

Regular meeting of the Board of Commissioners of the Plainview Water District was held via telephone conference on Tuesday, July 7, 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 today's meeting is being held via teleconference once again pursuant to the Governor's executive order. The meeting was noticed on the District's website indicating that a phone line is available for public participation. He is happy to report that all Plainview Water District employees are safe and well as we continue to take all precautionary measures to ensure everyone's health and safety. Commissioner Laykind stated that the District is preparing to reopen the office to the public next week. The District will recommence live Board meetings subsequently thereafter, as soon as additional safety protocols are in place.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that Governor Cuomo has recently issued two Executive Orders providing travel restrictions for those states experiencing a resurgence of COVID-19. The list currently consists of nineteen states whereby all employees who voluntarily travel to the restricted states shall be subject to a mandatory fourteen (14) day quarantine upon return to New York. These employees may not return to work until the quarantine is over. In addition, employees who travel to these restricted states shall not be eligible for COVID-19 sick benefits. Commissioner Laykind replied by stating that Supt. Moriarty recently distributed a memorandum to all District employees notifying them of the new Executive Order. In addition, Supt. Moriarty and Ms. Scott will monitor all employee vacation requests.

Attorney Ingham will present the remainder of his report in executive session as it relates to insurance coverage 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 continues to be in progress for the Plant No. 1 treatment project. Engineer Pal reported that two of the three contractors have formally responded to the recent notification sent informing of the District's ability to seek liquidated damages and have provided anticipated dates of completion. The recent notification indicated that liquidated damages may be sought due to the fact the project is not finalized within the completion date as stated in the contractual agreement between the District and each contractor. Engineer Pal also reported that she is in receipt of comments from both the New York State and Nassau County Departments of Health based upon their review of the engineering report and design for the Plant No. 1 Advanced Oxidation Process (AOP) treatment project. H2M architects + engineers are preparing the responses to said comments.

Engineer Neri reported that construction continues to be in progress for the Plant Nos. 2, 3 and 7 interim AOP treatment projects. Engineer Neri also reported that performance testing at Plant Nos. 2 and 7 are underway.

Engineer Neri provided an outline of the status of responses to the New York State and Nassau County Department of Health comment letters based upon their review of the engineering report and design for the Plant Nos. 2, 3 and 7 AOP treatment projects. In addition, Engineer Neri also provided the status of the responses to the Nassau County Fire Marshall for the permits for the chemical bulk storage tanks.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon reported that he is working with Ms. Scott to make necessary modifications to the District's website to accommodate for the new automatic online bill pay system as designed by the District's utility billing software provider.

Greg Gordon presented content for the next upcoming e-mail blast for the Board's consideration. The Board agreed to review and provide feedback.

Greg Gordon presented content for the Plainview Old-Bethpage Library COVID-19 history submission. The Board agreed to review and provide feedback.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that he is working with Total Technology Solutions to complete the final review of the new information technology disaster recovery plan. He anticipates it will be complete by the end of next week.

Supt. Moriarty reported that he has secured a quote to repair the faulty booster pump motor that was recently replaced at Plant No. 5. If repaired, the motor can be used as a spare for both booster pumps A and B at this plant site location. The quote to repair the motor was provided by Layne Christensen who is the well and booster pump requirements contract holder. Total cost for parts to repair the pump motor are \$3,814.00 plus the cost of labor in accordance with the requirements contract previously bid. Supt. Moriarty requested Board approval to repair the pump motor. The Board approved Supt. Moriarty's request as the repair is in accordance with the previously awarded well and booster pump requirements contract.

Supt. Moriarty reported that while exercising valves at Plant No. 1 it was identified that a sixteen-inch (16") valve was not closing properly and is in need of replacement. Supt. Moriarty obtained a quote to replace the valve from Merrick Utilities who is the distribution system repairs and maintenance requirements contract holder. Total cost to replace the valve is \$13,100.00. Supt. Moriarty requested Board approval. The Board approved Supt. Moriarty's request as the replacement is in accordance with the previously awarded distribution system repairs and maintenance requirements contract.

Supt. Moriarty reported that he spoke to the customer at 10 Lever Place regarding their high water bill. The customer was attempting to dispute her water bill and requested a reduction of the cost of the bill due to a leak in her sprinkler system. Supt. Moriarty requested the Board's approval to grant a six (6) month payment plan to 10 Lever Place for reasons discussed. The Board approved Supt. Moriarty's request.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 52047 through 52056 dated June 24, 2020 in the amount of \$20,944.18 were previously reviewed, approved and signed by the Board.

Capital projects vendor check nos. 10039 through 10040 dated June 24, 2020 in the amount of \$119,889.99 were previously reviewed, approved and signed by the Board.

Vendor check nos. 51062 through 52079 dated July 1, 2020 in the amount of \$183,621.49 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 June 23, 2020 in the amount of \$771.23
- Dental claims dated June 30, 2020 in the amount of \$1,528.73

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 23, 2020 in the amount of \$771.23 and June 30, 2020 in the amount of \$1,528.73 and the Board authorized funds be transferred into the District's dental benefit account.

Ms. Scott presented the June 2020 audience overview and summary of individual pages viewed on the District's website.

Ms. Scott provided the Board with a copy of the June 2020 Dental Claims Detail Report. After discussion, the report was ordered filed.

Ms. Scott reported she is working on preparation of a memorandum of recommendation to establish an assignment of fund balance for emerging contaminants.

Ms. Scott reported that upon her conference call with the District's utility billing software provider, the newly designed automatic online bill pay system will be ready for implementation by the end of this week. She is working with Greg Gordon to incorporate the necessary changes to the District's website.

Ms. Scott reported the District will receive a decrease in interest rate with Flushing Bank from 0.70% to 0.45% for the capital improvement cash reserve account. In addition, the District will receive a decrease in interest rate with Flushing Bank from 0.55% to 0.35% for the capital projects cash account.

Ms. Scott reported the customer service access window has been installed in the office front entrance along with signs limiting guest access, requiring all guests to wear masks and maintain social distancing. After discussion, Commissioner Laykind requested Supt. Moriarty and Ms. Scott to reopen the administrative office doors to the public on Monday, July 13, 2020 with all safety precautions to be implemented.

Ms. Scott reported the District is in receipt of final payment of \$9,800.00 from the EFC for the Emerging Contaminant Planning Grant award.

Ms. Scott presented a memorandum of recommendation and summary of requests for proposal submitted for the water rate study. The Board agreed to review and consider Ms. Scott's recommendation.

Ms. Scott presented the Board with a draft of the special message to be inserted into the special messages section of the second quarter 2020 customer invoice as it relates to the impending legislation intended to protect residential customers who have suffered financial hardship due to COVID-19. In addition, Ms. Scott also presented the Board with a draft of the Payment Deferral Request Form to be used for customers who wish to have their payments deferred. The Board approved both the message and form and directed Ms. Scott to implement immediately.

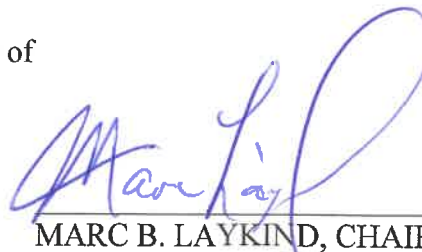
On the motion of Commissioner Laykind, seconded by Commissioner Field, the Board went into Executive Session at 6:30 pm to discuss potential litigation resulting from the water main break on Southern Parkway. The Board emerged from Executive Session at 7:15 pm with no minutes produced and no action taken.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:25 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, July 7, 2020.

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



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY