Construction	1,1432.99

Superintendent Granger reported on the following:

1. Recommended to the Board that Hy-Cert Services of Miller Place, New York be retained for 2018 to perform maintenance on remaining hydrants. During 2017 Hy-Cert Services submitted the low proposal in the unit price amount of \$ 59.25 per hydrant. Unit pricing has been extended through 2018. The contractor successfully performed maintenance and servicing on half of District hydrants (540 units) during 2017. The Superintendent recommends that Hy-Cert be retained to service the remaining 540 hydrants during 2018.
2. On Wednesday, January 10, 2017 the Water District received bids for Annual Distribution System Repair and Maintenance - Contract no. 2017-08. A total of two bids were received and are summarized as follows:

<b>Bidder</b>	<b>Total Bid Comparison Amount for Jan. 15, 2018 to Dec. 31, 2018</b>	<b>Total Bid Comparison Amount for Jan. 1, 2019 to Dec. 31, 2019</b>
Bancker Construction, Islandia, NY (1)	\$33,976.24	\$35,675.03
Merrick Utility, Farmingdale, NY	\$32,660.46	\$34,141.54

Merrick Utility submitted the low bid for Annual Distribution System Repair and Maintenance from January 15, 2018 through December 31, 2018 in the bid comparison amount of \$32,660.46. Based on the Superintendent's review of the low bidder's references, Merrick Utility has successfully completed work of similar nature for other water suppliers. It should be noted that Merrick Utility is a much smaller firm when compared to Bancker Construction as it relates to the number of employees and equipment. Bancker Construction is highly qualified to perform the work and should be retained as a back-up in the event that Merrick Utility is unable to provide emergency water main repair services. Therefore, it is recommended that the Annual Distribution System Repair and Maintenance - Contract no. 2017-08 be awarded to the lowest responsible bidders, Merrick Utility and Bancker Construction for the period of January 15, 2018 through December 31, 2018. Bancker Construction would be utilized if Merrick Utility is unable to perform work and / or cannot mobilize in a timely manner.

3. Reviewed the budget to actual expense and revenue reports through December 31, 2017. Reported that the "Cash Balances at December 31, 2017" report has been posted to the Water District website on January 16, 2018 as required by the NYS Comptroller for financial reporting.
4. Requested permission to attend the American Water Works Association Annual Conference at the Mandalay Bay Convention Center in Nevada from June 10 through June 14, 2018 at a cost not to exceed \$1,900.00. Conference presentations will address water resource management and emerging contaminants and treatment of the same. A motion was made by Commissioner Germain and seconded by Commissioner Meyer to approve the Superintendent to attend this conference. Carried
5. Advised the Board the contract that is currently held by Landscapes of Long Island has a provision to extend the contract for an additional season at the current annual amount of \$13,000.00 Based on the performance of the contractor and pricing, the Superintendent recommends that be extended from April 1, 2018 through November 30, 2018. He will remind the contractor that the specifications for cutting the meadow grass at Neulist Avenue will be strictly enforced.

William Merklin P.E. reported on the following:

1. Beacon Hill Road Tank Replacement – The landscape architect is working on a schedule, draft plan and cost estimate for the final restoration at this time. Field welding of the new tank will continue this week.
2. Neulist Electrical Upgrade – The contractor is working on the punch list.
3. Neulist Tank Evaluation – plans and specifications for the tank repair and site clearing phases have been provided to the Superintendent for review.

Peter Fishbein, Esq. - No report.

Old / New Business

### **RESOLUTION 2018-23**

For extending Contract 2016-01 for Ground Maintenance from April 1, 2018 through November 30, 2018 based the current annual amount of \$13,000.00. A motion was made by Commissioner Germain to authorize the contract extension. Seconded by Commissioner Meyer. The motion was unanimously approved.

## **RESOLUTION 2018-24**

For authorizing Hy-Cert Services of Miller Place, New York to perform hydrant maintenance and service in the amount not to exceed \$32,000.00 during calendar year 2018. A motion was made by Commissioner Germain to authorize Hy-Cert Services of Miller Place, New York to perform hydrant maintenance and service in the amount not to exceed \$32,000.00 during calendar year 2018. Seconded by Commissioner Meyer. The motion was unanimously approved.

## **RESOLUTION 2018-25**

Award of Annual Distribution System Repair and Maintenance - Contract no. 2017-08 to Merrick Utility of Farmingdale, New York and Bancker Construction of Islandia, New York based on the unit prices provided in the January 10, 2018 bid and as recommended by the Superintendent. A motion was made by Commissioner Meyer to award of Annual Distribution System Repair and Maintenance - Contract no. 2017-08 to Merrick Utility of Farmingdale, New York and Bancker Construction of Islandia, New York. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$130,395.90 were approved for payment by the Board.

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 January 17, 2018.

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Peter Meyer, Secretary