

PORT WASHINGTON WATER DISTRICT

Organizational Meeting of the BOARD OF COMMISSIONERS

Held: January 11th, 2023

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 11, 2023.

Present: Commissioners:

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

Also Present: Paul Prignano, Superintendent
William DeWitt, District Attorney
William Merklin, District Engineer
Michael Savarese, District Engineer
Michelle Handley, Office Manager

Also Present: Francine Furtado, Resident

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 21, 2022.

The Board of Commissioners proceeded with the business of appointing the officers for the year 2023, 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>David R. Brackett</u> |
| | Seconded by: | <u>Mindy Germain</u> |
| 3. | Treasurer: | <u>Mindy Germain</u> |
| | Nominated by: | <u>David R. Brackett</u> |
| | Seconded by: | <u>Peter Meyer</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 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 Paul Prignano, Superintendent and Michelle Handley, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2023.

RESOLUTION: To appoint Paul Prignano, Superintendent and Michelle Handley, as Records Management Officer (RMO) for the Port Washington Water District, effective January 1, 2023.

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 11, 2023:

General Checking	\$2,065,356.37
Money Market	\$28,677.09
Tap Fee Account	\$60,273.44
Repair Reserve Equipment	\$1,688,146.63
Repair Reserve Bldg. & Grounds	\$1,725,024.20

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

1. D & B Engineers & Architects, Engineering, Nitrate & Chloride Tracking Reports	\$609.00
2. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$737.01
3. D & B Engineers & Architects, Engineering, Hydraulic Modeling & Evaluation	\$1,831.09
4. D & B Engineers & Architects, Engineering, Design & Permitting Pressure Washing BH Tank	\$1,881.14
5. D & B Engineers & Architects, Engineering, Site Plan Potential Tank Evaluation	\$2,240.59
6. D & B Engineers & Architects, Engineering, VA & ERP	\$2,862.74
7. D & B Engineers & Architects, Engineering, Water Conservation & Capital Plan Presentation	\$4,492.80
8. D & B Engineers & Architects, Engineering, PFAS Tracking	\$4,970.22
9. D & B Engineers & Architects, Engineering, Neulist Electrical Improvements (Bond Issue)	\$3,357.98
10. D & B Engineers & Architects, Engineering, AOP Stonytown 10 (Bond Issue)	\$9,042.81
11. D & B Engineers & Architects, Engineering, AOP Hewlett (Bond Issue)	\$10,031.44
12. D & B Engineers & Architects, Engineering, AOP Morley Park & Grant (Bond Issue)	\$29,762.64
13. Fortunato Sons Contracting Inc., Req.#9 Hewlett AOP General Construction (Bond Issue)	\$73,214.72
14. J. Antony Enterprises Inc., Req.#2 Morley AOP General Construction (Bond Issue)	\$263,316.25

A letter was received from D&B regarding a proposal for appointment as District Engineer for the year 2023. The General Retainer for the year will be \$14,000.00. 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 2022 Annual Water Quality Report (AWQR) for the District. The fee not to exceed \$8,800.00. After careful review of the proposal, a motion was made by Commissioner Meyer and seconded by Commissioner Germain 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 2023. 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 Germain 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 engineering services for assisting the District with the completion of the remaining quarterly reporting for the deferral renewal. The fee not to exceed \$10,000.00. After careful review of the proposal, a motion was made by Commissioner Germain and seconded by Commissioner Brackett to approve the proposal. The motion was carried as all Commissioners voted in favor.

A letter was received from Z&E Creative Communications regarding an agreement for 2023 for retaining them for public information outreach in the amount of \$42,000.00. After careful review of the proposal, a motion was made by Commissioner Meyer and seconded by Commissioner Germain to approve the proposal. The motion was carried as all Commissioners voted in favor.

Superintendent Prignano reported on the following:

1. Attended a meeting at Hewlett Well 4 with Mike Savarese from D&B 4, testing of the new AOP should begin mid to late March.
2. The contractor at Morley is pouring the foundation walls today.
3. There is a pre-construction meeting tomorrow January 12th at Stonytown Well#10.
4. In regards to Neulist meeting to review timeline schedule.

5. The caustic gage at Well#7 is not working, received two quotes one from Eagle Control in the amount of \$36,750.00 and one from Atlantic Wells in the amount of \$38,200.00. A motion was made by Commissioner Meyer and seconded by Commissioner Brackett, to hire Eagle Control for an emergency repair associated with the caustic gage at Well#7.

Jasper Skliba reported on the following:

1. The District had three main breaks – December 20th on Shadyside Avenue, December 28th on Lewyt Street and December 31st on Hemlock Road, all three main breaks were circular cracks on 6inch water mains. District personnel made the repairs.
2. At Neulist Avenue station leak at #6 booster vault, it was a ring crack and District personnel made the repair.

Michelle Handley reported on the following:

1. The high bill at 7 Murray Avenue was due to a leak in their irrigation system and when the District saw that the usage was extremely high, we checked the reading and called and spoke to the owner who informed us that there was a drip line that was running continuously. The owner did call the District two months later in regards to the bill asking for it to be forgiven since it was a leak and was told that the District cannot adjust or forgive bills due to leaks.

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

1. Deferral – Completed the Quarterly report for fourth quarter.
2. PWWPCD Coordination – Reviewed draft response letter to PWWPCD regarding new source of water for sewer flushing prepared by Z&E.
3. Town of North Hempstead Bonds – Preparing spreadsheet to assist District with funding allocations required for period from February through August of 2023.
4. Stonytown AOP Treatment - Pre-construction meeting scheduled for Thursday 1/12 on site.
5. Morley Park AOP Treatment - Weekly update. Formwork for GAC section of building nearly completed, addressed issue with temporary water service to DPW building and police booth Two-week look ahead includes: Concrete placement on Wed 1/11, waterproofing and backfill at GAC section of building, replacement of 6” irrigation pipe. Reviewed GC’s CO #1 and CO#2 revised proposal.
6. Hewlett AOP Treatment - Weekly update. Well video inspection completed 12/28. Railing installed around booster building. Conducting Contractor scheduling meeting Tuesday 1/10. Projected work for next two weeks: ACS to clean well, additional plumbing and electrical. Topographic survey- Onsite work completed on Friday 1/6.
7. Neulist Station Electrical and Miscellaneous Improvements - Review EFC credit proposal (\$5,000) from JVR. Review color preferences for generator and building submittals. Discuss shop drawing submittals for HVAC equipment. Conducted site meeting regarding replacement of flow meter and vault.
8. VA/ERP – Reports completed and submitted to DOH in December 2022.

William DeWitt reported that he and Mike Savarese met with Mike Dwyer and reviewed the District’s draft of the proposed irrigation code.

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

At 10:15am, the regular meeting was resumed.

Checks for payment of claims, due from the Port Washington Water District totaling \$204,099.30 were approved by the Board.

There being no further business to discuss, the meeting was adjourned at 10:20am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 11, 2023.

Peter Meyer, Secretary