

February 15, 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, February 15, 2017 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 February 8, 2017, were read and approved.

The Board further reviewed the District's account balances as follows as of February 15, 2017:

General Checking	\$839,381.05
Money Market	\$975,218.33
Tap Fee Account	\$85,301.60
Repair Reserve Equipment	\$216,419.38
Repair Reserve Bldg & Grounds	\$200,000.00

Superintendent Granger reported on the following:

1. A fire hydrant was struck by a car near 145 West Shore Road on Sunday, February 12, 2017. The hydrant was significantly damaged and caused a large amount of flooding. Water District personnel responded and successfully stopped the flooding. A police report has been obtained and a claim will be filed with the car owner's insurance company. Work to replace the damaged fire hydrant will be scheduled shortly.
2. Water District personnel successfully repaired a water main break located on Cow Neck Road (near Shore Road) on Monday, February 13th.
3. Leak detection survey of the second half of the distribution system has been substantially completed. A preliminary report has been issued indicated that there may be 11 potential leaks. Water District personnel will review and follow-up. A survey of the 24-inch transmission main only remains.
4. The Water District office closed in observance of the President's Day holiday on Monday, February 20, 2017.

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

1. Beacon Hill Tank Replacement – Conformed contracts have been sent to the contractor for execution. Bonds and insurance documents have been reviewed by the Water District risk management consultant. A preconstruction meeting will be scheduled upon full execution of the contract by the Board.
2. Circle Drive Water Main Replacement – Review Change Order number 7 with the Board.
3. Neulist Avenue Electrical Upgrade – Work on the detailed design document is underway. Will be looking to bid the project during April.

Peter Fishbein, Esq. reported on the following:

1. The Port Washington Fire Department has provided his office with comments on the proposed site use agreement.

2. Will be reviewing the Manhasset-Lakeville Water District and Village of Sands Point intermunicipal agreement with Superintendent Granger after the Board meeting.

Old / New Business:

It was agreed that the Commissioners and Superintendent will attend a meeting of the Long Island Water Conference on February 27, 2017 in Mineola, New York.

RESOLUTION 2017-29

Recent water sampling results for Hewlett Well 4 treated granular activated carbon (GAC) filtration indicates that various volatile organic compounds are approaching half of the regulatory maximum contaminant level. The Superintendent recommends that the GAC be replaced this spring prior to the peak pumping season. The District presently has a contract with Calgon Carbon for the GAC change out services. For this location the cost will be \$82,622 for a 40,000lb change out. The change out can be performed during the month of April. A motion was made by Commissioner Germain to proceed with the carbon change out. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2017-30

Based on the recommendation of the Water District Engineer, Change Order 7 in the amount of \$15,429.22 for Project 2014-01 Circle Drive and Irma Avenue Water Main Improvements should be approved. A motion was made by Commissioner Meyer to approve Resolution 2017-30 and have the Chairman execute the Change Order Documents. Seconded by Commissioner Germain. The motion was unanimously approved.

RESOLUTION 2017-31

Proposals for professional computer programming services for the upgrade of Water District customer service, accounting and system management software have been received and review by District personnel. The Superintendent recommends award to Friendly Bytes Software, Inc. of Hauppauge, New York based on their experience and fee proposal. FBS has demonstrated competent experience for on-line bill payment application implementation and operation. In addition, FBS has extensive GIS integration experience. The fee provided by the firm is for all required system modules and is on a not to exceed basis in the amount of \$49,650. Based on the fee structure the District can realize potential savings if the data conversion and training takes less time than estimated. A motion was made by Commissioner Germain to award the Water District customer service, accounting and system management software to Friendly Bytes Software, Inc. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2017-32

Proposal provided by H2M architects + engineers (H2M) for mapping water quality complaints using the District GIS. Fee for the professional service will be a lump sum of \$2,400. This information is critical for determining strategic water main flushing location in order to reduce water quality complaints. A motion was made by Commissioner Meyer to authorize the mapping of water quality complaints in the lump sum amount of \$2,400. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$87,073.57 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 February 15, 2017.

Peter Meyer, Secretary