

July 1, 2020

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, July 1, 2020 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.

Minutes for the meetings held on June 24, 2020 were read and approved.

The Board further reviewed the District's account balances as follows as of July 1, 2020:

General Checking - FNBLI	\$30,606.41
General Checking – Dime	\$239,468.48
Money Market	\$28,516.31
Tap Fee Account	\$21,810.15
Repair Reserve Equipment	\$207,048.71
Repair Reserve Bldg & Grounds	\$112,256.54

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

1. D & B Engineers & Architects, Engineering, Pilot Testing Hewlett Well 4(Bond Issue)	\$33,509.21
2. D & B Engineers & Architects, Engineering, Pilot Testing Stonytown Well 10(Bond Issue)	\$13,924.20
3. Bancker Construction, Soundview Water Main Improvements Req.#3, Bond Issue	\$420,017.23

The Board on a motion went into executive session at 8:05am.

The regular meeting was resumed at 8:40am.

A letter was received from the owner of 32 Prospect Avenue complaining about her water bill. The Board was advised that the District had twice checked the bill and the reading was correct. The Board after careful review of all the information directed that Mrs. Harkness needs to be advised that the bill stands as issued.

A motion was made and seconded to adopt the following "Capital Asset Management Policy". The purpose of the policy is one to describe the policies and procedures utilized in the Port Washington Water District's capital management system and two put in place guidelines for accounting for and depreciating the Port Washington Water District's capital assets. Carried.

Superintendent Vacchio reported on the following:

1. Reviewed the June pumpage report with the Board.
2. Advised the Board the unpaid water rent letters were mailed out to the consumers who have outstanding unpaid bills. The total outstanding is \$196,921.50.
3. Reviewed with the Board the recent DEC Bulk Storage Inspection.

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

1. Soundview Water Main Replacement – Bancker is finishing punch list items this week. D&B and PWWD are meeting to review change orders submitted by Bancker on Tuesday 7/7. Coordinating with Village of Port Washington North for top course pavement.
2. Hewlett AOP Treatment - Review of District comments on Basis of Design Report. Review of “Budget Check” document provided with the Basis of Design Report. Reviewed EFC forms.
3. Neulist Station Electrical and Miscellaneous Improvements - Review of proposal from licensed land surveyor for determining access road property and existing easements.
4. Stonytown AOP Treatment - Reviewed EFC forms. Preparing draft building plan, schematic and site plan.
5. NYSDEC Inspection/ Spill Prevention - Assistance with comment/response and action items following the NYSDEC inspections.

Checks for payment of claims, due from the Port Washington Water District totaling \$19,528.23 were approved for payment by the Board.

There being no further business to discuss the meeting was adjourned at 9:10am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on July 1, 2020.

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Peter Meyer, Secretary