

**MEETING OF THE BOARD OF DIRECTORS OF
THE WATER AUTHORITY OF GREAT NECK NORTH
HELD ON DECEMBER 9, 2019,
AT 50 WATERMILL LANE, GREAT NECK, NEW YORK.**

PRESENT:

Michael C. Kalnick, Chairperson
Jean Celender, Director
Carol Frank, Director
Jay Johnas, Director
Dan Levy, Director
Susan Lopatkin, Director
Michael Smiley, Director
Steven Weinberg, Director

Village of Kings Point
Village of Great Neck Plaza
Town of North Hempstead
Village of Great Neck
Village of Saddle Rock
Village of Kensington
Village of Great Neck Estates
Village of Thomaston

ALSO PRESENT:

Ralph J. Kreitzman, Vice-Chairperson
Robert Graziano, Deputy 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
William Jackson, Partner
Ronald Busciolano, Supervising Hydrologist
Amy Simonson, Hydrologist

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
Water Authority of Great Neck North
McLaughlin and Stern, LLP
CDM Smith, Consulting Engineers
Hawkins Delafield & Wood LLP
U.S. Geological Survey
U.S. Geological Survey

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

On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #19-12-01, the Minutes of the Board's November 18, 2019, meeting were reviewed by the Directors and were approved. The vote was 7 for, 0 against, 0 abstentions. A copy of the Minutes is on file with the Secretary.

On the motion of Director Levy, seconded by Director Johnneas, by Resolution #19-12-02, the Board reviewed and approved the Abstract of Claims. The vote was 7 for, 0 against, 0 abstentions. A copy of the Abstract is on file with the Secretary.

On the motion of Director Levy, seconded by Director Smiley, by Resolution #19-12-03, the Board reviewed and approved the Treasurer's Monthly Report. The vote was 7 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

Treasurer Judith Flynn advised that Satty, Levine & Ciacco, CPAs, P.C. sent their proposed Audit Engagement Letter and their proposed Engagement Letter to examine the Investment Report and its compliance with Part 201.3 of Title Two of the New York Code of Rules and Regulations, both dated November 19, 2019. The Board had approved the retention of Satty, Levine & Ciacco, CPAs, P.C., as the Authority's External Auditor at the October 2017 Board meeting for the Board's 2018 fiscal year, with an option for the Authority to annually renew the engagements for two additional one-year periods. 2020 will be the last renewal period. The Treasurer stated that she has been very satisfied with their services and recommended renewing the engagements for next year. Based upon that recommendation, on the motion of Director Levy, seconded by Director Celender, by Resolution #19-12-04, the Board approved the two engagement letters, the Audit Engagement Letter, with a not to exceed fee of \$14,600 for the financial audit, and a not to exceed fee of \$7,000 for the Single Audit (Uniform Guidance); and the Engagement Letter to examine the Investment Report and its compliance with Part 201.3 of Title Two of the New York Code of Rules and Regulations, for a not to exceed fee of \$1,575. The vote was 7 for, 0 against, 0 abstentions. Copies of the engagement letters are on file with the Secretary.

The Treasurer 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 were distributed and the Directors were asked to complete them and return them 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 July 2021>**

Well 2A (Watermill Lane) – 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. Construction underway.

- Construction continues. Major items include backfilling and grading around New Well 2A building.

- The interior wall in the booster pump station behind the MCC's was painted and the new MCC's were installed.

Well 6 (Juniper Drive – "Lighthouse") – 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 also include 1,4-dioxane treatment system. Authority is pursuing WIIA grant funding via WIIA. Anticipated construction start is July 2020.

- Finalized procurement documents for the pre-purchase of the carbon contactor units. Pilot testing is tentatively scheduled to start on December 16th.

Well 8 (Weybridge Road) – Construction of new well house atop the existing below grade structure and installation of new pump and associated equipment above flood elevation in new building. Anticipated construction start is September 2020.

- Design continues. Meeting with DEC was held on December 5th.

2. **Weybridge Road Tank Catwalk Structural Project** – Funding has been provided by cellular companies for improvements to catwalk for new cellular equipment to be installed on tank. Catwalk structural improvements have been completed.
 - Sprint completed their work on November 22nd. AT&T still needs to come back to the site as they did not replace the antenna supports as required. Sprint also wants to come back to complete additional work on the site related to equipment upgrades which is different from the work completed to date.
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 are being funded through SMLP program.
 - a. Well 9 (Watermill Lane) and A-Plant (Watermill Lane) SCADA control panels are in operation as the contractor is addressing any remaining punch list items.
 - b. Fabrication of Well 10A (Ravine Road) and Wildwood Booster Station control panels has been completed. Installation of the Wildwood Booster SCADA panel has been completed and is undergoing testing. Well 10A cutover will be performed after Wildwood startup is complete.
 - c. SCADA system training for system operation and historical reporting is being scheduled.
 - d. Eagle Control is in the process of developing submittals for Community Drive and plans to submit them during the week of 12/2/19.
4. **Greenway Terrace Water Main** – Installation of approximately 800 feet of water main for new development. Correspondence with developer in September indicated project may be ready for construction later this year or in spring 2020 but no word since.
 - a. No status change since last meeting.
5. **Well 7 (Morris Lane) Electrical and Instrumentation Upgrades** – Various upgrades to improve reliability including new electrical service, motor control center, transformer, wiring, and chemical safety panel have been completed and the pump station has been put back into operation. This work is being performed as a change order to the SCADA Upgrade project.

- Construction is 99% complete. Miscellaneous punch list items remain (transducer installation and software update) related to SCADA.
6. **East Shore Road (Kings Point) Water Main Improvements** – Replacement of approximately 7,200 feet of water main including valves, hydrants, and 59 services along East Shore Road, from approximately Twin Ponds/Foxwood Road to Hick’s Lane.
 - Construction is complete other than punch list items.
 7. **Middle Neck Road Water Main Improvements** – Replacement of approximately 6,000 feet of water main including valves, hydrants, and services along Middle Neck Road from approximately Appletree Lane to Great Neck Road, and transfer of services from approximately 4,000 feet of 8-inch to existing 12-inch main with abandonment of the 8-inch. Bidding in winter 2020 is anticipated with construction start slated for spring 2020.
 - Final design continues will be submitted to the Authority in December.
 8. **Pheasant Run (Kings Point) Water Main Extension** - Installation of approximately 1,280 feet of water main for new development.
 - No change. Waiting for developer to update storm water drainage plan before finalizing design.
 9. **Old Mill II Water Main Extension** - Installation of approximately 1,110 feet of water main for new development.
 - On hold at this time. Developer not ready.
 10. **Bromley Lane (Elizabeth Baker School) Water Main Extension** - Installation of approximately 265 feet of water main from end of Bromley Lane to new school auditorium.
 - Waiting for developer requirements on trench restoration.
 11. **West Shore Road Hydraulic Evaluation** – Modeling to evaluate potential impacts of proposed subdivision at 190 West Shore Road.
 - Submitted memorandum with model results/recommendations on November 27th.

Director Weinberg entered the meeting at 6:10 p.m.

Gregory Graziano presented the Superintendent’s Report:

Superintendent Graziano introduced Ronald Busciolano, Supervising Hydrologist, and Amy Simonson, Hydrologist, from the U.S. Geological Survey, to make a presentation about the services being performed for the benefit of the Authority, and for which the U.S. Geological Survey is seeking an extension of its Cooperative Groundwater Monitoring Program. After the presentation, on the motion of Director Levy, seconded by Director Weinberg, by Resolution #19-12-05, the Board accepted the U.S. Geological Survey’s proposal to operate a Cooperative Groundwater Monitoring Program on Great Neck, New York for Federal Fiscal Years 2019-2020. The annual cost for network monitoring in 2019 is \$13,410 and \$13,860 in 2020 and the USGS will provide a 20% matching total of \$2,670 in 2019 and \$2,790 in 2020. The vote was 8 for, 0 against, 0 abstentions. A document with a summary of the program and a breakdown of the funding is on file with the Secretary.

On the motion of Director Celender, seconded by Director Johnneas, by Resolution #19-12-06, the Board reviewed and approved the schedule for the regular monthly meeting in 2020, as follows: January 13, February 10, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, and December 14. The vote was 8 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 Celender, seconded by Director Weinberg, by Resolution #19-12-07, the Board accepted CDM Smith's proposal, by letter dated November 20, 2019, to provide Annual Engineering Services for 2020 as the Authority's Engineer. The monthly fee for services is \$800.00, 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 8 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

The Robert Kessler Agency, by letter dated December 3, 2019, submitted its recommendation that the Authority renew its insurance with Tokio Marine - Houston Casualty (the "HCC Program") for the period 12/28/19 through 12/28/20. The HCC Program is rated A++. The renewal secures a second 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 \$125,275.00 in 2019 and will be \$151,071 in 2020. The increase is partially due to a tightening of the current excess/umbrella liability market. Based upon that recommendation, on the motion of Director Smiley, seconded by Director Levy, by Resolution #19-12-08, 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 3, 2019, for the period 12/28/19 through 12/28/20 for the same coverage as 12/28/18 through 12/28/19, for a total premium of \$151,071. The vote was 8 for, 0 against, 0 abstentions. A copy of the letter is on file with the Secretary.

The Board discussed the November 13, 2019, email request of Benjamin Hekmati on behalf of his parents, Mr. and Mrs. Shahroukh Hekmati, as owners of and with regard to their home at 27 Split Rock Drive, for a payment plan to pay their unexpectedly high water bill for two months of almost \$3,000, as a result of a water leak of which they were not aware. In accordance with prior practice, on the motion of Director Weinberg, seconded by Director Smiley, by Resolution #19-12-09, the Superintendent was authorized to offer the property owners a payment plan of \$250 a month (in addition to any new water charges) until the full amount of the outstanding bill is paid, on the condition that the property owners execute a promissory note for the amount owed to the Authority in the form previously approved by the Board's General Counsel. A copy of the request is on file with the Secretary.

Audit Committee Chairperson Lopatkin reviewed the Annual Audit Committee Report with the Board and advised the Board that the Committee is satisfied with the Authority's 2020 budget and that it will carefully review the overall scope of the external audit for 2019 and will continue to monitor the plans and progress of the audit. To date, the Committee has been satisfied that the audits of the Authority have been made in accordance with generally accepted accounting principles. A copy of the report is on file with the Secretary.

Director Celender left the meeting at 7:10 p.m.


On the motion of Director Johnas, seconded by Director Levy, by Resolution #19-12-10, the Board went into Executive Session at 7:12 p.m. to discuss appointment and compensation issues with regard to the Authority's officers. The Board emerged from its executive session at 7:18 p.m. and Chairperson Kalnick announced that no action had been taken and no minutes would be produced.

On the motion of Director Levy, seconded by Director Celender, by Resolution #19-12-11, the Board made the following reappointments and increases in compensation, effective January 1, 2020:

- Judith Flynn was reappointed as Treasurer, for a term of one year, from January 1, 2020 to December 31, 2020.
- Debra Ray was reappointed as Secretary, for a term of one year, from January 1, 2020 to December 31, 2020.
- All management/top executive positions, except the Superintendent, Assistant Superintendent, and Treasurer will receive a 3.5% increase in their rate of compensation.
- The Superintendent will receive a \$5,000 increase in addition to the 4% contractual increase in his rate of compensation.
- The Assistant Superintendent will receive a \$5,000 increase and a 3.5% increase in the rate of his of compensation.
- The Treasurer will receive a 5% increase in the rate of her compensation.

On the motion of Director Johnas, seconded by Director Levy, by Resolution #19-12-12, the Board went into Executive Session at 7:12 p.m. The Board emerged at 7:18 p.m. and Chairperson Kalnick announced that no action had been taken and no minutes would be produced.

The meeting was adjourned at 7:19 p.m.

Approved by Secretary: 

Date: January 14, 2020