

Final: March 15, 2017

**MEETING OF THE BOARD OF DIRECTORS OF
THE WATER AUTHORITY OF GREAT NECK NORTH
HELD ON FEBRUARY 13, 2017
AT 50 WATERMILL LANE, GREAT NECK, NEW YORK.**

PRESENT:

Michael C. Kalnick, Chairperson
Carol Frank, Director
Dan Levy, Director
Susan Lopatkin, Director
Steven Weinberg, Director

Village of Kings Point
Town of North Hempstead
Village of Saddle Rock
Village of Kensington
Village of Thomaston

ALSO PRESENT:

Ralph J. Kreitzman, Vice-Chairperson
Robert Graziano, Deputy Chairperson
Gregory Graziano, Superintendent
Stephen Moriarty, Assistant Superintendent
Suet-Yee Huang, Civil Engineer
Judith Flynn, Treasurer
Lisa Schlichting, Secretary
Benjamin Kaplan, Counsel
Gary Stuart, Principal Engineer
Roy Richardson, Engineer

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
CDM Smith, Consulting Engineers

NOT PRESENT:

Pedram Bral, Director
Edward Causin, Director
Jean Celender, Director

Village of Great Neck
Village of Great Neck Estates
Village of Great Neck Plaza

The Board meeting was called to order at 6:08 p.m. Five members (Chairperson/Director Kalnick, Directors Bral, Frank, Levy, Lopatkin and Weinberg) were present, constituting a quorum.

On the motion of Director Levy, seconded by Director Weinberg, by Resolution #17-02-01, the Minutes of the Board's January 16, 2017, meeting were reviewed by the Directors and were approved. The vote was 5 for, 0 against, 0 abstentions.¹

On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #17-02-02, 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 Levy, seconded by Director Lopatkin, by Resolution #17-02-03, 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.

Gary Stuart 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.
Well 2A – Demolition of existing building and construction of new well house that will be approximately 8 feet higher than existing. Reusing existing well, but replacing the existing pump with new. New chemical feed system. The 60% design was submitted to Authority for review. Review Meeting scheduled for February 13th.
Well 5 – Demolition of existing building and construction of new well house. New pump will be installed that is above flood elevation (it is currently in below-grade vault). New screen will be installed in existing well. CDM Smith submitted the cost analysis for replacing the entire building vs. new building for pump only to the Authority. Waiting for Salt Water Intrusion Modeling results before proceeding with design.
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. Waiting for Salt Water Intrusion Modeling results before proceeding with design.
Well 8 – Demolition of existing building and construction of new well house (existing building is below grade and therefore potentially subject to flooding). New well will be drilled. Waiting for Salt Water Intrusion Modeling results before proceeding with design.
2. Weybridge Road Tank Catwalk Structural Review – Review of design plans submitted by Verizon for new antenna to be installed on tank. CDM Smith sent the design review letter to Verizon on January 19th and is having a meeting with the carriers to discuss installation logistics. Director Frank asked if the possibility of the Vigilant Fire Department being added to the tank would be considered. The Superintendent said that it would be, but that it may be difficult to get the wireless cellular carriers to agree to take on the responsibility and costs.
3. SCADA Upgrade – Installation of new control panels, communications equipment, and associated work at all sites so that all SCADA equipment is consistent and up-to-date. Work at some sites is being funded through SMLP program. The final design and bid schedule will be dependent on Salt Water Intrusion Modeling results. CDM Smith submitted the Draft requests for Proposals (RFP) to the Authority to review.
4. Salt Water Intrusion Modeling for Wells 5, 6, 7, and 8 – Development of a dual-density groundwater flow model to evaluate the potential for salt-water intrusion in both the Lloyd and Magothy Aquifers. The scope was expanded and a new proposal was submitted by to include additional modeling at Community Drive. Once the additional modeling is completed CDM Smith will schedule a presentation for the Board of Directors.
5. 2017 Water Main Improvements – Replacement of approximately 13,000 feet of water main including valves, hydrants, and services in Great Neck Estates and Saddle Rock Estates. Surveyor has received mapping from aerial company and is currently field editing.

¹ It was noted after the meeting that although a quorum was present, the weighted vote of the Directors who were present did not constitute 51% of the total authorized voting strength of the Board of Directors and the quorum did not include two of the four Directors possessing the greatest number of weighted votes. Accordingly, pursuant to the Authority's enabling legislation (Public Authorities Law §1197-d(3)) the resolutions that were adopted at the meeting were a nullity and must be readopted at the next meeting.

CDM Smith retained Albert Risk Management Consultants to certify compliance with the insurance requirements of the 2016 Bond Resolution. Gary Stuart reviewed the adequacy of the 2017 insurance of the Authority and concurred that it was adequate and in accordance with the requirements of the Bond Resolution adopted March 21, 2016. On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-04, the Board accepted the Annual Insurance Certification for 2017 from the Consulting Engineer and instructed the Treasurer to file the Certification with the Trustee. The vote was 5 for, 0 against, 0 abstentions.

Stephen Moriarty presented the Assistant Superintendent's Report:

The Assistant Superintendent reported that the well pump and motor will be installed in Well 11A this week. Water sampling will be conducted once the well is running to blow off. The control systems will be tested shortly thereafter. Site restoration will be done in the spring.

Gregory Graziano presented the Superintendent's Report:

Superintendent Graziano advised the Board that the Hydrants, Valves, and Fittings contract with Ferguson Waterworks, T. Mina Supply, Inc., and Blackman Plumbing Supply, Inc., expires on May 31, 2017, and recommended that it be put out for bid. Copies of the bid will be sent to Ferguson Waterworks, T. Mina Supply, Inc., and Blackman Plumbing Supply, Inc. On the motion of Director Levy, seconded by Director Weinberg, by Resolution #17-02-05, the Board approved putting the Hydrants, Valves, and Fittings contract out for bid. The vote was 5 for, 0 against, 0 abstentions. The notice to bidders will be placed in the Great Neck Record and the bid document will be posted on the Authority's website.

The Board reviewed the Draft of the Annual Drinking Water Quality Report for the year ending 2016. The Vice Chairperson asked why there were negative numbers on the Table of Detected Contaminants on page six. The Superintendent said he believed that it was due to how this analysis was done, but would email the Board after he confirmed that.

CDM Smith submitted its proposal, for a not to exceed fee of \$81,050.00, to perform additional groundwater modeling services concerning the potential for salt-water intrusion at Community Drive. The Board had already authorized this work at the January Board meeting, as long as the cost did not exceed \$82,000.00. This proposal was furnished in the February Board meeting as back up to the January Board meeting, when it was discussed and approved.

Director Weinberg presented the Governance Committee Report:

Director Weinberg informed the Board that a Governance Committee meeting was held on January 30, 2017, to review the Authority's existing policies. After said review, the Committee, resolved to recommend to the Board that it readopt the existing Mission Statement and Performance Measures, Investment Policy, Disposition of Property Policy, Defense and Indemnification Policy, Salary and Compensation Policy, Time and Attendance Policy, Travel and Meeting Policy, and Whistleblowing Policy, without any modifications, and submit them to the Authority Budget Office. The Committee also resolved to recommend to the Board that it reappoint Superintendent Gregory C. Graziano as the Contracting Officer. Copies of the policies are on file with the Secretary and are posted on the Authority's website.

- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-06 the Board approved the revision of the Procurement Policy and the designation of Gregory Graziano as the Contracting Officer for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-07, the Board approved the re-adoption of the Mission Statement and Performance Measures for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-08, the Board approved the re-adoption of the Investment Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-09, the Board approved the re-adoption of the Disposition of Property Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.

- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-10, the Board approved the re-adoption of the Defense and Indemnification Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-11, the Board approved the re-adoption of the Salary and Compensation Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-12, the Board approved the re-adoption of the Time and Attendance Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-13, the Board approved the re-adoption of the Travel and Meeting Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-14, the Board approved the re-adoption of the Whistleblowing Policy for 2016. The vote was 5 for, 0 against, 0 abstentions.

After the Governance Committee's review and discussion of the Workplace Violence Prevention Policy Statement Draft, as prepared by Counsel Limmer in response to the recommendation of the Department of Labor, Director Weinberg recommended to the Board that the Policy be adopted. On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-15, upon the recommendation of the Governance Committee, the Board approved the Workplace Violence Prevention Policy. The vote was 5 for, 0 against, 0 abstentions.

After the Governance Committee's review and discussion of the Authority's Harassment Policy, Director Weinberg recommended to the Board that the Policy be re-adopted with the revision of the name from "Harassment Policy" to "Non-Harassment Policy", and the first paragraph at the top of page 2 be amended to read as follows:

Any employee who believes he/she has been the subject of harassment is responsible for reporting the alleged charge immediately to the Superintendent. In the event the alleged charge relates to the Superintendent, the employee should report the alleged charge immediately to the Chairperson. In such circumstances, the Chairperson, or his or her designee, shall fulfill the responsibilities of the Superintendent pursuant to this policy.

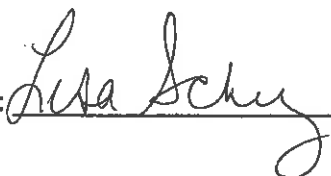
On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-16, upon the recommendation of the Governance Committee, the Board approved the Non-Harassment Policy, with the aforesaid amendments. The vote was 5 for, 0 against, 0 abstentions.

Director Weinberg reviewed the Annual Governance Committee 2016 Report with the Board and advised the Board that the Committee is satisfied that the Authority is following all necessary and appropriate procedures and rules, and that the Authority actively seeks cost saving and environmental efficiencies wherever possible. The Committee will continue to review the Authority's policies and procedures and to offer suggestions as necessary.

Director Weinberg informed the Board that the Governance Committee had reviewed the Summary of the Self Evaluation forms for Calendar Year 2016 submitted by each of the Directors and unanimously voted to approve it. On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-02-17, upon the recommendation of the Governance Committee, the Board approved the Summary of the Evaluation of Board of Directors and authorized its filing with the Authority Budget Office. The vote was 5 for, 0 against, 0 abstentions.

On the motion of Director Lopatkin, seconded by Director Weinberg, by Resolution #17-02-18, the Board went into Executive Session at 6:50 p.m. for advice of Counsel. The Board emerged from Executive Session at 7:00 p.m. The Chairperson announced that no action had been taken and no minutes would be produced. The meeting was adjourned at 7:00 p.m.

Approved by Secretary:



Date:

3/15/17