

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, February 25, 2020.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Michael Ingham, Attorney
James Neri, Engineer
Sujata Pal, Engineer
Jake Medlinger, 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 reported that he reviewed the sample letter distributed to members of the LIWC and NSWCA as requested by Commissioner Amanda Field. Attorney Ingham stated that the letter was well written and directed appropriate attention to the most significant matters at hand relating to the impending proposed regulation for a maximum contaminant level for 1,4 Dioxane, PFOA and PFOS.

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 building and masonry construction continues on the Plant No. 1 Volatile Organic Compound (VOC) treatment project.

Engineer Pal reported that the Advanced Oxidation Process (AOP) reactors are being delivered to the District on Friday, February 28, 2020 for the Plant No. 1 AOP treatment project.

Engineer Pal reported that the construction is in progress for the Plant No. 2, 3 and 7 interim AOP treatment projects.

Engineer Neri reported that the EFI enclosure box is being delivered to Plant No. 2 for the AOP interim treatment project on Friday, February 28, 2020.

Engineer Neri reported that the regulatory package consisting of the engineering plans, design and report is being prepared for submission to the NYS and Nassau County Departments of Health for their review and approval for the Plant No. 7 AOP treatment project. In addition, two AOP reactors were delivered to Plant No. 7 Monday, February 24, 2020.

Engineer Pal reported that applications are with the Nassau County Fire Marshall for a peroxide storage permit for all AOP sites.

JAKE MEDLINGER'S REPORT – PUBLIC INFORMATION FIRM:

Jake Medlinger presented a press release related to urging residents to take caution with lawn chemicals and fertilizers 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.

Jake Medlinger provided a production schedule for the preparation of the District's upcoming Spring 2020 newsletter. Topics are being considered and discussed with Supt. Moriarty and will be presented to the Board for their consideration and approval before any content is written.

Jake Medlinger reported that a postcard mailer providing residents with an update on what the District is doing to take action to remove 1,4 Dioxane from drinking water is being prepared.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that the water cycle foam board was sent for framing so that it can be protected and used in future educational presentations.

Supt. Moriarty reported that he is working to gather the required documentation requested by the Environmental Facilities Corp. (EFC) as it relates to the District's award of the 2019 Water Infrastructure and Improvement Act (WIIA) grant. Commissioner Laykind stated that grant funding is exclusively used to assist in the funding of the Plant No. 2 AOP treatment project.

Supt. Moriarty reported that a request for water availability for a one (1") inch service was approved for premises at 65 Central Park Road.

Supt. Moriarty presented the letter which was drafted on behalf of the LIWC to be sent to the New York State Department of Health providing comment as it relates to the

impending proposed regulation for a maximum contaminant level for 1,4 Dioxane, PFOA and PFOS. Supt. Moriarty advised that he is working on drafting a similar letter to be sent on behalf of the Plainview Water District.

Supt. Moriarty reported that the variable frequency drive for Booster B at Plant No. 5 has failed and requires replacement. The variable frequency drive is over 11 years old. Supt. Moriarty stated that it is imperative to have Plant No. 5 fully operational at all times. Replacement of the variable frequency drive will be conducted by Wire to Water who is the specialized professional service provider for electrical well contract items. Upon discussion, the Board approved Supt. Moriarty's recommendation to engage Wire to Water to replace the variable frequency drive for a booster pump at Plant No. 5 in the amount of \$10,935.00 as they are the specialized professional service provider for the District's electrical well contract items.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 51679 through 51701 dated February 19, 2020 in the amount of \$87,729.66 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 February 18, 2020 in the amount of \$1,093.48

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 February 18, 2020 in the amount of \$1,093.48 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. In addition to the adjustments made within the District's Policy limits, Ms. Scott requested the Board's approval to remove penalties assessed to 66 Round Tree Drive in the amount of \$60.63 in accordance with District Policy. Upon discussion, the Board approved Ms. Scott's request.

Ms. Scott reported that external auditor's Cullen & Danowski will be at the District the week of March 3, 2020 and March 17, 2020 to conduct the audit of the financial statements for the year ending December 31, 2019.

Ms. Scott reported that she is in receipt of clearance from the EFC for drawdown of expenditures incurred under the 2019 WIIA grant award. This now allows the District to submit for reimbursement of expenditures incurred under this grant.

Ms. Scott reported that upon recording journal entries for the year ending December 31, 2019 an additional transfer is required in order to achieve compliance with the District's fund balance policy limits of 25% of 2020 adopted budget. Ms. Scott recommends the District reduce the unreserved/undesignated fund balance by appropriating an additional \$100,000.00 to the capital improvement reserve fund from the District's undesignated/unappropriated account for the year ending December 31, 2019. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$100,000.00 from the undesignated/unappropriated account into the District's capital improvement reserve account for the year ending December 31, 2019 in order to reduce the unreserved/undesignated fund balance to a target level of approximately 25% of the 2020 adopted budget.

Ms. Scott reported that the District received 1st half tax payment from the Town of Oyster Bay in the total amount of \$2,017,902.71 which includes a deduction of \$889,757.91 for debt service payments for the 1st half of 2020.

Ms. Scott presented the Board with a schedule of budget adjustments for the year ending December 31, 2019. Based on Ms. Scott's analysis and after discussion with regard to the necessity of the proposed adjustment, Ms. Scott requested the following general fund budget transfer 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-8310-50-6520	Computer Software Upgrade and Maint.	12,365.00
From:		
A-8330-05-1000	Purification Salaries	(12,365.00)

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 general fund budget transfer be made for the month ending December 31, 2019;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-50-6520	Computer Software Upgrade and Maint.	12,365.00
From:		
A-8330-05-1000	Purification Salaries	(12,365.00)

The LIWC Meeting was held on Monday, February 24, 2020 at Jericho Terrace in Mineola, NY at 6:30pm. The program was meter madness. Commissioner Laykind, Commissioner Bader and Ms. Scott were in attendance.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 8:20 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 8:40 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 8:55 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 25, 2020.

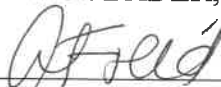
IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17th day of April, 2020.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY