

September 28, 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, September 28, 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 September 14, 2016, were read and approved.

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

1. D & B Engineers & Architects, Engineering, Tank Pressure Washing	\$2,500.00
2. D & B Engineers & Architects, Engineering, Interim Repairs Southport Tank	\$900.20
3. D & B Engineers & Architects, Engineering, Sandy Hollow Garage	\$3,513.17
4. D & B Engineers & Architects, Engineering, Circle Drive Water Mains (Bond Issue)	\$3,198.89
5. D & B Engineers & Architects, Engineering, Circle Drive Water Mains (Bond Issue)	\$15,102.88
6. D & B Engineers & Architects, Engineering, Beacon Hill Tank (Bond Issue)	\$6,419.71

The Board further reviewed the District's account balances as follows as of September 28, 2016:

General Checking	\$537,018.49
Money Market	\$975,218.33
Tap Fee Account	\$76,221.60
Repair Reserve Fund	\$416,419.38

Superintendent Granger reported on the following:

Provided the Board with fact sheets and testing updates on 1,4-dioxane and chromium 6.

The motor for Morley Park Booster 2 failed last week. AC Schultes was called in under the provisions of their annual contract with the District to install a temporary motor since pumpage is still high and the facility is critical to district operations. Examination of the motor found that the windings have failed and electrical fluting of the bearings was noted. Cost to provide a new motor including labor, materials and equipment is estimated to be \$19,800. A motion was made by Commissioner Germain to proceed with the installation of a new motor. Seconded by Commissioner Meyer. The motion was unanimously approved.

On Friday, September 16, 2016 the Water District received proposals for the handrail and safety improvements at various plant locations. A total of three quotes were received. D&B Engineers and Architects prepared plans and technical specifications. The Superintendent prepared the proposal package and solicited quotations. D&B estimated the cost for the safety improvements at six sites to be approximately \$30,000. Therefore, public bidding was not deemed to be necessary. Elmer Henn, Inc. of Bethpage, New York submitted the low proposal in the amount of \$29,982. This is in line with the estimate provided by D&B. Since the pricing was significantly lower than the other two proposals submitted, Superintendent Granger contacted the low bidder and was assured that all work will be performed in accordance with the plans and technical specifications. Elmer Henn, Inc. has

successfully performed similar work for water districts and other municipal entities in the past. Therefore, it is recommended that the above referenced work be awarded to the lowest responsible bidder, Elmer Henn, Inc. A motion was made by Commissioner Meyer to award handrail and safety improvements at various plant locations to Elmer Henn, Inc. Seconded by Commissioner Germain. The motion was unanimously approved.

Superintendent Granger will be providing underground chemical bulk storage tank and safety training to all outside staff on Thursday and Friday. A significant portion of the training will be allocated toward compliance with NYSDEC regulations for underground storage tank operator training. He will also cover chemical safety, emergency spill response and personnel protective equipment. All employees attending the training will also be eligible to receive plant operator continuing education credits from the New York State Department of Health.

The service agreement with Hach Company for the bi-annual proactive maintenance and service of the Hach pH, chlorine and nitrate analyzers is scheduled for renewal in November. The analyzers are critical to the real time monitoring of district water quality. The renewal contract is increasing by \$286 from \$12,752.00 to \$13,038.00. Hach has successfully provided maintenance services to the district and is a sole source vendor for the equipment. Therefore, the Superintendent recommends that the agreement be renewed for another year. A motion was made by Commissioner Meyer to renew the service agreement with Hach Company. 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 paperwork still pending.
2. Southport tank – Still waiting to hear back from the Nassau County Police Department on the contractor settlement for repair to the emergency communication system.
3. Beacon Hill tank Replacement – Design continues to progress on schedule. Looking to bid the project during November.

Checks for payment of claims, due from the Port Washington Water District totaling \$35,530.13 were approved for payment by the Board.

A motion was made by Commissioner Brackett to go into executive session to discuss personnel matters at 8:50 am. The regular meeting resumed at 9:00 am.

There being no further business to discuss the meeting was adjourned at 9:05am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on September 28, 2016.

Peter Meyer, Secretary