

Regular meeting of the Board of Commissioners of the Plainview Water District was held via telephone conference on Tuesday, March 31, 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

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

Correspondence was reviewed in the Board update.

The Board approved and signed payroll checks.

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

Commissioner Laykind opened by stating that the board meeting is being held via teleconference in light of the Governor's Executive Orders issued in response to the COVID-19 pandemic. Commissioner Laykind stated that he wishes everyone safety and good health amid this crisis and is hopeful that this pandemic begins to decline. Additionally, Commissioner Laykind advised the Plainview Water District is up and running, as we are deemed an emergency service. We have therefore taken extreme precautions for the safety of our employees and the public we continue to serve. This includes educating the staff about CDC guidelines, creating staggered work shifts, implementing workplace social distancing and disinfection of the workplace multiple times daily over and above the disinfection taking place along with the regularly scheduled cleaning and intermittent professional cleaning.

Additional discussion took place regarding the District's actions and operations amid this time of crisis. At conclusion of the discussion, the following has been resolved by the Board of Commissioners.

Pursuant to Governor Cuomo's recent Executive Order to suspends all non-essential business activities during the COVID-19 crisis; and

Pursuant to the Governor's Executive Order declaring that the Plainview Water District, an essential public utility, exempt from the Executive Order; and

Further, pursuant to the Governor's Executive Order declaring that all essential public service providers remain in operation with due recognition of State and National directives to maintain a safe social distance of at least 6 feet; and

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

The Board of Commissioners resolves that the Administrative Headquarters of the Plainview Water District is hereby closed to the Public until the Governor lifts the Executive Order; and

The Board of Commissioners further resolves to fulfill its official responsibility to participate in crisis management and to provide guidance to both the Superintendent and Business Manager by performing a telephone conference with these District leaders, the District's engineer and counsel; and

Finally, pursuant to the directive of the Board of Commissioners to undertake COVID-19 crisis management telephone conferences, the following minutes are duly reported by the Business Manager for the telephone conference on March 31, 2020.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that members of the Long Island Water Conference (LIWC) have been conducting conference call meetings Monday, Wednesday and Friday each week. Also on these calls have been associates of the NYS, Nassau County and Suffolk County Departments of Health (DOH). Discussions continue to take place as it relates to the executive orders set forth by the Governor in response to COVID-19 as well as DOH guidelines should an employee be exposed to or diagnosed with the virus. Attorney Ingham stated that the conference calls have been very productive and well attended. Included on these calls has been all three members of the District's Board of Commissioners and Supt. Moriarty.

Attorney Ingham provided clarification issued from the Governor's Office that all construction work taking place at water districts is also exempt as an essential water works infrastructure. Consequently, this work can continue to be performed without delay. From the above, Commissioner Laykind reiterated that all construction projects taking place at the District Plant sites to institute Advanced Oxidation Treatment (AOP) are continuing to move forward based on the Governor's order.

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 roof installation continues on the Plant No. 1 Volatile Organic Compound (VOC) treatment project and should be complete by the end of this week. A construction progress meeting is scheduled to take place tomorrow. Carbon delivery for the Granulated Activated Carbon (GAC) units is scheduled for Tuesday, April 7, 2020.

Engineer Neri reported that construction is in progress for the Plant No. 2, 3 and 7 interim AOP treatment projects. Carbon delivery for the GAC unit at Plant No. 2 is scheduled for Friday, April 10, 2020.

Engineer Neri reported that he is preparing responses to the Nassau County Department of Health comment letters based upon their review of the engineering report and design for of the Plant No. 2 and 7 AOP treatment projects.

Engineer Pal reported that she is working on the Water Conservation Plan update to be submitted to the Department of Environmental Conservation for the year ending December 31, 2019.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon stated that in light of the widespread of COVID-19 crisis and its severity, he recommends the District temporarily suspend issuing press releases to the public unless they relate directly to the virus. Upon discussion, the Board agreed as all media platforms are being used to communicate updates and relevant information related to the virus.

Greg Gordon presented a series of social media posts to be reviewed and posted on the District's Facebook page all of which are related to COVID-19. Additionally, previously approved posts related to COVID-19 have been posted.

Greg Gordon stated he is working with the designer on the spring newsletter and will provide a revised draft by the end of the week.

Greg Gordon reported that he is working on a memorandum to present for the Board's consideration of changing the format of the District's annual poster contest to a digital platform in order to successfully administer the contest in light of precautionary measures and social distancing requirements as a result of COVID-19.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that in light of COVID-19 he has placed an additional order for personal protective equipment for the District as discussed on the LIWC conference call.

Supt. Moriarty reported that he as well as other District staff viewed a webinar hosted by FEMA on Thursday, March 26, 2020 for the federally declared disaster emergency related to COVID-19. This webinar provides information on what expenditures incurred are reimbursable by FEMA as it relates to this pandemic. Supt. Moriarty reported that he will work with Ms. Scott to obtain the required documentation and prepare the related FEMA forms for the District to pursue reimbursement of any expenditures incurred related to this crisis.

