

January 18, 2017

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 18, 2017 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 January 11, 2017, were read and approved.

The Board further reviewed the District's account balances as follows as of January 18, 2017:

General Checking	\$849,890.21
Money Market	\$975,218.33
Tap Fee Account	\$82,221.60
Repair Reserve Fund	\$416,419.38

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

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services December 2016 \$2,200.00

Superintendent Granger reported on the following:

1. Water District personnel successfully repaired a water main break located in front of 52 Soundview Drive on Wednesday, January 11th.
2. Leak detection survey of the second half of the distribution system is scheduled to commence next week.
3. Reviewed the statement of management safety policy with the Board.
4. Long Island Water Conference Young Professionals group is interested in having a site visit of the Bar Beach Well 6 Packed Tower Facility during the first week of March. The Superintendent will coordinate the site visit with the group. The tour was approved by the Board.
5. Hy-Cert Services, Inc. has agreed to extend hydrant maintenance and inspection pricing to the end of the 2018 calendar year.

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

1. Beacon Hill tank Replacement – Provided the Board with an update on the bid review. Additional information from the low bidder is pending at this time.
2. Circle Drive Water Main – A meeting was held with the contractor last Wednesday to review additional change order claims and to close-out the project.

Old / New Business:

RESOLUTION 2017-16:

On Tuesday, January 10, 2017 the Water District received proposals for performing hydrant maintenance. Requests for proposals were sent to six qualified companies. A total of three quotes were received. The Superintendent recommends that the Water District maintenance program be accelerated at this time to prepare the District for a unidirectional flushing program. Having hydrants in good working order is vital for successful implementation of the flushing program. Hy-Cert Services of Miller Place, New York submitted the low proposal in the unit price amount of \$59.25 per hydrant. Unit pricing has been extended through 2018. The District maintains 1.089 hvdtrants. The Superintendent recommends that at least half of

the hydrants in system have maintenance performed. Therefore, servicing half of the District hydrants (540 units) during 2017 will cost \$31,995 based on the unit pricing provided. Hy-Cert Services has successfully performed similar work for the Manhasset-Lakeville Water District and other municipal entities in the past. Therefore, it is recommended that the above referenced work be awarded to the lowest responsible bidder, Hy-Cert Service.

A motion was made by Commissioner Meyer to award hydrant maintenance work to Hy-Cert Services of Miller Place, New York and not to exceed \$31,995.00 during calendar year 2017. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-17:

A survey of the Water District distribution system revealed a leak on a 6-inch water main located in front of 48 Neulist Avenue at the entrance to the Neulist Avenue water plant. The depth of the water main is approximately 10 feet below grade and will require special shoring and will not be able to be repaired by District personnel. Bancker Construction Corp. has provided a proposal under Nassau County Department of Public Works Requirements Contract No. S80030Z to perform the repair work including road restoration not to exceed \$28,255.45. A motion was made by Commissioner Meyer to approve Resolution 2017-17. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-18:

Proposal submitted by D&B Engineers and Architects for the sanitary inspection of the Neulist Avenue and Sandy Hollow Road water storage tanks for the first half of 2017. Fee for the professional service will be a lump sum of \$2,400. The biannual inspection is required for local health department compliance. A motion was made by Commissioner Meyer to authorize the sanitary water storage tank inspections in the lump sum amount of \$2,400. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-19

Adoption of Statement of Management Safety Policy dated January 11, 2017. A motion was made by Commissioner Germain to adopt a Statement of Management Safety Policy. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2017-20

Upgrade of the Water District web site to be built within a Content Management System that will provide optimal viewing experience on a Smartphone, Tablet and Desktop. The Water District will be able to make edits and updates to the site in a more efficient manner. In addition the Water District will be able to maintain most of the site which will reduce operating expenses. Progressive Marketing Group (PMG) of Melville, New York built and maintains the current District website. PMG has successfully upgraded the websites for the Bethpage and South Farmingdale Water Districts. PMG has provided a proposal based on hourly rates not to exceed \$13,100.00 inclusive of an employee portal. A motion was made by Commissioner Germain authorize upgrade of the Water District for optimal viewing and to reduce operating costs by PMG in accordance with their proposal dated December 19, 2017 in amount not to exceed \$13,100.00 . Seconded by Commissioner Meyer. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$87,086.17 were approved for payment by the Board.

There being no further business to discuss the meeting was adjourned at 9:25am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on January 18, 2017.

Peter Meyer, Secretary