

# *PORT WASHINGTON WATER DISTRICT*

## **Organizational Meeting of the BOARD OF COMMISSIONERS**

**Held: January 4<sup>th</sup>, 2017**

The Organizational Meeting of the Commissioners of the Port Washington Water District was held at the Office of the Board, 38 Sandy Hollow Road, Port Washington, New York at 8:00 am on January 4, 2017.

**Present:**            Commissioners:

David R. Brackett, *Chairman*

Peter Meyer, *Secretary*

Mindy Germain, *Treasurer*

**Also Present:** Italo J. Vacchio, *Superintendent*

Peter Fishbein, *District Attorney*

William Merklin, *District Engineer*

The meeting was called to order by David R. Brackett, Chairman of the Board of Commissioners, with the Pledge to the flag.

**MOTION:**    A motion was made to approve the minutes from the Board Meeting held on December 28, 2016.

**The Board of Commissioners proceeded with the business of appointing the officers for the year 2017, as follows:**

- |    |                      |                                 |
|----|----------------------|---------------------------------|
| 1. | <b>Chairman:</b>     | <b><u>David R. Brackett</u></b> |
|    | <b>Nominated by:</b> | <b><u>Mindy Germain</u></b>     |
|    | <b>Seconded by:</b>  | <b><u>Peter Meyer</u></b>       |
| 2. | <b>Secretary:</b>    | <b><u>Peter Meyer</u></b>       |
|    | <b>Nominated by:</b> | <b><u>David R. Brackett</u></b> |
|    | <b>Seconded by:</b>  | <b><u>Mindy Germain</u></b>     |
| 3. | <b>Treasurer:</b>    | <b><u>Mindy Germain</u></b>     |
|    | <b>Nominated by:</b> | <b><u>David R. Brackett</u></b> |
|    | <b>Seconded by:</b>  | <b><u>Peter Meyer</u></b>       |

**RESOLUTION 2017-1:    Designation of Depositories (Banks)**

Capitol One Bank  
933 Port Washington Boulevard  
Port Washington, NY 11050

Bank of New York  
805 Port Washington Boulevard  
Port Washington, NY 11050

**RESOLUTION 2017-2:    Travel Expenses** – That the Commissioners and Superintendent be allowed all expenses including travel incurred while attending meetings, conventions and other business in connection with the water industry.

**RESOLUTION 2017-3: Commissioners' Compensation (fee):** Meetings and District Business up to \$100 per Diem.

**RESOLUTION 2017-4: Employment of Auditor (CPA):** Robert A. Johnson, CPA  
75 Prospect Street, Suite 402  
Huntington, NY 11743

**RESOLUTION 2017-5: Employment of Attorney:** Bee, Ready, Fishbein, Hatter & Donovan LLP  
170 Old Country Road  
Mineola, NY 11501

**RESOLUTION 2017-6: Employment of Consulting Engineer's:** D & B Engineers & Architects, P.C  
330 Crossways Park Drive  
Woodbury, NY 11797

**RESOLUTION 2017-7: Official Newspaper:** Newsday / Port Washington News / Port Washington Times - Either or all will be used according to the direction of the Board of Commissioners.

**RESOLUTION 2017-8:** The following legal advertisement is to be published in the next issue of the Port Washington News:

Please take notice that the Port Washington Water District will hold regular Board meetings every Wednesday at 8:00a.m. In the event that a regularly scheduled meeting needs to be changed, or an evening meeting needs to be scheduled for statutory or resident needs, a notice shall be posted in advance at the District Business Office, 38 Sandy Hollow Road. The meetings will take place at the business office, Board Room, 38 Sandy Hollow Road, Port Washington, New York. All interested parties are invited to attend.

**RESOLUTION 2017-9:** To appoint Paul J. Granger, P.E., Superintendent, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2017.

**RESOLUTION 2017-10:** To appoint Paul J. Granger, P.E., Superintendent, as Records Management Officer (RMO) for the Port Washington Water District, effective January 1, 2017.

