

# ***PORT WASHINGTON WATER DISTRICT***

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

**Held: January 3<sup>th</sup>, 2018**

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 3, 2018.

**Present:**            Commissioners:  
David R. Brackett, *Chairman*  
Peter Meyer, *Secretary*  
Mindy Germain, *Treasurer*

**Also Present:** Paul J. Granger, *Superintendent*

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 27, 2017.

**The Board of Commissioners proceeded with the business of appointing the officers for the year 2018, 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 2018-01:    Designation of Depositories (Banks)**

First National Bank of Long Island  
572 Plandome Road  
Manhasset, NY 11030

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

**RESOLUTION 2018-02:    Travel Expenses** – That the Commissioners and Superintendent be allowed all expenses including travel incurred while attending meetings, conventions and other business activities in connection with the water industry pursuant to the provisions of the New York State Office of the State Comptroller Travel Manual.

**RESOLUTION 2018-03:    Commissioners' Compensation (fee):** Meetings and District Business up to \$100 per Diem.

**RESOLUTION 2018-04: Employment of Auditor (CPA):** Robert A. Johnson, CPA  
75 Prospect Street, Suite 402  
Huntington, NY 11743

**RESOLUTION 2018-05: Employment of Attorney:** Bee, Ready, Fishbein, Hatter & Donovan LLP  
170 Old Country Road  
Mineola, NY 11501

**RESOLUTION 2018-06: Employment of Consulting Engineer's:** D & B Engineers & Architects, P.C  
330 Crossways Park Drive  
Woodbury, NY 11797

**RESOLUTION 2018-07: 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 2018-08:** 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 2018-09:** To appoint Paul J. Granger, P.E., Superintendent, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2018.

**RESOLUTION 2018-10:** To appoint Paul J. Granger, P.E., Superintendent, as the safety officer for the Port Washington Water District, effective January 1, 2018.

**RESOLUTION 2018-11:** Reaffirmation by the Board that all policies of the Water District remain in effect for 2018.

**RESOLUTION 2018-12:** The following professional consultants will be retained by the District for the fiscal year 2018:

Computer Programming & Software Support for Billing, General Ledger, Account Payable, Budget, Meter Reading & Cross Connection Control Computer IT Maintenance and Support

- Friendly Bytes Software, Hauppauge, New York.

Water Quality Testing Lab

- Pace Analytical Service Inc., Melville, New York

Insurance

- Salerno Brokerage Corp., Syosset, New York

Insurance and Risk Management Consultant

- Risk Management International LTD, Port Washington, New York

SCADA System (Supervisory Control & Data Acquisition) Computer Programming / Maintenance & Upgrades

- Eagle Control Corp., Yaphank, New York

Security

- Strategic Alarm Concepts, West Hempstead, NY – Intrusion alarm system
- Tyco Integrated Security, Farmingdale, New York – Video Security

Community Relations / Website / Social Media

- Progressive Marketing Group, Inc., Melville, New York – Website and Newsletters
  - Zimmerman Edelson Inc., Great Neck, New York – Special projects and social media

A motion was made by Commissioner Meyer to approve Resolutions 2018-01 through 2018-12. Seconded by Commissioner Germain. The motion was unanimously approved.

The Board further reviewed the District’s account balances as follows as of January 3, 2018:

General Checking	\$341,448.04
General Checking	\$200,000.00
Money Market	\$225,268.31
Tap Fee Account	\$112,446.05
Repair Reserve Equipment	\$950,710.31
Repair Reserve Bldg & Grounds	\$700,155.34

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

1. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$385.23
2. D & B Engineers & Architects, Engineering, Neulist Tank Investigation	\$9,783.13
3. D & B Engineers & Architects, Engineering, Roof Construction Inspections	\$1,418.53
4. D & B Engineers & Architects, Engineering, 2 <sup>nd</sup> Half Sanitary Inspections	\$2,400.00
5. D & B Engineers & Architects, Engineering, Vulnerability Assessment	\$1,641.60
6. D & B Engineers & Architects, Engineering, TONH Leachate Tank (Bond Issue)	\$1,799.42
7. D & B Engineers & Architects, Engineering, Beacon Hill Tank (Bond Issue)	\$20,479.84

Superintendent Granger reported on the following:

1. Water main break was reported at the intersection of Soundview Drive and Bay Drive on Monday, January 1<sup>st</sup>. Water District personnel successfully made the repair.
2. During the month of December, 68.8 million gallons were pumped to the system. The pumpage year to date for 2017 was documented to be 1,309.3 million gallons. When compared to 2016 pumpage was down by 12.3 percent. This reduction in pumpage can be attributed to cooler and wetter weather conditions when compare to the prior year in conjunction with water district conservation and community outreach efforts.
3. The updated Water District emergency response plan and vulnerability assessment was submitted to the Nassau County Department of Health on December 29<sup>th</sup>. A comprehensive update is required every five years however the Water District performs an annual review of both documents on an annual basis.
4. Reported that Wire to Water has completed assessment of the electric cable failure for Neulist Well 3. Issues were also found with the cable and splices for Neulist Well 2. It was determined that a direct bury rated cable can be pulled through the existing conduits. Direct bury cable is recommended due to the water conditions encountered in the electrical manholes. The Superintendent recommends that the work be authorized pursuant the Wire to Water’s proposal dated December 19, 2017. The

work is critical to the pump inspection and replacement work for Neulist Well 3. The contractor will require to mobilize and stage a crane to pull the well pump. In addition power will be required to test the pump therefore it is important that the electrical work be completed as soon as possible to insure that the Well will be in operation for the peak pumping season.

5. Requested permission to attend the New York section of the American Water Works Association Water Utility Council Winter Meeting on January 31 to February 1, 2018 in Saratoga Springs, New York, the cost not to exceed \$ 300.00. Lodging will be paid for by NYSAWWA A motion was made by Commissioner Meyer and seconded by Commissioner Germain to approve the Superintendent to attend this meeting. Carried

Old / New Business:

#### **RESOLUTION 2018-13**

Audit engagement letter and proposal dated December 28, 2017 as provided by Robert A. Johnson, CPA, P.C. for conducting the annual audit of the Water District for the lump sum fee of \$15,000.00. A motion was made by Commissioner Meyer to authorize the professional services. Seconded by Commissioner Germain. The motion was unanimously approved.

#### **RESOLUTION 2018-14**

Proposals dated December 11, 2017 by D&B Engineers and Architects, P.C. for general retainer engineering service for the fiscal year ending December 31, 2018 in the lump sum amount of \$8,000.00 and for the preparation of the 2017 Annual Water Quality Report for the Water District based on a fee not to exceed \$6,500.00. A motion was made by Commissioner Meyer to authorize the professional services related to the general retainer and for the preparation of the 2017 Annual Water Quality Report. Seconded by Commissioner Brackett. The motion was unanimously approved.

#### **RESOLUTION 2018-15**

Proposal dated December 5, 2017 by Bee, Ready, Fishbein, Hatter & Donovan LLP to provide legal representation to the Water District in the lump sum amount of \$26,400.00 that will be billed in equal monthly installments of \$2,200.00. A motion was made by Commissioner Germain to authorize the professional services. Seconded by Commissioner Meyer. The motion was unanimously approved.

#### **RESOLUTION 2018-16**

For the execution of an intermunicipal agreement with the Town of North Hempstead and other special improvement districts within the Town for the retention of an actuarial firm to formulate studies and reports of “other post-employment benefits” liability in order to comply with GASB Statement no. 43 and 45 from January 1, 2018 through December 31, 2018. The proportionate share payable by the Port Washington Water District will be \$3,000.00 as per Schedule A of the Agreement. A motion was made by Commissioner Meyer authorize the execution of the Agreement. Seconded by Commissioner Germain. The motion was unanimously approved.

#### **RESOLUTION 2018-17**

Proposal dated December 21, 2017 as provided by H2M architects +engineers (H2M) for GIS cloud map creation and development. Fee for the professional service will be a lump sum of \$2,500.00. A motion was made by Commissioner Meyer to authorize the mapping of water quality complaints in the lump sum amount of \$2,500.00. Seconded by Commissioner Germain. The motion was unanimously approved.

#### **RESOLUTION 2018-18**

For providing office furniture for Water District operations control room located in the Administration Building. Nickerson Corporation of Bay Shore, New York has provided a proposal dated December 8, 2017 and December 28, 2017 pursuant to NYSOGS Contract PC66261 to furnish, deliver and install furniture, chairs and file cabinets in the amount not to exceed \$4,600.00. A motion was made by Commissioner Germain to approve Resolution 2017-36. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2018-19**

Authorized the emergency replacement of underground cable for Neulist Well 3 and other necessary electrical improvements and repairs. This plant provides significant capacity and is vital to water district operations; therefore, the replacement and repair work is necessary to ensure that the facility will be available for peak and standby needs. Wire to Water, Inc. of Farmingdale, New York has provided a proposal to perform the work in the amount not to exceed \$ 29,300.00. A motion was made by Commissioner Germain authorize the emergency repair work. Seconded by Commissioner Brackett. The motion was unanimously approved

**RESOLUTION 2018-20**

For the Approval of Water District Salary Schedule 2018-01 effective January 1, 2018. A motion was made by Commissioner Meyer approve the Salary Schedule 2018-01. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$42,710.96 were approved by the Board.

A motion was made by Commissioner Germain to enter into executive session to discuss employee matters at 9:05am. The regular meeting resumed at 9:15am.

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

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 3, 2018.

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Peter Meyer, *Secretary*