

PORT WASHINGTON WATER DISTRICT

Organizational Meeting of the BOARD OF COMMISSIONERS

Held: January 12th, 2022

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 12, 2022.

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

Also Present: Italo J. Vacchio, Superintendent
William DeWitt, District Attorney
William Merklin, District Engineer
Michael Savarese, District Engineer
Michelle Handley, Office Manager
Greg Gordon, Z&E
Michael Conn, Z&E

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 22, 2022.

The Board of Commissioners proceeded with the business of appointing the officers for the year 2022, as follows:

- | | | |
|-----------|----------------------|---------------------------------|
| 1. | Chairman: | <u>David R. Brackett</u> |
| | Nominated by: | <u>Peter Meyer</u> |
| | Seconded by: | <u>Mindy Germain</u> |
| 2. | Secretary: | <u>Peter Meyer</u> |
| | Nominated by: | <u>Mindy Germain</u> |
| | Seconded by: | <u>David R. Brackett</u> |
| 3. | Treasurer: | <u>Mindy Germain</u> |
| | Nominated by: | <u>Peter Meyer</u> |
| | Seconded by: | <u>David R. Brackett</u> |

RESOLUTION: **Designation of Depositories (Banks)**

Dime Community Bank
805 Port Washington Boulevard
Port Washington, NY 11050

M & T Bank
1 M & T Plaza
Buffalo, NY 14203

RESOLUTION: Travel Expenses – That the Commissioners and Superintendent be allowed all expenses including travel incurred while attending meetings, conventions and other business in connection with the water industry.

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

RESOLUTION: Employment of Accountant (CPA): Robert A. Johnson, CPA
75 Prospect Street, Suite 402
Huntington, NY 11743

RESOLUTION: Employment of Auditor (CPA): R.S. Abrams & Co., LLP
3033 Express Drive North
Islandia, NY 11749

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

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

RESOLUTION: Official Newspaper: Newsday / Port Washington News / Port Times
Either or all will be used according
to the direction of the Board of Commissioners.

RESOLUTION: 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: To appoint Italo J. Vacchio, Superintendent and Michelle Handley, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2022.

RESOLUTION: To appoint Italo J. Vacchio, Superintendent and Michelle Handley, as Records Management Officer (RMO) for the Port Washington Water District, effective January 1, 2022.

RESOLUTION: To reaffirm all existing policies of the Port Washington Water District.

A motion was made by Commissioner Meyer and seconded Commissioner Germain to approve all above Resolutions. The motion was unanimously approved.

The Board further reviewed the District's account balances as follows as of January 12, 2022:

General Checking	\$2,839,728.09
Money Market	\$28,648.49
Tap Fee Account	\$37,683.12
Repair Reserve Equipment	\$187,151.36
Repair Reserve Bldg & Grounds	\$212,779.61

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

1. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$734.24
2. D & B Engineers & Architects, Engineering, PWFD Antenna Beacon Hill Tank	\$1,904.07
3. D & B Engineers & Architects, Engineering, Water Main Daly School	\$2,380.18
4. D & B Engineers & Architects, Engineering, Hewlett Transformer Relocation (Bond Issue)	\$3,268.68
5. D & B Engineers & Architects, Engineering, AOP Treatment Hewlett Well 4 (Bond Issue)	\$5,893.00
6. D & B Engineers & Architects, Engineering, WIIA Grant for S.H. & Neulist Ave(Bond)	\$8,390.99
7. D & B Engineers & Architects, Engineering, EFC Grant AOP Stonytown 10 (Bond Issue)	\$13,831.41
8. D & B Engineers & Architects, Engineering, AOP Morley Park (Bond Issue)	\$17,562.95
9. Village of Port Washington, Paving Soundview Water Main Project (Bond Issue)	\$51,936.00

A letter was received from D&B regarding a proposal for appointment as District Engineer for the year 2022. The General Retainer for the year will be \$8,000.00. After careful review of the proposal, a motion was made by Commissioner Meyer and seconded by Commissioner Brackett to approve the proposal. The motion was carried as all Commissioners voted in favor.

A letter was received from D&B regarding a proposal for preparing the 2021 Annual Water Quality Report (AWQR) for the District. The fee not to exceed \$8,000.00. After careful review of the proposal, a motion was made by Commissioner Germain and seconded by Commissioner Meyer to approve the proposal. The motion was carried as all Commissioners voted in favor.

A letter was received from D&B regarding a proposal for continuing engineering services to supplement and maintain the existing database to store and monitor nitrate and chloride data through 2022. The fee not to exceed \$5,000.00. After careful review of the proposal, a motion was made by Commissioner Meyer and seconded by Commissioner Brackett to approve the proposal. The motion was carried as all Commissioners voted in favor.

Michelle Handley reported on the following:

1. Pilot check for April to June 2021 was received in the amount of \$5,699.55.
2. Robert Johnson will be coming in Thursday January 13th to start closing the year.
3. Reviewed with the Board, the December pumpage report and total pumpage for 2021.

Jasper Skliba reported on the following:

1. On Sunday January 9, 2022, the District had a main break in front of 72 Soundview Drive the District made the repair.

Michael Savarese, P.E. reported on the following:

1. Hewlett Transformer Relocation – On-site work complete.
2. Stonytown AOP Treatment - Discuss coordination with the Village of Flower Hill for meeting. Review Draft Frequently Asked Questions document and project photos.
3. Morley Park AOP Treatment - Provided project drawings for Tal's review. Scheduled to have a call this afternoon with Tal to review final questions and any comments. Will begin advertisement next Tuesday January 18th in accordance with the bidding schedule.
4. Lead and Copper - Coordinating with District for requirement associated with new rule and inventory requirements. Review LCRR summary document.
5. Hewlett AOP Treatment - Reviewed Plumbing Contract Rebid evaluation.

It is D&B's recommendation that the Port Washington Water District award Contract 2021-05 Plumbing 1,4-Dioxane, PFOA AND PFOS Treatment Hewlett Well No. 4 to Philip Ross Industries in the amount of \$2,370,000.00 with a clause in regards to complying with the EFC requirement for disabled Veteran's. The Board reviewed and a motion was made by Commissioner Meyer and seconded by Commissioner Brackett to award the contract. Carried

Greg Gordon from Z&E went over several water conservation ideas for 2022. A virtual training event for irrigation contractors is set up for February 10, 2022 via zoom.

At 9:40am, a motion was made to go into executive session. Carried

At 10:10am, the regular meeting was resumed.

Checks for payment of claims, due from the Port Washington Water District totaling \$62,930.08 were approved by the Board.

There being no further business to discuss, the meeting was adjourned at 10:15am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 12, 2022.