

Final: April 25, 2017

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

**PRESENT:**

Michael C. Kalnick, Chairperson  
Jean Celender, Director  
Carol Frank, Director  
Dan Levy, Director  
Susan Lopatkin, Director

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

**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  
Stephen G. Limmer, Counsel  
Gary Stuart, Principal 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

**NOT PRESENT:**

Pedram Bral, Director  
Edward Causin, Director  
Steven Weinberg, Director

Village of Great Neck  
Village of Great Neck Estates  
Village of Thomaston

The Board meeting was called to order at 6:15 p.m. Five members (Chairperson/Director Kalnick, Directors Celender, Frank, Levy, and Lopatkin) were present, constituting a quorum.

On the motion of Director Celender, seconded by Director Lopatkin, by Resolution #17-03-01, the Minutes of the Board's January 16, 2017, and February 13, 2017, meeting were reviewed by the Directors and were approved. The vote was 5 for, 0 against, 0 abstentions.

On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-02, the Board reviewed and approved the Abstract of Claims for January and February. 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 Lopatkin, seconded by Director Celender, by Resolution #17-03-03, the Board reviewed and approved the Treasurer's Monthly Report for January and February. The vote was 5 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

On the motion of Director Lopatkin, seconded by Director Celender, by Resolution #17-03-04 the Board accepted, as final, the Audited Financial Statements for the years ended December 31, 2015 and 2014. The Board instructed the Treasurer to file the Audit, as required by law. The vote was 5 for, 0 against, 0 abstentions. A copy of the Audit Report will be on file with the Treasurer and will be posted on the Authority's website. The Board noted that projections for Capital Improvements were in the Five Year Plan.

Satty, Levine & Ciacco, CPAs, P.C., submitted its Independent Accountants' Report on Investment Compliance to confirm that the Authority was in compliance with Part 201.3 of Title Two of the New York Code of Rules and Regulations during the year ending December 31, 2016. On the motion of Director Celender, seconded by Director Lopatkin, by Resolution #17-03-05, the Board accepted the Independent Accountants' Report on Investment Compliance. The vote was 5 for, 0 against, 0 abstentions.

The Treasurer presented the calculation for the weighted vote for the next four years based upon the water supplied by the Authority to the owners, tenants, occupants, and other water users in the municipalities within the Authority District during the 2015 and 2016 calendar years. On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #17-03-06, the Board confirmed the weighted voting for the period April 1, 2017 through March 31, 2021 as outlined below. The vote was 5 for, 0 against, 0 abstentions.

	<u>2015</u>	<u>2016</u>	<u>2 Year Total</u>
	<u>CCF</u>	<u>CCF</u>	<u>CCF</u>
Village of Kings Point	687,708	677,194	1,364,902
Village of Great Neck	482,032	484,372	966,404
Village of Great Neck Plaza	265,493	253,258	518,751
Village of Great Neck Estates	227,651	239,331	466,982
Town of North Hempstead	142,546	138,096	280,642
Village of Kensington	87,459	91,385	178,844
Village of Saddle Rock	72,313	67,440	139,753
Village of Thomaston	<u>9,296</u>	<u>8,888</u>	<u>18,184</u>
	1,974,498	1,959,964	3,934,462

		New Weighted Vote %	Former Weighted Vote %	Change
Village of Kings Point	<u>1,364,902</u> 3,934,462	34.70%	34.00%	0.7%
Village of Great Neck	<u>966,404</u> 3,934,462	24.50%	24.60%	-0.1%
Village of Great Neck Plaza	<u>518,751</u> 3,934,462	13.20%	13.50%	-0.3%
Village of Great Neck Estates	<u>466,982</u> 3,934,462	11.90%	11.60%	0.3%
Town of North Hempstead	<u>280,642</u> 3,934,462	7.10%	7.20%	-0.1%
Village of Kensington	<u>178,844</u> 3,934,462	4.50%	5.00%	-0.5%
Village of Saddle Rock	<u>139,753</u> 3,934,462	3.60%	3.60%	0.0%
Village of Thomaston	<u>18,184</u> 3,934,462	<u>0.50%</u>	<u>0.50%</u>	0.0%
		100.00%	100.00%	

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. Working on the 90% design to submit to the Authority for review by April 4<sup>th</sup>.  
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 met with three of the four carriers to discuss installation logistics.
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 received the Authority's comments on the Draft requests for Proposals (RFP) and a final RFP will be submitted in March.
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. Work is underway on the 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 is drafting field edits and preparing the final survey.

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 Levy, seconded by Director Celender, by Resolution #17-03-07, 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 were installed in Well 11A. Water quality samples were good. A progress meeting was held with the Contractor and the Engineer to discuss the remaining items. Site was graded with topsoil. Plantings and final restoration are still outstanding. Substantial completion expected by the middle of April.

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 Lopatkin, by Resolution #17-03-08, 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.

Pace Analytical Services, Inc. agreed to extend its Agreement for Laboratory Testing Services from June 1, 2017, to May 31, 2018, without any price increases. This is the fifth consecutive year without a price increase. Superintendent Graziano recommended approval of the renewal. On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #17-03-09, the Board approved extending the Agreement for Laboratory Testing Services with Pace Analytical Services, Inc. through May 31, 2018, at the prices quoted in Pace Analytical Services, Inc.'s letter dated February 21, 2017. The vote was 5 for, 0 against, 0 abstentions. A copy of the letter and Agreement are on file with the Secretary.

The Superintendent presented a draft outline for the Spring Newsletter. The outline is as follows: Page 1: Water Rates Holding Steady and Project Update. Page 2: Backflow Devices and Testing Required and Spring Conservation Tips. Page 3: Water Quality Report Online and Meter Care and the Customers Responsibility. Page 4: Water Modeling for Sustainability- the Authority is proactively working to insure water quality and quantity for future generations. The Superintendent advised that the Town of North Hempstead requested that the Authority include a notice that the Town of North Hempstead is offering Water Conservation Classes. The Directors approved the outline and approved including the Town of North Hempstead's notice. Director Celender suggested that the notice could be inserted as a folded sheet inside the Newsletter if there was not room to include it in the body of the Newsletter. If that is done, the Authority's name should be on the notice as well, so that it is clear that the notice is coming from the Authority as well as the Town.

CDM Smith submitted its proposal, by letter dated March 3, 2017, for Engineering Services to provide construction oversight of the replacement of the existing cellular equipment on the Weybridge Road Elevated Tank of the four cellular companies with equipment on the tank. The four cellular companies provided a structural analysis of the catwalk and the companies will pay for the improvements that were identified in the analysis. Each of the cellular companies will replace their existing system with new. Since the work is on the tank that is owned by the Authority, the Authority requires that full time construction inspection be provided. The Cellular Carriers will reimburse the Authority for the cost of the work and Engineering Services. The cost for CDM Smith's oversight is \$52,145.00. If the time required for the construction oversight is extended beyond what is currently expected, CDM Smith will submit an amendment to cover the additional costs. On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-10, the Board approved CDM Smith's proposal to provide construction oversight for the replacement of the existing cellular equipment for the Weybridge Road Elevated Tank for a fee of \$52,145.00. The vote was 5 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

CDM Smith submitted its proposal, by letter dated March 3, 2017, for Engineering Services for the development of bid documents for the Weybridge Road Elevated Tank Catwalk Structural Improvements Project and engineering and inspection services during the construction of the improvements. The structural analysis of the catwalk was paid for by the carriers, and the cost for the construction and engineering that is being bid out by the Authority will be reimbursed to the Authority by the carriers. The cost for CDM Smith's oversight is \$88,500.00. If the time required for the construction oversight is extended beyond what is currently expected, CDM Smith will submit an amendment to cover the additional costs. On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #17-03-11, the Board approved CDM Smith's proposal for Engineering Services for the development of bid specifications for the Structural Improvements of the catwalk at Weybridge Road, for a fee of \$88,500.00. The vote was 5 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

Superintendent Graziano advised the Board that the License Agreement with the County of Nassau ("County") for the use of the Authority's Weybridge Road water tank for the County's radios expired on January 31, 2017. The Board authorized the Superintendent to work with the County to extend the Agreement.

Director Celender presented the Governance Committee Report:

Director Celender 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 will be posted on the Authority's website.

- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-12, the Board approved the revision of the Procurement Policy and the designation of Gregory Graziano as the Contracting Officer for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-13, the Board approved the re-adoption of the Mission Statement and Performance Measures for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-14, the Board approved the re-adoption of the Investment Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-15, the Board approved the re-adoption of the Disposition of Property Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-16, the Board approved the re-adoption of the Defense and Indemnification Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-17, the Board approved the re-adoption of the Salary and Compensation Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-18, the Board approved the re-adoption of the Time and Attendance Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-19, the Board approved the re-adoption of the Travel and Meeting Policy for 2017. The vote was 5 for, 0 against, 0 abstentions.
- On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-20, the Board approved the re-adoption of the Whistleblowing Policy for 2017. 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 Celender recommended to the Board that the Policy be adopted. On the motion of Director Lopatkin, seconded by Director Levy, by Resolution #17-03-21, 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 Celender recommended to the Board that the Policy be re-adopted. On the motion of Director Lopatkin, seconded by

Director Levy, by Resolution #17-03-22, upon the recommendation of the Governance Committee, the Board approved the Policy, with the name revised from Harassment Policy to Non-Harassment Policy. The vote was 5 for, 0 against, 0 abstentions.

Director Celender 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 Celender 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 #17-03-23, 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.

The meeting was adjourned at 6:45 p.m.

Approved by Secretary:



Date:

