

Final: January 15, 2019

**MEETING OF THE BOARD OF DIRECTORS OF  
THE WATER AUTHORITY OF GREAT NECK NORTH  
HELD ON DECEMBER 10, 2018,  
AT 50 WATERMILL LANE, GREAT NECK, NEW YORK.**

**PRESENT:**

Michael C. Kalnick, Chairperson  
Jean Celender, Director  
Jay Johneas, Director  
Carol Frank, Director  
Michael Smiley, Director

Village of Kings Point  
Village of Great Neck Plaza  
Village of Great Neck  
Town of North Hempstead  
Village of Great Neck Estates

**ALSO PRESENT:**

Ralph J. Kreitzman, Vice-Chairperson  
Gregory Graziano, Superintendent  
Michael Rispoli, Assistant Superintendent  
Sue Huang, Civil Engineer  
Judith Flynn, Treasurer  
Debra Ray, Secretary  
Stephen G. Limmer, Counsel  
Keith Kelly, Senior Vice President/Partner

Water Authority of Great Neck North  
Water Authority of Great Neck North  
Water Authority of Great Neck North  
Water Authority of Great Neck North  
Water Authority of Great Neck North  
Water Authority of Great Neck North  
McLaughlin and Stern, LLP  
CDM Smith, Consulting Engineers

**NOT PRESENT:**

Dan Levy, Director  
Susan Lopatkin, Director  
Steven Weinberg, Director  
Robert Graziano, Deputy Chairperson

Village of Saddle Rock  
Village of Kensington  
Village of Thomaston  
Water Authority of Great Neck North

The Board meeting was called to order at 6 p.m. Five members (Chairperson/Director Kalnick, Directors Celender, Johnas, Frank, and Smiley) were present, constituting a quorum.

On the motion of Director Frank, seconded by Director Smiley, by Resolution #18-12-01, the Minutes of the Board's November 19, 2018, meeting were reviewed by the Directors and were approved. The vote was 5 for, 0 against, 0 abstentions. A copy of the Minutes is on file with the Secretary.

On the motion of Director Smiley, seconded by Director Frank, by Resolution #18-12-02, the Board reviewed and approved the Abstract of Claims. The vote was 5 for, 0 against, 0 abstentions. A copy of the Abstract is on file with the Secretary.

On the motion of Director Celender, seconded by Director Smiley, by Resolution #18-12-03, the Board reviewed and approved the Treasurer's Monthly Report. The vote was 5 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

The Treasurer advised that Satty, Levine & Ciacco, CPAs, P.C. sent their Engagement and their Audit Engagement Letters, both dated November 30, 2018, for signature. The Board had approved the retention of Satty, Levine & Ciacco, CPAs, P.C., as the Authority's External Auditor for 2017 at the October 2017 Board meeting, and on the motion of Director Smiley, seconded by Director Frank, by Resolution #18-12-04, the Board approved the two engagement letters. The vote was 5 for, 0 against, 0 abstentions. Copies of the engagement letters are on file with the Secretary.

The Treasure also advised that in connection with an audit of the Authority's financial statements, each Director must complete a Related Party Confirmation questionnaire. The questionnaires are to be completed and returned to auditors Satty, Levine & Ciacco, CPAs, P.C. at the address provided.

Keith Kelly presented the Engineer's Report:

1. **SMLP Project** – Improvements at several well sites to address flooding issues including the raising of well houses above flood elevations. **<EFC has granted extension until September 2021>**

Well 2A – Demolition of existing building and construction of new well house that will be approximately 8 feet higher than existing. Reusing the existing well but replacing the existing pump with a new one. Includes new chemical feed system and generator in enclosure. Anticipated construction start of September 2019.

- Project has been submitted to both NYSDOH and NCDOH and is out to bid. February 2019 award is anticipated.

Well 5 – Additional options are being evaluated for the site and may be implemented depending upon how much EFC monies are available once the costs associated with the other wells are determined.

Well 6 – Demolition of portion of existing building and construction of new well pump portion of building such that new pump and associated equipment is above flood elevation. Project will be bid in spring 2019 and anticipated construction start is September 2019.

- Working on the preliminary design submission.

Well 8 – Demolition of existing building and construction of new well house (existing building is below grade and therefore potentially subject to flooding). An isolation test was performed in February/March 2018 to determine if the well casing was leaking as well as a cement bond log installed to evaluate the integrity of the cement seal within the annulus between the well casing and the surrounding formation. The findings of this test were that the screen is in good condition and no leaks were found. Anticipated construction start is September 2020.

- Had additional conference calls/meetings with Authority to discuss options.
2. **Weybridge Road Tank Catwalk Structural Project** – Funding to be provided by cellular companies for improvements to catwalk for new antenna to be installed on tank.
    - No funding has been received by the Authority. CDM Smith provided anticipated cost increase based on discussions with Contractor and the carriers are to provide funding for the work that is slated for spring 2019.
  3. **SCADA Upgrade** – Installation of new control panels, communications equipment, and associated work at all Authority facilities/sites so that all SCADA equipment is consistent and up-to-date. Work at some sites is being funded through SMLP program.
    - Shop drawings have been reviewed for Well 9 and A-Plant and we are awaiting resubmission on a few outstanding comments. The Wildwood Booster station submittal has also been received and is under review by CDM Smith.
    - CDM Smith and Authority staff have finalized the SCADA report requirements and provided them to Eagle Control so that it can proceed with report development.
  4. **2018 Water Main Improvements** – Replacement of approximately 14,124 feet of water main including valves, hydrants, and services in Great Neck Estates, Saddle Rock Estates, and Great Neck Plaza.
    - All main and services are installed. Remaining work includes pavement restoration, lawn restoration, and miscellaneous punch list items. Due to the time of year, the remaining lawn restoration, including seeding, will be done in spring 2019. However, all properties that were disturbed will be freshly topsoiled in the coming weeks.
  5. **Greenway Terrace Water Main** – Installation of approximately 800 feet of water main for new development.
    - No change since last meeting. Developer's contractor is running behind schedule.
  6. **Well 7 Electrical and Instrumentation Upgrades** – Various upgrades to improve reliability including new electrical service, motor control center, transformer, wiring, and chemical safety panel. This work is being performed as a change order to the SCADA Upgrade project.
    - Eagle Control has been submitting shop drawings and the demolition work is scheduled to be initiated on Monday, 12/10.
  7. **East Shore Road Water Main Improvements** – Replacement of approximately 8,000 feet of water main including valves, hydrants, and services along East Shore Road, from approximately Twin Ponds/Foxwood Road to Hick's Lane. Project will be designed in 2018 with anticipated construction in 2019.
    - Final Design will be submitted by 12/14. Anticipate issuing for bid in January.
  8. **Middle Neck Road Water Main Improvements** – Replacement of approximately 10,000 feet of water main including valves, hydrants, and services along Middle Neck Road, from approximately Appletree Lane to Great Neck Road. Project will be designed in 2019 with anticipated construction in 2020, dependent upon County paving plans/schedule.
    - Working on design.

9. **Hydraulic Model** – Development of a hydraulic (computer) model of the Authority’s water system to be used to evaluate future improvements, developments, etc. Model will be calibrated to real conditions by conducting hydrant flow tests.
  - Model is complete and calibrated.
  - It is ready to run scenarios.
10. **Pheasant Run Water Main Extension** - Installation of approximately 1,280 feet of water main for new development.
  - Submitted proposal for Authority review.

Michael Rispoli presented the Assistant Superintendent’s Report

Assistant Superintendent Rispoli informed the Board of the proposal for Professional Engineering Services by CDM Smith for the Pheasant Run Water Main Project. He explained that the Authority is in receipt of full payment from the developer in the amount of \$26,500 for the design of a 6-inch looped water main extension on Pheasant Run in Kings Point. The developer will pay the full cost of the project. Assistant Superintendent Rispoli recommended that the Board award/authorize CDM Smith to begin design. On the motion of Director Frank, seconded by Director Smiley, by Resolution #18-12-05, the Board reviewed and approved the proposal for Professional Engineering Services by CDM Smith for the Pheasant Run Water Main Project. The vote was 5 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

Gregory Graziano presented the Superintendent’s Report:

On the motion of Director Frank, seconded by Director Johnneas, by Resolution #18-12-06, the Board reviewed and approved the schedule for the regular monthly meeting in 2019, as follows: January 14, February 11, March 25, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 9. The vote was 5 for, 0 against, 0 abstentions. A copy of the schedule will be posted on the Authority’s website and will be posted at the Authority’s office on Watermill Lane.

On the motion of Director Smiley, seconded by Director Johnneas, by Resolution #18-12-07, the Board accepted CDM Smith’s proposal, by letter dated November 29, 2018, to provide Annual Engineering Services for 2019 as the Authority’s Engineer. The monthly fee for services is \$775.00, plus a not to exceed fee of \$3,000.00 for Albert Risk Management Consultants to certify the amounts of insurance. Gary Stuart, P.E., will attend the monthly Board of Director meetings. Keith Kelly, P.E., will serve as the Officer-in-Charge, handling all contractual issues. The vote was 5 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

The Robert Kessler Agency, by letter dated December 4, 2018, submitted its recommendation that the Authority renew its insurance with Houston Casualty (“HCC”) (Tokio Marine) for the period 12/28/18 through 12/28/19. The HCC Program is rated “A++” and is a New York State Licensed carrier that is protected by the New York State Guarantee Fund. The renewal carries forward the three-year guarantee for the rate, so that while the premiums can change due to changes in exposure (i.e. losses, payrolls, and vehicles), the rate itself will not change. The rate guarantees do not bind the Authority to the carrier for three years; annual renewals will be at the option of the Authority. The premium was \$125,883.00 in 2018 and will be \$125,710.07. Based upon that recommendation, on the motion of Director Johnneas, seconded by Director Smiley, by Resolution #18-12-08, the Board authorized the Robert Kessler Agency to renew the Authority’s insurance with Houston Casualty in accordance with the Robert Kessler Agency’s letter dated December 4, 2018, for the period 12/28/18 through 12/28/18. The vote was 5 for, 0 against, 0 abstentions. A copy of the letter is on file with the Secretary.

On the motion of Director Celender, seconded by Director Johnneas, by Resolution #18-12-09, the Board approved the reappointment of Director Smiley as Chairperson and Member of the Governance Committee for terms of 3 years, from January 1, 2019, to December 31, 2022. The vote was 5 for, 0 against, 0 abstentions.

On the motion of Director Celender, seconded by Director Johneas, by Resolution #18-12-10, the Board approved the re-adoption of the following existing Policies subject to such recommended changes as the Audit and Governance Committees may make in the future, if any: Authority Mission Statement and Performance Measures; Procurement Policy; Investment Policy; Policy for the Disposition of Property; Defense and Indemnification Policy; Salary, Compensation, and Reimbursement Policy; Time and Attendance Policy; Travel and Meetings Policy; Whistleblowing Policy; Non-Harassment Policy; Workplace Violence Prevention Program Policy Statement; and Sexual Harassment Prevention Policy. The vote was 5 for, 0 against, 0 abstentions. Copies of the policies are on file with the Secretary and will be posted on the Authority's website.

The meeting was adjourned at 6:25 p.m.

Approved by Secretary:

A handwritten signature in cursive script, appearing to read "Delana Ray".

Date: January 15, 2019