**RESOLUTION 2017-11:** Board to re-affirm that all policies of the Water District remain in effect for 2017.

A motion was made by Commissioner Meyer to approve Resolutions 2017-1 through 2017-11. Seconded by Commissioner Germain. The motion was unanimously approved.

The Board further reviewed the District's account balances as follows as of January 4, 2017:

General Checking	\$835,799.45
Money Market	\$975,218.33
Tap Fee Account	\$82,221.60
Repair Reserve Fund	\$416,419.38

Superintendent Granger reported on the following:

1. 77.883 million gallons of water was pumped during the month of December. During December of 2015, 77.883 million gallons of water was pumped. When compared to December 2016 this represents a slight increase in pumpage for the month. Year to date pumpage is approximately 1.4 percent less when compared to 2015. However, warm weather pumpage from May through September was 3.4 percent less when compared to the same period as last year. It should be noted higher temperatures and less precipitation were experienced this past summer when compared to the

prior year. Therefore, a decrease in warm weather pumpage is a welcomed trend and can be attributed to the District's water conservation efforts and campaign.

2. Proposals are being solicited for hydrant maintenance and are due on Tuesday, January 10, 2017.
3. Bids for Distribution Valve Maintenance will be advertised on January 18, 2107 with bids scheduled to be received by the District at 8:15am on Wednesday, February 1, 2107.

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

1. Beacon Hill Tank Replacement – review the bid breakdown with the Board. Further review of the bid with the low bidder is underway.
2. Neulist Avenue Electrical Upgrade –Design work is currently underway. Utility mark-out of the site is scheduled for next week.
3. Circle Drive Water Main – a project close out meeting with the contractor is scheduled for next week.
4. A final set of technical specifications for the rehabilitation of Morley Park Boosters 1 and 2 and transfer pumps 1 and 2 were provided to the Superintendent last week.

Peter Fishbein, Esq. reported in executive session

Old / New Business:

It was agreed that the Commissioners will attend a meeting of the Nassau Suffolk Water Commissioners Association on January 16, 2107 in Williston Park. It was agreed that the Commissioners and Superintendent will attend a meeting of the Long Island Water Conference on January 30, 2107 in Syosset.

Robert A. Johnson, CPA, P.C. presented an audit engagement letter dated December 16, 2016 for conducting the annual audit of the Water District. The lump sum fee for the services will be \$15,000. Superintendent Granger advised the Board that the fee is the same as last year. A motion was made by Commissioner Meyer to authorize the professional services. Seconded by Commissioner Germain. The motion was unanimously approved.

D&B Engineers and Architects, P.C. presented a letter dated December 12, 2016 that presents the general retainer for the fiscal year ending December 31, 2017 in the lump sum amount of \$8,000. The retainer fee has remained unchanged. A letter dated December 12, 2016 was also provided for consideration by the Board for the preparation of the 2016 Annual Water Quality Report for the Water District based on a fee not to exceed \$6,200.00. The fee was a slight increase when compared to the prior year. A motion was made by Commissioner Meyer to authorize the professional services related to the general retainer and for the preparation of the 2016 Annual Water Quality Report. Seconded by Commissioner Brackett. The motion was unanimously approved.

Risk Management International LTD provided a proposal to provide risk management and insurance procurement services to the Water District in the lump sum amount of \$8,400 that will be billed on a monthly basis. Superintendent Granger advised the Board that the fee is the same as last year. A motion was made by Commissioner Germain to authorize the professional services. Seconded by Commissioner Meyer. The motion was unanimously approved.

H2M Architects & Engineers provided a proposal dated December 21, 2016 for professional services to create a new valve identification system for the District's 2,000 distribution valves in its GIS system based on a fee not to exceed \$3,500.00. Superintendent Granger advised the Board that the services are recommended for successful implementation of the Distribution Valve Maintenance Program. A motion

was made by Commissioner Germain to authorize the professional services. Seconded by Commissioner Meyer. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$99,308.77 were approved by the Board.

There being no further business to discuss, the meeting was adjourned at 9:10 am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 4, 2017.

---

Peter Meyer, *Secretary*