

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, June 26, 2018.

Present: Marc B. Laykind, Chairman
 Andrew Bader, Treasurer
 Amanda R. Field, Secretary
 Stephen Moriarty, Superintendent
 Dina M. Scott, Business Manager
 Michael Ingham, Attorney
 James Neri, Engineer
 Sujata Pal, Engineer
 Greg Gordon, Zimmerman/Edelson

The meeting was called to order at 5:30 pm.

Commissioner Laykind opened the meeting with the Pledge of Allegiance.

Correspondence was reviewed in the Board update.

The Board approved and signed payroll checks.

Minutes of previous meeting(s) were read and approved unanimously.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that he worked with Supt. Moriarty on preparing and finalizing an affidavit requested by the District's insurance carrier with regard to the Notice of Claim filed by Robert Kosich. The affidavit will inform Mr. Kosich's attorney that the District had nothing to do with the construction project that allegedly caused the accident on Old Bethpage Road and Fresno Drive. Upon information and belief, the installation of the gas lines at the location of the incident was being performed by Asplundh.

ENGINEER NERI'S REPORT – ENGINEER:

Engineer Neri provided the Board with a Project Status List which contains the status of all authorized projects to date and indicates a change in status of any ongoing projects.

Engineer Neri reported that the water main installation and pressure testing for Country Pointe Phase II Residential are complete. Bacteriological samples collected have failed and therefore any proceedings are on hold until clean samples have been taken. Water at the location is currently not connected to any domestic residential water service.

Engineer Neri reported that the motor of the pump from District Well No. 4-2 has failed and is currently being shipped to New Jersey by Layne Christensen in order to assess whether the motor can be rebuilt or is beyond repair. Engineer Neri informed the

Board that the cost to purchase a new pump motor has the potential to be substantially the same as that of what it would cost to rebuild. Consequently, a cost analysis of both the rebuild and repurchase will be conducted. Engineer Neri informed the Board that this pump has extended beyond its useful life and reminded that pumps should be pulled for routine maintenance no less than once every fifteen years.

Engineer Pal prepared and conducted a presentation for the Board with regard to the importance of electrical grounding as it pertains to stray electrical current which has been identified as one of the sources surrounding pinhole leaks.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented various press releases concerning District happenings to be published in the upcoming weeks for the Board's review and approval.

Greg Gordon presented a draft of the content of the upcoming e-mail blast to be sent to all District customers with an e-mail account on file.

Greg Gordon reported that he has reached out to the several plumbers who recently expressed interest in participating in the District's Plumbers Program and has not been successful in receiving a response.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty provided the Board with an update on the pinhole program which includes surveys, inspection reports and continued analysis. Supt. Moriarty reported that the number of pinhole leak surveys completed as well as the number of complaints received have drastically decreased over recent months with a total of only one (1) survey submitted for the month of June which equates to an 93% overall decrease in the average number of online surveys received from June of the prior year.

Supt. Moriarty provided the Board with an update on alkalinity distribution test results noting that weekly testing results have remained consistent, reflecting increased levels averaging approximately thirty nine (39) parts per million District-wide. Supt. Moriarty reported that lime usage is up to approximately thirty (30) bags per day throughout the District.

Supt. Moriarty reported that the District's telephone system is no longer being supported by the current provider CBS Technology. Supt. Moriarty informed the Board he is in the process obtaining quotes from other service providers who are willing to support our current system as opposed to pursuing a new system. Supt. Moriarty also informed the Board that he does have a contact in place to use on an as needed basis in the event the telephone system requires immediate service.

Supt. Moriarty presented proposals for engineering services including the design, bidding, construction and inspection of a VOC Treatment Facility at Plant 1, which is currently out of service, and provided a formal recommendation to the Board. After an at

length discussion, it was concluded to award the preparation of the engineering report to H2M architects & engineers at the proposed rate not to exceed \$25,000.00. Consideration of additional related services will take place at a later date.

Motion made by Commissioner Laykind, seconded by Commissioner Field, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners awards and approves the preparation of the engineering report for the VOC Treatment Facility at Plant 1 to H2M architects & engineers at a rate not to exceed \$25,000.00.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 45858 through 45872 dated June 21, 2018 in the amount of \$171,917.28 were previously reviewed, approved and signed by the Board.

Country Pointe vendor check no. 123 dated June 21, 2018 in the amount of \$14,144.60 was previously reviewed, approved and signed by the Board.

Ms. Scott requested Board approval and authorization to transfer funds to cover the following dental claim costs:

- Dental claims dated June 20, 2018 in the amount of \$3,281.46

Motion made by Commissioner Laykind, seconded by Commissioner Bader, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners approves the dental claims dated June 20, 2018 in the amount of \$3,281.46 and the Board authorized funds be transferred into the District's dental benefit account.

Ms. Scott requested Board approval and authorization to transfer funds to cover cafeteria fund expenditures submitted for reimbursement in the amount of \$400.40.

Motion made by Commissioner Laykind, seconded by Commissioner Bader, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners approves cafeteria fund expenditures submitted for reimbursement in the amount of \$400.40 and the Board authorized funds be transferred into the District's cafeteria fund benefit account.

