

FINAL: November 18, 2019

**MEETING OF THE BOARD OF DIRECTORS OF
THE WATER AUTHORITY OF GREAT NECK NORTH
HELD ON OCTOBER 21, 2019
AT 50 WATERMILL LANE, GREAT NECK, NEW YORK.**

PRESENT:

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

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

ALSO PRESENT:

Robert Graziano, Deputy Chairperson
Ralph J. Kreitzman, Vice-Chairperson
Gregory Graziano, Superintendent
Michael Rispoli, Assistant Superintendent
Sue Huang, Civil Engineer
Judith Flynn, Treasurer
Debra Ray, Secretary
Christopher Prior, Counsel
Gary Stuart, Engineer
Michael Maker, Executive Consultant
Richard Tortora, President
Janet Morley, Vice President
William Jackson, Partner

Water Authority of Great Neck North
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Water Authority of Great Neck North
Water Authority of Great Neck North
McLaughlin and Stern, LLP
CDM Smith, Consulting Engineers
NewGen Strategies & Solutions
Capital Markets Advisors, LLC
Capital Markets Advisors, LLC
Hawkins Delafield & Wood LLP

NOT PRESENT:

Jean Celender, Director
Dan Levy, Director

Village of Great Neck Plaza
Village of Saddle Rock

The Board meeting was called to order at 6:00 p.m. Six members (Chairperson/Director Kalnick, Directors Frank, Johnas, Lopatkin, Smiley, and Weinberg) were present, constituting a quorum.

On the motion of Director Weinberg, seconded by Director Smiley, by Resolution #19-10-01, the Minutes of the Board's September 16, 2019, meeting were reviewed by the Directors and were approved as amended. The vote was 6 for, 0 against, 0 abstentions.

On the motion of Director Weinberg, seconded by Director Frank, by Resolution #19-10-02, the Board reviewed and approved the Abstract of Claims. The vote was 6 for, 0 against, 0 abstentions. A copy of the Abstract is on file with the Secretary.

On the motion of Director Smiley, seconded by Director Weinberg, by Resolution #19-10-03, the Board reviewed and approved the Treasurer's Monthly Report. The vote was 6 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

On the motion of Director Johnas, seconded by Director Frank, by Resolution #19-10-04, the Board reviewed and accepted the Revenue and Expenses Quarterly Report for the period ended September 30, 2019. The vote was 6 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 Weinberg, by Resolution #19-10-05, the Board reviewed and accepted the Capital Improvement Projects Report for the period ended September 30, 2019. The vote was 6 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

On the motion of Director Weinberg, seconded by Director Johnas, by Resolution #19-10-06, the Board reviewed and approved the 2020 Final Budget. The vote was 6 for, 0 against, 0 abstentions. A copy of the Budget is on file with the Secretary.

Camp Dresser McKee & Smith ("CDM Smith") reviewed the financial condition of the Authority and the 2020 Final Budget that it received from the Authority. CDM Smith certified that the Net Operating Income of the Authority is greater than 110 percent of the total aggregate debt service which meets the minimum requirements as set forth in Section 7.11 of the Authority's Water System Revenue Resolution. By letter dated October 17, 2019, CDM Smith approved the 2020 Final Budget. On the motion of Director Weinberg, seconded by Director Smiley, by Resolution #19-10-07, the Board approved the Engineer's Certification of the 2020 Final Budget. The vote was 6 for, 0 against, 0 abstentions.

On the motion of Director Weinberg, seconded by Director Lopatkin, by Resolution #19-10-08, the Board reviewed and accepted the Treasurer's Certification required by the Bond Resolution that the Net Revenues of the Authority for the 2019 Fiscal Year and the 2020 Fiscal Year are sufficient to comply with the Net Revenue Requirement covenant as set forth in section 7.11 of the Water System Revenue Bond Resolution, dated March 21, 2016 and directed the Treasurer to file a certified copy of the resolution, with the information required by the Bond Resolution, with the Trustee on or before November 1, 2019. The vote was 6 for, 0 against, 0 abstentions.

The following is a summary of the status of the current projects:

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 – 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 started during week of 9/16/19. Well is off-line. Existing well house has been demolished.

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 also include 1,4-dioxane treatment system. Authority is pursuing WIIA grant funding via WIIA. Anticipated construction start is July 2020.

- Working on pilot testing protocol and design is underway.

Well 8 – 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 is underway.

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.

- T-Mobile is presently working at the site and has submitted a work scheduled through 10/29 depending on weather. ATT needs to come back to the site as they did not replace the antenna supports as required and also Sprint needs to come back to complete their work.

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.

- Well 9 and A-Plant SCADA control panels are in operation as the contractor is addressing any remaining punch list items.
- Fabrication of Well 10A and Wildwood Booster control panels has been completed. These control panels will be installed in the field once authorization for cutover is granted by WAGNN.
- Shop drawings for SCADA control panels and instrumentation at Well 2A and Watermill Booster have been approved by CDM Smith.
- Several SCADA System reports have been developed and installed. The remaining reports are being developed and are expected to be completed in October.
- SCADA system training for operators is being scheduled for late October.

4. **Greenway Terrace Water Main** – Installation of approximately 800 feet of water main for new development.

- Recent correspondence with developer indicates project may be ready for construction later this fall or in spring 2020. The Board approved construction and engineering cost increases at last meeting which will be passed on to developer. No status change otherwise since last meeting.

5. **Well 7 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 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 to be completed in 2019.
 - All main line is installed. Approximately 4 services, 4 tie-ins, and final restoration remains.
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 fall 2019 is anticipated with construction start slated for April 2020.
 - Received package of sewer as-builts and proposed future sewer plans on 10/10. Incorporating into base mapping and assessing impact on 60% design.
8. **Pheasant Run 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.
 - Design package submitted to Authority for review on 10/21.
11. **West Shore Road Hydraulic Evaluation** – Modeling to evaluate potential impacts of proposed subdivision at 190 West Shore Road.
 - Developing model scenarios and performing model runs. Memorandum with preliminary results will be submitted by 11/7/19.

Gregory Graziano presented the Superintendent’s Report:

The annual contract for the Maintenance of Grounds was awarded in 2019 to Del Graz Enterprises, Inc., with an option to renew for 2020 at \$34,900.00. The 2019 cost was \$34,250.00. Superintendent Graziano stated that the company has been extremely reliable, has a good working relationship with the Authority, and the proposed price is fair and competitive, and recommended approval of the renewal. On the motion of Director Lopatkin, seconded by Director Weinberg, by Resolution #19-10-09, the Board approved renewing the 2020 contract for the Maintenance of Grounds with Del Graz Enterprises, Inc., at the estimated price of \$34,900.00. The vote was 6 for, 0 against, 0 abstentions. (When the Authority approved a contract with Del Graz Enterprises, Inc., at a meeting on November 16, 2015, it was noted in the minutes that because of the similarity of last names, the Authority received a “no conflicts” letter from Anthony Graziano, President of Del Graz Enterprises, Inc., dated November 3, 2015, stating, in substance, that he is not related to Deputy Chairperson Robert J. Graziano or Superintendent Gregory C. Graziano, and that no officer or employee of the Authority has any interest in the corporation.) A copy of the contract is on file with the Secretary.

Superintendent Graziano explained that on October 15, 2019 the Authority received a letter from Guardian, the insurance company that provides Dental coverage for the Authority, stating that there will be no increase in cost

for the renewal of coverage for the period of November 1, 2019 through December 31, 2020. Superintendent Graziano recommended that the Board approve the renewal of the Guardian policy, for the annual premium of \$33,184.00, for a one-year period, effective November 1, 2019, for the Authority's Dental Insurance. On the motion of Director Weinberg, seconded by Director Frank, by Resolution #19-10-10, the Board approved the renewal to Guardian for Dental Insurance. The vote was 6 for, 0 against, 0 abstentions. A copy of the policy is on file with the Secretary.

By way of a letter dated October 21, 2019, Jan-Pro—the company that holds the office cleaning contract for the Authority—offered to renew the contract for 2020 at \$1,699.00 per month, no increase from the existing contract. Superintendent Graziano recommended that we renew the contract with Jan-Pro based on their past performance. On the motion of Director Weinberg, seconded by Director Johnneas, by Resolution #19-10-11, the Board the Board approved the renewal of the Office Cleaning to Jan-Pro. The vote was 6 for, 0 against, 0 abstentions. A copy of the letter is on file with the Secretary.


On the motion of Director Johnneas, seconded by Director Frank, by Resolution #19-10-12, the Board went into Executive Session at 6:08 p.m. The Board emerged at 6:15 p.m. Chairperson Kalnick announced that no action had been taken and no minutes would be produced.

The Board discussed the requests of the property owners at both 92 Wildwood Road and 83 Kings Point Road, each of which had requested payment plans because of their high and unexpected recent water bills. In accordance with prior practice, on the motion of Director Weinberg, seconded by Director Smiley, by Resolution #19-10-13, the Superintendent was authorized to offer each property owner a payment plan of \$500 a month (in addition to any new water charges) until the full amount of the outstanding bill was 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. Copies of the requests are on file with the Secretary.

On the motion of Director Weinberg, seconded by Director Johnneas, by Resolution #19-10-14, the Board accepted the Proposal for Underwriting from Raymond James as recommended by Capital Markets Advisors, LLC, for the reduced fee of \$8,500.00 as noted in Capital Markets Advisors' letter dated September 27, 2019. The vote was 6 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

On the motion of Director Frank, seconded by Director Johnneas, by Resolution #19-10-15 the Board approved the retention of Stephen Limmer and the firm of McLaughlin & Stern, LLP, as General Counsel for the Authority's fiscal 2020 year, pursuant to Stephen Limmer's proposed retainer letter dated October 11, 2019. The vote was 6 for, 0 against, 0 abstentions. A copy of the letter is on file with the Secretary.

The meeting was adjourned at 7:40 p.m.

Approved by Secretary: 

Date: November 18, 2019