Supt. Moriarty reported that in light of COVID-19 he has placed additional orders for lime and chlorine to be delivered in order to have additional chemicals on hand to ensure water treatment amid the crisis. Commissioner Laykind complimented Supt. Moriarty and the District staff for their diligence in working to acquire all necessary equipment to protect the District and its employees. Extreme cleaning measures and safeguards are being taken daily in an effort to ensure the health and safety of all our essential employees. Additionally, Supt. Moriarty and all three members of the Board have been taking part in the LIWC conference calls three times per week to discuss precautionary and safety measures and how the District's can work together amid this crisis. Commissioner Laykind stated that he is proud of the Plainview Water District team and how effectively everyone has been working together at this time of uncertainty.

Supt. Moriarty presented the first quarter 2020 bill inserts including his comments and requested the Board to review and approve in order to submit to the printer. The Board provided comments and approved for printing upon the revisions being made.

Supt. Moriarty reported that he has temporarily suspended his efforts in obtaining quotes for fencing at Plant No. 1 due to the fact the District is not accepting non essential visitors at this time in light of COVID-19.

Supt. Moriarty presented a memorandum to the Board related to quotes obtained and the emergency nature of the repair the generator at Plant No. 7. It has been identified that the generator has a faulty oil pan gasket and is leaking oil, making the generator non-operational. Supt. Moriarty reported that this generator serves as the immediate back up support for the District's Plant No. 7 well site, stating that it is essential that generator is operational at all times in the event of an emergency. Supt. Moriarty stated that should there be a power outage, the generator provides the District's plant site operation with the ability to remain fully operational. As such, Supt. Moriarty stated that this repair is emergency in nature. Although an emergency purchase, in order to procure services in the most economical fashion, he inquired with the District's awarded generator repair and maintenance provider who declined providing a quote due to the magnitude of the repair. The magnitude of this repair is significant and requires technical skill and knowledge of generators this size. Supt. Moriarty reported he was only able to obtain two quotes due to the fact there are minimal vendors who provide repair to generators at this capacity. The lowest quote obtained for this emergency service is Cummins for a total quote of \$33,244.52. 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 repair of the generator at Plant No .7 to be awarded to Cummins in the amount of \$33,244.52 based on the emergency nature of the repair.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 51747 through 51769 dated March 11, 2020 in the amount of \$23,549.70 were previously reviewed, approved and signed by the Board.

Vendor check nos. 51775 through 51784 dated March 20, 2020 in the amount of \$12,362.35 were previously reviewed, approved and signed by the Board.

Vendor check nos. 51790 through 51806 dated March 25, 2020 in the amount of \$110,106.79 were previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10024 and 10025 dated March 13, 2020 in the amount of \$255,562.56 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10026 dated March 18, 2020 in the amount of \$206,427.88 was previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10027 and 10028 dated March 25, 2020 in the amount of \$1,051,667.25 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 March 10, 2020 in the amount of \$803.93
- Dental claims dated March 17, 2020 in the amount of \$705.45
- Dental claims dated March 25, 2020 in the amount of \$909.70

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

RESOLVED, that the Board of Commissioners approves the dental claims dated March 10, 2020 in the amount of \$959.56, March 17, 2020 in the amount of \$705.45 and March 25, 2020 in the amount of \$909.70 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 reported that she has secured three quotes for weekly office disinfection services to be conducted at the end of each weekly shift change as an additional precautionary measure to be taken to protect employee health in light of COVID-19. Additionally, Ms. Scott reported that she received confirmation from FEMA that these costs are reimbursable under this disaster declaration. Ms. Scott reported that the lowest quote provided was North Hills Office Services at a weekly rate of \$586.00. The Board approved Ms. Scott's request.

Ms. Scott reported that District will receive a decrease in interest rate with Flushing Bank from 1.75% to 1.00% for the capital improvement cash reserve account which is collateralized through means of insured cash sweep. In addition, the District will receive a decrease in interest rate with Flushing Bank from 1.75% to .075% for the capital projects cash account which is collateralized through means of letters of credit. Finally, the District will receive a decrease in interest rate with First National Bank of Long Island Bank from 2.05% to 1.15% for the unappropriated/undesignated cash account. These decreases are as a result of the recent decrease in federal interest rates.

Ms. Scott reported the GFOA annual conference as well as the AWWA Water Event held in both New York and New Jersey have been cancelled due to the outbreak of COVID-19. All reservations have been cancelled accordingly. Rescheduling will take place if and when new dates are provided.

Ms. Scott previously provided the Board with a copy of the Treasurer's Report through February 29, 2020. In addition, to supplement and support the Treasurer's Report, Ms. Scott also provided the Board with the respective bank reconciliations as well as a collateral summary for all District cash accounts for the month ending February 29, 2020. After discussion, the reports were ordered filed.

Ms. Scott will present the remainder of her report in executive session as it relates to an employee claim for benefits under the Families First COVID-19 Response Act.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:25 pm to an employee claim for benefits under the Families First COVID-19 Response Act. The Board emerged from Executive Session at 8:10 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 8:15 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, March 31, 2020.


IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 1th day of April, 2020.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY