

September 27, 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, September 27, 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  
Andrew Jones, The Garland Company, Inc.

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 September 7 and 13, 2017, were read and approved.

The Board further reviewed the District's account balances as follows as of September 27, 2017:

General Checking	\$260,262.29
Money Market	\$475,218.33
Tap Fee Account	\$107,171.60
Repair Reserve Equipment	\$716,419.38
Repair Reserve Bldg & Grounds	\$700,000.00

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

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services August 2017	\$517.95
2. D & B Engineers & Architects, Engineering, Installation pH & Chlorine Analyzers	\$4,680.86
3. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$401.54
4. D & B Engineers & Architects, Engineering, Emergency Response Plan	\$1,040.50

At 8:35am Commissioner Brackett announced that bids would be opened for Contract No. PWWD 2017-07 and SFWD 2017-10 – Purchase of Single Turner Valve Maintenance Trailer with Accessories. Only one bid was received from E.H. Wachs of Lincolnshire, Illinois. The base trailer bid was \$72,050.00 with various items bid for options. Commissioner Brackett requested that the Superintendent review the bid and report his findings and recommendations at the next Board meeting.

Superintendent Granger reported on the following:

1. Provided the Board with a press release for review on public service announcement video developed for smart irrigation controllers.
2. Provide the Board with a recommended revision to the Water District Investment Policy to address "irrevocable letter of credit".
3. Provide the Board with an expense and revenue budget summary through August 30, 2017.
4. Water rate increase public hearing will be scheduled for 7PM, Tuesday November 14, 2017. A notice will be placed in the Port Washington News.
5. Requested reimbursement in the amount of \$280.00 for the renewal of his annual membership with the American Society of Civil Engineers (ASCE). Approved.

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

1. Neulist Electrical Upgrade – the primary electric service conduit and cable has been installed.
2. Beacon Hill Tank Replacement – a proposal has been received and is under review for landscape architectural design services.

3. Ground storage tank inspections will be scheduled in October.
4. Reviewed a proposal for Neulist Tank Investigations and Repairs – Phase 1.

Old / New Business:

It was agreed that the Board meeting scheduled for Wednesday, October 4, 2017 will be canceled.

Andrew Jones of the Garland Company reviewed roof replacement and repair services under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities for the Water District with the Board and Superintendent.

### **RESOLUTION 2017-102**

WHEREAS, a general discussion was held by the members of the Board of Commissioners concerning the certain roof replacement and repairs at the District's Morley Park facilities and the related transfer of funds; and

WHEREAS, the Board of Commissioners has decided to expend a sum not to exceed \$ 150,000.00 for such replacement and repairs and further, authorizes a transfer of funds not to exceed the sum of \$150,000.00 from the building and grounds capital repair reserve fund, in accordance with General Municipal Law, for the roof replacement and repairs at the District's Morley Park facilities.

NOW THEREFORE BE IT RESOLVED that, the Board of Commissioners of the Port Washington Water District, Town of North Hempstead, Nassau County, withdraw a sum not to exceed \$150,000.00 from the building and grounds capital repair reserve fund for the roof replacement and repairs at the District's Morley Park facilities.

This Resolution is adopted subject to a Permissive Referendum.

The above RESOLUTION was offered by Commissioner Peter Meyer and was seconded by Commissioner Mindy Germain.

A roll call vote was taken as follows:

A roll call vote was taken as follows:

Commissioner Brackett Aye

Commissioner Meyer Aye

Commissioner Germain Aye

Approved and so ordered

The Board directed that the following Legal Notice be published in the next issue of the Port Washington News.

### **RESOLUTION 2017-103**

WHEREAS, a general discussion was held by the members of the Board of Commissioners concerning the investigation and repairs at the District's Neulist Water storage facilities and the related transfer of funds; and

WHEREAS, the Board of Commissioners has decided to expend a sum not to exceed \$ 100,000.00 for such replacement and repairs and further, authorizes a transfer of funds not to exceed the sum of \$100,000.00 from the building and grounds capital repair reserve fund, in accordance with General Municipal Law, for the investigation and repairs at the District's Neulist Water storage facilities.

NOW THEREFORE BE IT RESOLVED that, the Board of Commissioners of the Port Washington Water District, Town of North Hempstead, Nassau County, withdraw a sum not to exceed \$100,000.00 from the Building and Grounds capital repair reserve fund for the investigation and repairs at the District's Neulist Water storage facilities.

This Resolution is adopted subject to a Permissive Referendum.

The above RESOLUTION was offered by Commissioner Mindy Germain and was seconded by Commissioner Peter Meyer.

A roll call vote was taken as follows:

A roll call vote was taken as follows:

Commissioner Brackett Aye

Commissioner Meyer Aye

Commissioner Germain Aye

Approved and so ordered

The Board directed that the following Legal Notice be published in the next issue of the Port Washington News.

**RESOLUTION 2017-104**

Proposal provided by D&B Engineers and Architects (D&B) for providing engineering services to for the Neulist Tank Investigations and Repairs - Phase 1 dated September 20, 2017. Fee for the professional service will be based on hourly rates not to exceed \$9,800.00. Sub-consultant fees for land surveying mark out and monitoring wells are estimated to be \$25,000.00. A motion was made by Commissioner Meyer to the authorizes the engineering services in based on hourly rates not to exceed \$9,800.00 and authorize a sub-consultant budget not to exceed \$25,000.00. Seconded by Commissioner Germain. The motion was unanimously approved.

**RESOLUTION 2017-105**

Revision to the Port Washington Water District Investment Policy dated September 11, 2017 to include a provision for "irrevocable letter of credit" as defined by General Municipal Law. A motion was made by Commissioner Germain to adopt the revised policy. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2017-106**

For designating the First National Bank of Long Island, 572 Plandome Road, Manhasset, New York as a legal depository for funds of the Port Washington Water District. A motion was made by Commissioner Germain to designate the First National Bank of Long Island as a legal depository for funds of the Port Washington Water District. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$33,255.83 were approved for payment by the Board.

There being no further business to discuss the meeting was adjourned at 9:55am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on September 27, 2017.

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Peter Meyer, Secretary