

September 11, 2019

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 11, 2019 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman  
Peter Meyer, Secretary  
Mindy Germain, Treasurer

Italo Vacchio, Superintendent  
Peter Fishbein, Attorney  
William Merklin, P.E., Engineer  
Michael Savarese, P.E., Engineer  
Michelle Handley, Office Manager

The meeting was called to order by David Brackett, Chairman of the Board of Commissioners, with the Pledge to the flag.

Minutes for the meeting held on September 4 and September 5, 2019, were read and approved.

The Board further reviewed the District's account balances as follows as of September 11, 2019:

General Checking	\$215,105.49
Money Market	\$28,333.33
Tap Fee Account	\$3,738.78
Repair Reserve Equipment	\$342,234.09
Repair Reserve Bldg & Grounds	\$111,536.16

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

1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services August 2019 \$5,561.38

Superintendent Vacchio reported on the following:

1. The repair work at Stonytown Well 10 is almost completed. Pressure testing and chlorination is left to be done before the needed samples can be taken, to get the well back into service.
2. As requested by the Town of North Hempstead the unpaid list of water rents has been forwarded to the Town. There is a total of \$128,952.99 outstanding.
3. The District made the repair at Hewlett Well 4 concerning the water drainage problem.
4. Gregory Gordan from Zimmerman/Edleson advised that the date of October 26<sup>th</sup> is good for the pharmaceutical take back day.
5. A letter was received from the engineer for Dejana Holding requesting the District issue a water availability for 30 Sagamore Hill Drive. This was tabled for review by our attorney and engineer,
6. A copy of a letter that was sent by the Nassau County Police Department to the Port Washington Police Department advising that the County is no longer able to provide the Port Washington Police Department with the use of conduit space. The Port Washington Police Department is now requesting that the District consider allowing the Port Washington Police Department to run their own conduit for the 800MHZ radio system. The Board asked our attorney to reach out to the County attorney who is handling this matter to see if this can be resolved between the County Police Department and the Port Washington Police Department without the need for further conduit in the Southport Tank.
7. As discussed with the Board and after review by our attorney a motion was made by Commissioner Germain and seconded by Commissioner Brackett to adopt the following rules and regulations concerning authorized personnel attending authorized conventions of the Port Washington Water District. Carried

## **TRAVEL**

Public transportation maximum allowable fare will be the actual amount charged and expended for single "air coach fare". If a less expensive fare (i.e., charter flight) is expended, then this less expensive fare will be the maximum allowable fare.

The District will pay the airfare of the authorized official in advance direct to the travel agent or by credit card.

When traveling to and from the airport, the maximum fare shall be the standard fare currently charged by the limousine industry. A receipt is required from the limousine company for payment.

If a personal car is used, the District will reimburse the authorized personnel at the IRS approved mileage rate, plus tolls and parking. Prior approval from the District is needed to use your personal auto.

If it is necessary to rent a vehicle while at an out of town convention, a full-size standard car is authorized.

Advance registration to be paid for by the District.

## **MEALS**

Meals and incidental expenses will be reimbursed at the IRS per diem rate that is applicable to the location of the convention. No meal receipts are required

The District will reimburse all authorized personnel for meals paid while attending official approved conventions. This will include meals incurred traveling one day prior to, and one day after the official convention dates, if travel days are approved by the District in advance.

## **GRATUITIES**

Maximum miscellaneous gratuities to be \$5.00 per day. Meal gratuities are included in the IRS per diem rate.

## **ROOM**

Normal rate (no deluxe accommodations).

The District shall reimburse the expense incurred to attend a convention; include one day before the official opening general membership meeting and one day after the last general membership meeting, if travel days are approved by the district in advance.

The convention officials designate certain hotels for use during the meeting. All authorized personnel should endeavor to use these designated hotels. However, if a non-designated hotel is used, a separate charge for single and double occupancy should be posted as it is with the designated hotels. The District will pay the single rate. The Board of Commissioners must approve all accommodations and rates prior to attending any conference and/or meeting.

If required by hotel, the District will pay advance payment of one night's lodging.

## **LOCAL TRAVEL**

In order to attend meetings and other official functions, the District will reimburse authorized personnel at the IRS approved mileage rate.

Accompanying all claims must be all receipts. Only ORIGINAL bills will be accepted. No copies.

It is the intent of the District to reimburse the personnel for their expense incurred in attending certain conventions. We feel this guide adequately covers the expense involved.

It must be realized that the District never "orders" anyone to attend these conventions. The District AUTHORIZES certain people to attend certain functions.

If someone is not covered by the regulations, the matter should be discussed and finalized at a regularly scheduled meeting of the Board of Commissioners BEFORE you attend the convention.

If you are authorized to attend a convention and wish to attend, these rules are to be abided by.

8. D&B reviewed the cost proposal by NewGen Strategies and Solutions to provide a water rate study. The following recommendations were made to approve the proposal in the amount \$34,500.00 with the following noted clarification:

- The proposed staff shall be maintained for the life of the project
- The District should request that up to 3 three feasible alternative rate structures be presented along with a recommendation for the “best” alternative
- The final report shall be delivered within 2 weeks following the District’s comments on the draft report
- Confirm that the work will be invoiced on a “not-to-exceed” basis rather than a “lump sum” basis
- The rates shall be guaranteed for the life of the project rather than through the end of the year, since the work will extend into the beginning of 2020.

The Board directed the Superintendent to send a letter to NewGen asking them to provide a contract with the items as recommended by the D&B.

The Board directed that the legal notice for publication for the Commissioner’s election on December 10, 2019 must be sent to the Port News, the District’s website and also sent to the Town of North Hempstead to be put on the Town’s website. The notice is as follows:

Notice is hereby given that an Annual Election will be held on the 10<sup>th</sup> day of December, 2019 at the Polish American Citizens Association, Inc., 5 Pulaski Place, Port Washington, NY 11050, between the hours of 12:00p.m. and 9:00p.m., for the purpose of electing one (1) Commissioner of the District for the term of three (3) years, commencing January 1, 2020.

Notice is further given that pursuant to Subdivision “20” of Section 215 of the Town Law, a Resolution has been duly adopted by the Commissioners of such District providing that candidates for the District shall file their names with the Secretary of the District or at the District office no later the 3:30 p.m. on November 7, 2019 and in addition, require that such nomination be submitted in Petition form, as provided by the District and available at the District office during regular business hours, subscribed by not less than twenty-five (25) qualified registered voters of the District.

A letter was received from D&B submitting a proposal to provide engineering service for phase 2 and 3 of the improvements to the electrical system at the Neulist Avenue Station, also included are miscellaneous building repairs identified during the capital plan.

The following not to exceed fees are as follows:

Preliminary Design	\$20,000.00
Detailed Design	\$284,000.00
Bidding & Construction Service	\$238,000.00
Total	\$542,000.00

A motion was made and seconded to approve and accept D&B’s proposal. Carried

A letter was received from the NYS Environmental Facilities Corporation requesting additional materials to process for the release of funds under this grant. D&B will follow up with the needed info.

William Merklin and Michael Savarese, P.E. reported on the following:

1. The Soundview Water Main Project was awarded to Bancker Construction. Awaiting bonds and insurance.
2. Morley Park AOP Treatment – Still awaiting comments from Nassau County with proposed easement, building floor plan and building elevations.
3. Hewlett AOP Treatment – Confirmed with NCDH that full SOCs are not required, only sampling for

ethylene dibromide. Review and signature of grant application package.

4. Stonytown AOP Treatment - Review and signature of grant application package. Still awaiting comments from NCDOH and NYSDOH on pilot protocol that was submitted for review.
5. Stonytown Facility Investigation – Bensin Contracting completed piping work and pressure testing. Completing small diameter piping.
6. Southport Antenna Inspections – Site meeting conducted on Friday 9/6. Port Washington Police vendor providing updated, alternative drawings for D&B’s review as Nassau County Police Department was not able to allow them use of their conduits. Also, D&B completed initial review of the project drawings for best practices and structural and submitted their comments and is still awaiting the revised submittal.
7. Capital Plan / Bond Planning – Preparing draft report in conjunction with hydraulic modeling development.
8. Hydraulic Modeling – Building hydraulic model with use of data received from the District and GIS files from H2M.

Checks for payment of claims, due from the Port Washington Water District totaling \$81,990.32 were approved for payment by the Board.

A motion was made by Commissioner Brackett to go into executive session for employee matters at 9:04am. The regular meeting resumed at 9:20am.

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 September 11, 2019.

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Peter Meyer, Secretary