

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, October 13, 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
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.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that he is working with Ms. Scott to prepare responses to the District's two recently received a Freedom of Information Law (FOIL) requests. One of the drafted responses was presented to the Board for their review and approval. Upon discussion, the Board approved Ms. Scott to submit the respective response. Ms. Scott reported that the standard five day acknowledgement letter was submitted for the second request as it is under review by counsel. After discussion, the Board requested that Attorney Ingham prepare the appropriate response for the second request.

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 approval of the completed works walk through package for the Plant No. 1 Advanced Oxidation Process (AOP) treatment project was issued by the NYS and Nassau County Departments of Health. A certificate of completed works is forthcoming and the AOP system has been approved to operate. This is the now the second AOP system approved for operation in the Plainview Water District, with two additional systems awaiting approval by the NYS and Nassau County Departments of Health. Engineer Pal also reported that the epoxy floor will be complete next week, at which time final programming will take place.

Engineer Neri reported that H2M architects & engineers has submitted the drawings to the Town of Oyster Bay design for the Plant No. 3 drainage work. Response has been received with minimal inquires which are being addressed accordingly.

Engineer Neri reported that sample results have been received from the Plant No. 7 interim AOP treatment project. Performance testing is now underway and the respective report is being compiled. Upon completion, the completed works walk through package will be submitted 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 will present the remainder of his report in executive session as it relates to contract negotiations and potential litigation.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to the District's pharmaceutical take back program on October 24, 2020 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 a revised 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 a revised email blast related to 1,4 Dioxane treatment systems becoming operational to be sent to all customers with an email address on file with the District. The Board provided feedback and changes and approved for submission upon the revisions being made.

Greg Gordon presented a revised 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.

Greg Gordon presented content for a series of social media posts for the Board's review. The posts provide details for the District's pharmaceutical take back program on October 24, 2020. The Board provided comments and approved for sending upon the revisions being made.

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 AOP treatment projects. Discussion took place regarding the details of the current status of each of the projects.

Supt. Moriarty presented the letter issued by the NYS Department of Health issuing approval of the completed works walk through package for the Plant No. 1 AOP treatment project. Additional sampling for the Granular Activated Carbon (GAC) units will be conducted once the installation of the epoxy floor is complete. Supt. Moriarty also reported that the hydrogen peroxide delivery for the AOP system took place on Thursday, October 8, 2020.

Supt. Moriarty presented the Board with a proposal submitted by H2M architect + engineers for the design, construction administration and construction documentation services for replacement of the roofs at the District's various Plant No. 1 site locations. Discussion took place and the Board requested additional information and agreed to further consider.

Supt. Moriarty presented the pumpage and sales report through September 2020. After discussion, the report was ordered and filed. In addition, Supt. Moriarty presented a memorandum regarding third quarter 2020 pumpage as well as calculations to support unaccounted for water.

Supt. Moriarty reported that the pump at Well No. 5-4 has failed and requires replacement. Troubleshooting was conducted by Layne Christensen, the District's previously awarded well and booster pump requirements contract holder. Upon identification of the pump failure, Layne Christensen informed Supt. Moriarty that the lead time to order a replacement pump is between six and eight weeks. Supt. Moriarty stated that this well site is one of the District's lead operational sites due to the fact that the water quality in this well complies with the newly enacted Maximum Contaminant Level (MCL) for 1,4-dioxane. Alternate well sites are currently not available for operation until approval for the District to run the newly constructed AOP systems is issued by the NYS and Nassau County Departments of Health. Based upon these facts, the stated lead time is not conducive to meet the District's operational needs and dependence upon this well site. Due to the essential nature of this well site's operational ability, Supt. Moriarty secured a quote from AC Schultes who currently has the required replacement pump in stock and is able to conduct installation immediately in order to bring the well site back to operational status. Supt. Moriarty requested the Board approve procurement of the replacement pump and related installation work through AC Schultes via declaration of an emergency. Supt. Moriarty stated that the emergency nature is justified based on the fact that this well site is needed in order to remain in compliance with the recently enacted MCL for 1,4-dioxane as referenced in the District's previously awarded emergency resolution dated July 16, 2019. At length discussion took place between members of the Board, Supt. Moriarty and Engineer Neri. Engineer Neri reaffirmed Supt. Moriarty's recommendation for said purchase to be made on an emergency basis. Total cost for the replacement pump and installation is not to exceed \$52,000.00. Attorney Ingham confirmed that this emergency purchase was in conformance with the bidding exception contained in General Municipal Law Section 103, Subdivision 4. Supt. Moriarty requested Board approval.

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

RESOLVED, that the Board of Commissioners declares an emergency instance based upon the facts described by Supt. Moriarty and further supported by Engineer Neri. The Board therefore approves purchase and installation of the pump at Well 5-4 by AC Schultes at a cost not to exceed \$52,000.00.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 52359 through 52378 dated October 8, 2020 in the amount of \$20,684.05 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 October 6, 2020 in the amount of \$2,793.19

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 October 6, 2020 in the amount of \$2,793.19 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. In addition, Ms. Scott requested the Board's approval to grant a six (6) month payment plan to 4 Park Court for reasons discussed. Upon discussion, the Board approved Ms. Scott's request.

Ms. Scott reported the water commissioner election notice was submitted to POB Herald for posting in October 14, 2020 edition, at which time petitions will be available.

Ms. Scott reported the District is in receipt of reimbursement from FEMA as it relates to DR4480, COVID-19 pandemic. Federal reimbursement is 75% of total disaster related expenditures incurred of \$3,511.56, and therefore reimbursement was \$2,633.67. The funds were deposited into the District's operating cash account.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending September 30, 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 the schedule of collateralized deposits for all District cash accounts for the month ending September 30, 2020. After discussion, the reports were ordered filed.

Ms. Scott presented the Board with a copy of the year to date Budget to Actual Expenditures and Budget Variance Report for the month ending September 30, 2020. 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 adjustment, Ms. Scott requested the following additional general fund budget transfers be made for the month ending September 30, 2020 in excess of the Budget Transfer Policy limits;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8330-20-2000	Wells, Pumps and Motors	60,000.00
From:		
A-9010-00-8000	NYS Retirement	(60,000.00)
To:		
A-9050-00-8000	Unemployment	10,000.00
From:		
A-9060-00-8100	Dental Coverage	(10,000.00)

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 transfers be made for the month ending September 30, 2020;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8330-20-2000	Wells, Pumps and Motors	60,000.00
From:		
A-9010-00-8000	NYS Retirement	(60,000.00)
To:		
A-9050-00-8000	Unemployment	10,000.00
From:		
A-9060-00-8100	Dental Coverage	(10,000.00)

Ms. Scott presented the draft response to the Freedom of Information Law (FOIL) request received by the District. After discussion, the Board approved Ms. Scott to send.

Ms. Scott presented the Board with a correspondence received by utility billing software provider, Edmunds GovTech notifying the District that effective November 15, 2020 there will be an increase to the eCheck convenience fee from \$1.05 to \$1.95. This convenience fee is assessed when customers remit one-time online payments through the District's secured online payment portal. Ms. Scott stated that New York State law mandates the District receive no portion of the convenience fee. The convenience fee is retained by the third-party payment processing vendor that enables the transaction. The fee schedule is in accordance with the credit card companies and transaction clearing house established rates.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 8:25 pm to discuss contract negotiations and potential litigation. The Board emerged from Executive Session at 9:00 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 9:10 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, October 13, 2020.


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



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY