

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, September 15, 2020.

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

The meeting was called to order at 8:00 am.

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 the Public Service Commission (PSC) has issued formal guidance regarding compliance with the utility moratorium on terminations and disconnections of service. Attorney Ingham stated that although the District does not terminate water service for any reason, the statute requires public utilities to provide its customers with a payment deferral agreement should they experience a change in financial circumstances as a result of the COVID-19 state of emergency. Attorney Ingham reported that he worked closely with Ms. Scott to revise the District's existing Payment Deferral Request Form Due to COVID-19 State of Emergency Moratorium to reflect the guidance set forth by the PSC.

Attorney Ingham reported that he received the executed Town of Oyster Bay claim form and general release related to the incident of property damage arising out of a water main failure which occurred on September 4, 2019 on Southern Parkway. The Town is expected to approve payment to the District at its October 6, 2020 board meeting.

#### **ENGINEER'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. Said items were reviewed and discussed with the Board in detail.

Engineer Neri reported that last week on Wednesday, September 9, 2020, the NYS Department of Health approved the engineering plans for the Plant No. 1 Advanced Oxidation Process (AOP) treatment project. Sample results from the performance testing recently conducted are expected to be due back in the next two weeks and will be analyzed

upon receipt. Supt. Moriarty and H2M architects + engineers conducted a video recording of the final walk through as part of the requirements of the completed works walk through package. The completed works walk through package will be submitted to the NYS and Nassau County Departments of Health for their final review upon completion of the analysis of sample results. Upon approval, a certificate of completed works will be issued and the AOP system will be approved to operate.

Engineer Neri reported that the completed works walk through package for the Plant No. 2 interim AOP treatment project was delivered to the NYS and Nassau County Departments of Health for their final review. Upon approval, a certificate of completed works will be issued and the AOP system will be approved to operate. Engineer Neri reported that he expects approval to take place in the upcoming days.

Engineer Neri reported that he received the second round of comments on the engineering plans by the NYS Department of Health for the Plant No. 7 interim AOP treatment project. Responses to said comments were submitted earlier today.

Engineer Neri reported that the preliminary design for the Plant No. 3 drainage work is complete and will be submitted to Supt. Moriarty for his review by the end of the week. H2M architects & engineers will submit the drawings to the Town of Oyster Bay upon Supt. Moriarty's review and approval.

Engineer Neri reported that H2M architects + engineers has completed the predesign concepts for the Plant No. 2 permanent AOP treatment project. Said predesign concept has been submitted to Supt. Moriarty for his review prior to developing a preliminary design.

#### **GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:**

Greg Gordon presented a press release related to 1,4 Dioxane treatment systems becoming operational to be published in upcoming weeks for the Board's review and approval. The Board provided feedback and changes and approved for submission upon the revisions being made.

Greg Gordon presented content for a series of social media posts for the Board's review. The Board provided comments and approved for sending upon the revisions being made.

Greg Gordon requested a work session to discuss topics and ideas for the fall 2020 newsletter. The Board agreed to review their schedules and coordinate.

Greg Gordon provided an update to the postcard mailer which provides details of the efforts put forth by District to remove 1,4-Dioxane from drinking water based upon previous discussions. The Board agreed to review and provide feedback so that printing and fulfillment can take place.

Ms. Scott requested Greg Gordon commence the preparing of the bill insert to accompany the third quarter customer invoices. Discussion took place regarding the topics to be included.

Commissioner Field requested Greg Gordon review and update the 1,4 Dioxane fact sheet posted to the emerging contaminant portion of the District's website. Discussion took place regarding the updates to be included.

**STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:**

Supt. Moriarty presented the Board with a project status report for the Plant Nos. 1, 2, 3, 4 and 7 Advanced Oxidation Process (AOP) treatment projects. Discussion took place regarding the details of the current status of each of the projects.

Supt. Moriarty reported that he and the plant operations staff recently attended an operator training conducted by Trojan Technology at District Plant No. 2 for instruction on operation of the AOP systems. Additional training sessions are forthcoming for the handling of peroxide used to operate the AOP systems.

Supt. Moriarty reported that he and Max Grabinski from H2M architects + engineers conducted the District's portion of the virtual close out presentation with Stony Brook University for the Center for Clean Water Technology (CCWT) grant on Friday, September 11, 2020. During this presentation they reported on the results of the Plant No. 7 AOP pilot study.

Supt. Moriarty presented the Board with the approval letter issued by the NYS Department of Health which approved the engineering plans for the Plant No. 1 AOP treatment project.

Supt. Moriarty provided the Board with a request for water availability for a one (1") inch service at 7 Sagamore Street. The Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with a request for water disconnect and availability for a one (1") inch service at 39 Blanche Street. The Board approved Supt. Moriarty's request.

**DINA M SCOTT'S REPORT – BUSINESS MANAGER:**

Vendor check nos. 52275 through 52287 dated September 10, 2020 in the amount of \$10,492.24 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 September 9, 2020 in the amount of \$1,236.31

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 September 9, 2020 in the amount of \$1,236.31 and the Board authorized funds to 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 a Schedule of Budget Adjustments as processed in accordance with the District's Budget Transfer Policy. In addition, Ms. Scott presented Detail of Budget Adjustments to accompany and support each budget adjustment made as indicated in the Schedule of Budget Adjustments. After discussion, the report was ordered filed.

Ms. Scott reported that the final 2020 tax lien roll will be prepared for approval by the Board on Thursday, September 17, 2020 and remitted to the Town of Oyster Bay on due date Friday, September 18, 2020.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending August 31, 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 August 31, 2020. After discussion, the reports were ordered filed.

Ms. Scott requested Board approval to transfer additional funds to the payroll cash account to more adequately cover the float of the approved electronic payroll disbursement at 12:00am on Wednesday's to the payroll bank deposit made at 10:00 am. Ms. Scott requested Board approval to transfer \$11,886.56 into the District's payroll account from the operating account.

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

RESOLVED, that the Board of Commissioners approves transferring \$11,886.56 from the operating account into the District's payroll account.

Ms. Scott requested Board approval to attend the GFOA Long Island Virtual Fall Seminar on October 15, 2020 from 1:00 – 4:00 pm. Ms. Scott provided the Board with a copy of the agenda and reported that continuing education credits are given for attendance. In addition, the fee for attendance is \$60.00. The Board approved Ms. Scott's request.

Ms. Scott provided the Board with a copy of the revised Payment Deferral Request Form Due to COVID-19 State of Emergency Moratorium to reflect the guidance set forth by the PSC as previously discussed by Attorney Ingham.

The following board meetings were scheduled for October 2020:

- October 6<sup>th</sup> at 5:30 pm
- October 13<sup>th</sup> at 5:30 pm
- October 20<sup>th</sup> at 5:30 pm - Additional Public Session at 7:00 pm
- October 27<sup>th</sup> at 5:30 pm

Ms. Scott will present the remainder of her report in executive session as it relates to protest of a former employee unemployment benefit claim.

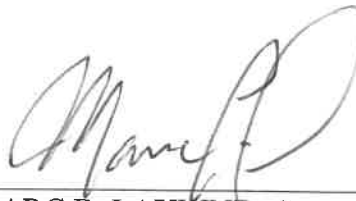
On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:45 pm to discuss protest of a former employee unemployment benefit claim. The Board emerged from Executive Session at 8:30 pm with no minutes produced and no action taken.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:40 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, September 15, 2020.

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



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY