

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, February 4, 2020.

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

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 will present his report in executive session as it relates to insurance claims submitted by a former employee as well as insurance and potential litigation resulting from the water main break on Southern Parkway.

ENGINEER'S REPORT – ENGINEER:

Engineer Pal 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. Said items were reviewed and discussed with the Board in detail.

Engineer Pal reported that construction is ongoing for the Plant No. 1 Volatile Organic Compound (VOC) treatment project. Masonry is being conducted by general contractor as the critical path is to enclose the building as soon as possible in anticipation for delivery of the Advanced Oxidation Process (AOP) reactors scheduled for delivery in approximately two to three weeks. A progress meeting is being held tomorrow with all contractors to discuss the status of work performed. Engineer Pal reported she is conducting analysis of the proposals received by the existing contractors on site for the contracting work of the Plant No. 1 AOP treatment project. Said proposals are being compared to similar requests for proposals received for Plant Nos. 2, 3 and 7 AOP treatment projects on a task by task basis. Results of the analysis are being forwarded to Supt. Moriarty and will be subsequently reporting to the Board upon his review.

Engineer Neri reported that the construction has commenced for the Plant No. 2 interim AOP treatment project.

Engineer Neri reported that the Plant Nos. 3 and Plant 7 AOP treatment project plans and specifications are complete and have been submitted to the NYS and Nassau County Department of Health. Engineer Neri reported an estimated two week delivery date for the four Granulated Activated Carbon (GAC) vessels for the Plant No. 7 AOP treatment project.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to the reelection of Commissioner Amanda Field to be published in upcoming weeks for the Board's review and approval. The Board provided comments and approved for submission upon the revisions being made.

Greg Gordon presented a series of topics, content and graphics for the District's next email blast. The Board provided comments and approved for sending upon the revisions being made.

Greg Gordon reported that ZE Creative Concepts is reviewing the architecture of the District's website in order to obtain a clear understanding of its design in order to prepare for any potential future troubleshooting if it may occur.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that a request for disconnect and water availability for a one (1") inch service was approved for premises at 85 Main Parkway East.

Supt. Moriarty reported that HO Penn is working to determine the source of the oil leak and troubleshoot the generator at Plant No. 7 as previously approved. He will keep the Board apprised of any discoveries.

Supt. Moriarty reported that no online pinhole surveys were reported for the month of December 2019 and one online pinhole survey was reported for the month of January 2020. Supt. Moriarty also presented monthly alkalinity levels for the Board's consideration.

Supt. Moriarty reported that he in receipt of notification from the Nassau County Department of Public Works that they will be paving Old Country Road from Route 135 east through to the Long Island Expressway Service Road in the Spring/Summer of 2020. He will be attending a preconstruction meeting this upcoming Thursday to obtain additional information and report back to the Board with any relevant items noted.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 51619 through 51632 dated January 31, 2020 in the amount of \$109,464.35 were previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10016 through 10018 dated January 31, 2020 in the amount of \$665,302.54 were 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 January 28, 2020 in the amount of \$243.51

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 January 28, 2020 in the amount of \$243.51 and the Board authorized funds be transferred into the District's dental benefit account.

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 presented the extension letter with DR Administrative Services, Inc. as it relates to administration of the District's dental plan for 2020 for the Board's execution. Said extension was previously approved at the annual reorganization meeting.

Ms. Scott presented FOIL response letters for the Board's review.

Ms. Scott presented the Board with a copy of the year to date Budget to Actual Expenditures and Budget Variance Report for the year ending December 31, 2019. After discussion, the report was ordered filed. Based on Ms. Scott's analysis and after an at length discussion with regard to the necessity of the proposed adjustments, Ms. Scott requested the following additional general fund budget transfers be made for the year ending December 31, 2019 in excess of the Budget Transfer Policy limits;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-50-2010	Computer Software	22,365.00
From:		
A-8310-50-6520	Computer Software Upgrade & Maint	(22,365.00)
To:		
A-8310-10-1200	Commissioner Salaries	5,600.00
From:		
A-8310-15-2000	Office Equipment	(5,600.00)

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 year ending December 31, 2019;

Code	Description	Total
To:		
A-8310-50-2010	Computer Software	22,365.00
From:		
A-8310-50-6520	Computer Software Upgrade & Maint	(22,365.00)
To:		
A-8310-10-1200	Commissioner Salaries	5,600.00
From:		
A-8310-15-2000	Office Equipment	(5,600.00)

Ms. Scott requested approval for an increase in total appropriations 2019 as it relates to the use of capital reserve funds appropriated in the general fund as the funding source for the Plant No. 1 Volatile Organic Compound (VOC) treatment project, Plant No. 1 AOP treatment project and Plant No. 3 AOP pilot studies as previously approved by the Board. Use of these general fund appropriated reserves that were transferred to the respective capital projects results in an increase to total appropriations as indicated below;

Account Code	Description	Total
A-9950-00-9100	Operating Transfers Out – Capital Reserve	7,504,835.00
A-2144-00-0080	Appropriated Reserves	(7,504,835.00)

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

RESOLVED, that the Board of Commissioners approves the following increase in total appropriations be made for the year ending December 31, 2019;

Account Code	Description	Total
A-9950-00-9100	Operating Transfers Out – Capital Reserve	7,504,835.00
A-2144-00-0080	Appropriated Reserves	(7,504,835.00)

Ms. Scott reported that the transfer approved on January 14, 2020 in the amount of \$43,500.00 was processed in error as the monies were incorrectly transferred to the unappropriated/undesignated account as opposed to the capital improvement reserve account. Board authorization was requested to execute the transfer to the appropriate account as originally intended.

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

RESOLVED, that the Board of Commissioners approves the transfer of \$43,500.00 from the unappropriated/undesignated account to the capital improvement reserve account.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:40 pm to discuss insurance claims submitted by a former employee as well as insurance and potential litigation resulting from the water main break on Southern Parkway. The Board emerged from Executive Session at 8:20 pm with no minutes produced and no action taken.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:35 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, February 4, 2020.


IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 30th day of March, 2020.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY