

December 21, 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, December 21, 2016 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman  
Peter Meyer, Secretary  
Mindy Germain, Treasurer

Paul J. Granger, P.E., Superintendent  
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 December 14, 2016, were read and approved.

The Board further reviewed the District's account balances as follows as of December 21, 2016:

|                     |              |
|---------------------|--------------|
| General Checking    | \$854,375.70 |
| Money Market        | \$975,218.33 |
| Tap Fee Account     | \$77,221.60  |
| Repair Reserve Fund | \$416,419.38 |

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

1. Bensin Contracting – Packed Tower Aeration Well No. 6 Req.#6 Final (Bond Issue) \$28,025.00
2. D & B Engineers & Architects, Engineering, Neulist Ave Hatch Replacement \$2,492.54

At 8:15am Commissioner Brackett announced that bids would be opened for Contract No. 2016-06 – Beacon Hill Tank Replacement. Caldwell Tanks, Inc. of Louisville, Kentucky was the only bidder. The bid was provided with a bid bond pursuant to water district requirements. The bid total was \$5,093,000. Chairman Brackett requested that Engineer Merklin review the bid and report back to the Board and Superintendent.

Superintendent Granger reported on the following:

1. Water District personnel successfully repaired a water main break located in front of 16 Cross Street on Sunday, December 18<sup>th</sup>.
2. The Water District press release on “Work Zone Safety” was published in the Port Washington News this week. A press release advising residents on how to prepare their water pipes for winter was issued this week.
3. The Water District office will be closed in observance of the Christmas Eve holiday on Friday, December 23<sup>rd</sup> and for the Christmas Day holiday on Monday, December 26<sup>th</sup>.
4. D&B Engineers & Architects (D&B) has provided a proposal to evaluate the repurposing of a Town of North Hempstead ground storage tank for potable water use. The fee for the professional service is in the not to exceed amount of \$15,000. Superintendent Granger recommended that the Board authorize the evaluation as part of the District's long term planning initiative. A motion was made by Commissioner Meyer to authorize the evaluation. Seconded by Commissioner Germain. The motion was unanimously approved.
5. Superintendent Granger advised the board that the Water District GIS base map is approaching completion. Software is required for the Water District to perform edits and update to the map. The Water District GIS consultant recommends that an ArcGIS desktop standard concurrent use license be purchased from Environmental Systems Research Institute Inc. (ESRI) through NYSOGS

contract number PM67345. The cost for the license is \$5,769.40. A motion was made by Commissioner Germain to authorize the purchase of the GIS software. Seconded by Commissioner Meyer. The motion was unanimously approved.

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

1. Beacon Hill Tank Replacement – project staff will review the recently open bid.
2. Neulist Avenue Electrical Upgrade – design work is underway.
3. Circle Drive Water Main – working on the close-out documents at this time.
4. A draft set of technical specifications for the rehabilitation of Morley Park Boosters 1 and 2 will be provided to the Superintendent for review next week.

Checks for payment of claims, due from the Port Washington Water District totaling \$87,679.37 were approved for payment by the Board.

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 9:10 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 21, 2016.

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Peter Meyer, Secretary