

October 10, 2018

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, October 10, 2018 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  
Stephen Martir, Esq., Attorney

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 October 3, 2018, were read and approved.

The Board further reviewed the District's account balances as follows as of October 10, 2018:

General Checking	\$92,658.64
Money Market	\$226,794.83
Tap Fee Account	\$129,796.02
Repair Reserve Equipment	\$470,873.98
Repair Reserve Bldg & Grounds	\$514,196.53

Superintendent Granger reported on the following:

1. The Town of North Hempstead budget hearing for Special Improvement Districts is scheduled for 7pm on Thursday, October 25<sup>th</sup>. The hearing will be held at Town Hall.
2. Updated the Board on New York State anti-sexual harassment legislation that was recently signed into law. He will review the new requirements further with the Water District attorney.
3. Reviewed a proposal provided by Robert A. Johnson, CPA, P.C. for 2019 fiscal year accounting services dated October 19, 2018.
4. Completed final review of proposals provided for 2018 auditing services. Based on the qualifications and fee provided, the Superintendent and Water District Accountant recommend award of the 2018 auditing services to Cullen & Danowski, LLP.
5. Discussed the need for development of a master / capital plan for the Water District.

William Merklin P.E. reported on the following:

1. Beacon Hill Tank Replacement – Installation of the landscape irrigation system is underway.
2. Reviewed proposal dated September 28, 2018 to provide professional engineering services for water main improvements on Soundview Drive, Cow Neck Road, Bay Drive and Port Drive.
3. Reviewed proposal dated September 21, 2018 to provide professional engineering services for PCCP pipe assessment assistance.

Stephen Martir, Esq. – Reported in executive session.

Old / New Business

It was agreed that the Board meeting scheduled for October 17, 2018 will be canceled.

A letter was received from Account Clerk Lori Pagano advising the Board that she will be resigning from the Port Washington Water District effective Tuesday, October 30, 2018. The Board accepted her resignation.

**RESOLUTION 2018-114**

Proposal provided by Robert A. Johnson, CPA, P.C. to provide accounting services for fiscal year 2019 based on an hourly billing rate of \$175.00 not to exceed \$12,500.00 A motion was made by Commissioner Meyer to authorize the professional services. Seconded by Commissioner Germain. The motion was unanimously approved.

**RESOLUTION 2018-115**

Proposal provided by Cullen & Danowski, LLP to provide auditing services for fiscal year 2018 based on a lump sum fee in the amount of \$21,500.00. A motion was made by Commissioner Germain to authorize the professional services. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2018-116**

For the Approval of Water District Salary Schedule 2018-08 with effective date of September 28, 2018. A motion was made by Commissioner Germain to approve Salary Schedule 2018-08 with effective date of September 28, 2018. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2018-117**

Proposal provided by D&B Engineers and Architects (D&B) to provide professional engineering services for water main improvements on Soundview Drive, Cow Neck Road, Bay Drive and Port Drive. Fee for the professional service that will include design, bidding, construction services and inspection will be based on hourly rates not to exceed \$193,000.00. A motion was made by Commissioner Meyer to the authorizes the professional engineering services for water main improvements on Soundview Drive, Cow Neck Road, Bay Drive and Port Drive. Seconded by Commissioner Germain. The motion was unanimously approved

**RESOLUTION 2018-118**

Proposal provided by D&B Engineers and Architects (D&B) to provide professional engineering services for PCCP pipe assessment assistance. Fee for the professional service to be based on hourly rates not to exceed \$15,000.00. A motion was made by Commissioner Germain to authorize the professional engineering services for PCCP pipe assessment assistance. Seconded by Commissioner Meyer. The motion was unanimously approved.

A motion was made by Commissioner Germain to enter into executive session to discuss employee matters at 9:00am. The regular meeting resumed at 9:10am.

Checks for payment of claims, due from the Port Washington Water District totaling \$139,006.80 were approved for payment by the Board.

There being no further business to discuss the meeting was adjourned at 9:15am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on October 10, 2018.

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Peter Meyer, Secretary