Ms. Scott reported that minutes of prior meetings are available for the Board's review and approval.

Ms. Scott presented a report of customer billing adjustments that were made in accordance with District Policy. After discussion, the report was ordered filed.

Ms. Scott reported that she received a request from DR Administrative Services with a recommendation to add code D4265 for biological materials to aid in soft tissue and osseous tissue regeneration at a rate of \$800.00 to the existing fee schedule of dental services covered. After discussion, the Board requested Ms. Scott to contact DR Administrative Services in an effort to obtain additional information related to the nature of the procedure in order to better assess and determined its reasonableness.

Ms. Scott presented the Board with a report of budget adjustments that were made in accordance with District Policy. After discussion, the report was ordered filed. Based on Ms. Scott's analysis, she proposed the following additional general fund budget transfers be made for the month ending June 30, 2018 in excess of the Budget Transfer Policy limits, one of which includes an increase in total appropriations in order to properly budget and account for the District's purchase and resale of meters for commercial installation;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
8311-B	Utilities – Light and Heat	6,000.00
From:		
8324-E	Cleaning & Misc Supplies	(6,000.00)
To:		
9060-8A	Medical – Empire	125,000.00
From:		
9950.0	Transfer to Capital	(125,000.00)
To:		
8312-S	Computer Upgrade - Software	63,000.00
From:		
8315	Professional Services Accounting	(33,000.00)
8342.2	Purchase of Vehicles	(30,000.00)
<i>Increase in total appropriations</i>		
To:		
8346	Purchase of Meters	3,430.00
8322-B	Meters – Accessories	52.50
To:		
2149	Sale of Installation Materials	(3,482.50)

Motion made by Commissioner Laykind, seconded by Commissioner Field, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners approves the following general fund budget transfers be made for the month ending June 30, 2018;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
8311-B	Utilities – Light and Heat	6,000.00
From:		
8324-E	Cleaning & Misc Supplies	(6,000.00)
To:		
9060-8A	Medical – Empire	125,000.00
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8322-B	Meters – Accessories	52.50
To:		
2149	Sale of Installation Materials	(3,482.50)

Ms. Scott reported that the Town of Oyster Bay converted both the District’s outstanding bond anticipation notes in the amount of \$300,000.00 and \$66,750.00, respectively into general obligation bonds at an interest rate that varies from 3.0% to 4.0% over the life of the bond.

Ms. Scott presented proposals for financial and utility billing software packages as well as information technology services and provided a formal recommendation to the Board. After at length discussion and consideration, it was concluded to award Edmunds & Associates their proposal for the purchase of the MCSJ financial and utility billing software package at a total one time cost of \$62,160.00 with annual maintenance costs of \$11,091.50 thereafter. In addition, it was concluded to award Total Technology Solutions their proposal for information technology services including annual managed services, cloud back-up and disaster recovery at an annual rate of \$24,708.00. This will be a tremendous improvement over the existing software and offers a minimal cost difference to the District.

Motion made by Commissioner Laykind, seconded by Commissioner Field, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners awards and approves the proposal by Edmunds & Associates for the MCSI financial and utility billing software package at a total one time cost of \$62,160.00 with annual maintenance costs of \$11,091.50 thereafter.

RESOLVED, that the Board of Commissioners awards and approves the proposal by Total Technology Solutions for information technology services including annual managed services, cloud back-up and disaster recovery at an annual rate of \$24,708.00.

Ms. Scott reported that the District has incurred its first expenditure related to the pilot study of the Plant 4 ISEP system. These expenditures have been previously resolved to be financed through the Water Infrastructure Improvement Act grant award as well as through general obligation bond proceeds through the Town of Oyster Bay, neither of which funding source has been fully executed to date. Ms. Scott recommended the Board agree to fund preliminary expenditures related to the Plant 4 ISEP system capital project through general fund transfers as appropriated for in the 2018 budget. After discussion and consideration, the Board approved Ms. Scott's request.

Motion made by Commissioner Laykind, seconded by Commissioner Bader, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners approves funding preliminary expenditures related to the Plant 4 ISEP system capital project through general fund transfers as appropriated for in the 2018 budget.

The NSWCA Training was held on Wednesday, June 20, 2018 at the Westbury Fire Department in Westbury at 6:30 pm. The training topic was internal audits. Commissioner Laykind, Commissioner Field, Commissioner Bader and Ms. Scott were in attendance.

At 8:05 pm a motion was made to enter into Executive Session to discuss personnel as it related to workers compensation claims and pending litigation against National Grid.

At 8:55 pm Executive Session ended and the Board returned to Regular Session.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 9:05 pm.

STATE OF NEW YORK)
COUNTY OF NASSAU) ss.:
PLAINVIEW WATER DISTRICT)

We, the undersigned, Commissioners of the Plainview Water District, Town of Oyster Bay, Nassau County, New York, do hereby certify that the above-mentioned and contained is a true copy of the minutes of a meeting of the Board of Commissioners held in the District office on Tuesday, June 26, 2018.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 13th day of November, 2018.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY