

October 26, 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, October 26, 2016 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman
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 12, 2016, were read and approved.

The Board further reviewed the District's account balances as follows as of October 26, 2016:

General Checking	\$757,499.37
Money Market	\$975,218.33
Tap Fee Account	\$76,971.60
Repair Reserve Fund	\$416,419.38

It was agreed that the Commissioner Meyer and Superintendent Granger will attend a meeting of the Long Island Water Conference on October 31, 2016 in Woodbury.

Superintendent Granger reported on the following:

Provided the Board with a debriefing of the Town of North Hempstead Budget hearing that was held on October 25th. Commissioner Germain was also attendance at the hearing. No public comment was provided on the 2017 water district budget.

Requested reimbursement in the amount of \$265.00 for the renewal of his annual membership with the American Society of Civil Engineers (ASCE). Approved.

Requested permission to attend the NYSAWWA Workshop on Process Verification and Calibration at Pace Laboratories in Melville. The workshop is designed to provide participants with an understanding of the operation and maintenance of chlorine and pH process analyzers which are critical to water district operations. The course provides 6 continuing education credits for water plant operators and professional engineers. Cost of the course is \$100. Approved.

Recommended that the Water District obtain online access to bank accounts with Capital One Bank. This would be used to view statements and perform simple tasks such as stop check payments. No vendor payments will be performed. Execution of an Agreement for Treasury Services will be required to obtain online access. Commissioner Brackett made a motion for the Superintendent to execute the Agreement for Treasury Services with Capital One Bank. Seconded by Commissioner Germain. The motion was unanimously approved.

Overall revenues and expenses through the third quarter of 2016 are tracking on budget.

Quotations were received by the District to clean the air ducts in the administration building. Two written proposals pursuant to water district policy were received. SaniTech Services of Nesconset, New York submitted the lowest proposal in the amount of \$1,430.00. Based on the contractor's experience and proposal provided, the Superintendent recommends award of the air duct cleaning services to SaniTech Service. A motion was made by Commissioner Germain to award the roof replacement work to SaniTech Services. Seconded by Commissioner Brackett. The motion was unanimously approved.

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

1. Electric Service Upgrade for Neulist Avenue Plant– Prepared a memo summarizing the recommended electrical upgrade scope and cost for the Neulist Avenue Water Plant. He will discuss the details of the recommendations when the full board is present.
2. Sandy Hollow Wells 1 and 2 Rehabilitation – provided technical specifications for review by Superintendent Granger.
3. Beacon Hill tank Replacement – He and Project Manager Michael Savarese will be meeting with Superintendent Granger to review the design plans and technical specifications for the project.

Mr. Merklin advised the Board that D&B Engineers and Architects (D&B) reviewed the proposed Beacon Hill Elevated Tank Replacement Project in accordance with the New York State Department of Environmental Conservation (NYSDEC) State Environmental Quality Review (SEQR) regulations. He also noted that D&B consulted with the Office of Parks, Recreation and Historic Preservation (OPRHP) regarding the project and received a response letter dated September 9, 2016, stating their opinion of no impact on archaeological and historic resources. Consistent with 6 NYCRR Part 617.5 (c) (2), the project is a replacement of a structure or facility, in kind, on the same site and to the same elevation. Therefore, the project is classified as Type II and no formal review under SEQR is required. Commissioner Germain made a motion to adopt the recommendation provided by D&B to classify the project as a Type II action. Seconded by Commissioner Brackett. The motion was unanimously approved.

Peter Fishbein, Esq. – Reported in executive session

A motion was made by Commissioner Germain to go into executive session to discuss personnel matters at 8:45 am. The regular meeting resumed at 8:55 am.

Checks for payment of claims, due from the Port Washington Water District totaling \$82,549.88 were approved for payment by the Board.

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 October 26, 2016

Mindy Germain, Acting Secretary