

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, December 15, 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 extended his sincere thanks to the residents of the community of Plainview Old Bethpage for the support he received during the recent election. He complimented the District's staff for administering a safe, well prepared and organized election during the midst of a pandemic. The efforts set forth in ensuring the safety of District's residents were commendable.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham presented a memorandum of recommendation as it relates to the Jericho Water District (JWD) customer located at 563 Woodbury Road, Plainview. This property is located within the Plainview Water District (PWD) boundaries, however, lies at the far edge of the PWD and has always received water from a main owned by JWD on an "outside contract" basis. The Board agreed with Attorney Ingham's proposed resolution and asked Ms. Scott to process accordingly.

Attorney Ingham reported that he is working on preparation of the 2021 hydrant agreements for the Plainview Fire Protection District and Syosset Fire District. Discussions have taken place with Ms. Scott to modify the two agreements so that they are presented consistently and on the same terms. Attorney Ingham will draft and submit to the Board for review upon completion.

Attorney Ingham presented a memorandum as it relates to the Town of Oyster Bay overpayment of annual hydrant contract payments. The Board agreed with Attorney Ingham's proposed resolution and asked Ms. Scott to process accordingly.

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 Neri reported that cleaning and inspection of the Town of Oyster Bay stormwater line for the Plant No. 3 drainage work is complete. Engineer Neri reported on his review of the video footage and stated he was pleased with the results which will likely result in a considerable cost savings to the District.

Engineer Neri reported that Adjo Construction, contractor for the Country Pointe Phase III residential development has requested a reduction in retainage held from 5% to 2.5%. Discussion took place regarding the justification supporting said request. Upon discussion, the Board agreed to reduce the retainage for Adjo Construction to 2.5% for the Country Pointe Phase III residential development.

Engineer Neri reported that continued updates are being made to the design of the Plant No. 2 permanent Advanced Oxidation Process (AOP) project based upon review and discussion with Supt. Moriarty.

Engineer Neri reported that the District took bids this morning for the generator maintenance contract which is set to expire at year-end. Upon review of bid tabulations, H2M architects & engineers will present a recommendation to the Board for awarding of the respective contract.

Engineer Neri reported that the biannual tank inspection report is undergoing quality control review.

Engineer Pal provided the Board with a series of change orders for the general, plumbing and electrical contractors as it relates to the Plant No. 1 treatment project. It was noted that this project was divided into two sub-projects, one for Volatile Organic Compound (VOC) treatment and the other for AOP treatment. Discussion took place as to the details surrounding each of the change orders and the calculations within. A total of seven (7) changes orders were presented. Board approval was requested for each.

Engineer Pal provided the Board with Change Order No. 1G related to the Plant No. 1 VOC treatment project contract with W.J. Northridge Construction Corp. in the new contract amount of \$1,924,000.00, crediting back \$45,000.00 to the District for work not performed by the contractor, and with a revised contract completion date of July 28, 2020.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1G related to the Plant No. 1 VOC treatment project contract with W.J. Northridge Construction Corp. in the new contract amount of \$1,924,000.00, and with a revised contract completion date of July 28, 2020. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 2G related to the Plant No. 1 VOC treatment project contract with W.J. Northridge Construction Corp. in the new contract amount of \$1,917,340.80, crediting back \$6,659.20 to the District for work not performed by the contractor, and with a revised contract completion date of July 28, 2020.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 2G related to the Plant No. 1 VOC treatment project contract with W.J. Northridge Construction Corp. in the new contract amount of \$1,917,340.80, and with a revised contract completion date of July 28, 2020. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 1P related to the Plant No. 1 VOC treatment project contract with Philip Ross Industries in the new contract amount of \$825,000.00, crediting back \$3,000.00 to the District for work not performed by the contractor, and with a revised contract completion date of July 20, 2020.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1P related to the Plant No. 1 VOC treatment project contract with Philip Ross Industries in the new contract amount of \$825,000.00, and with a revised contract completion date of July 20, 2020. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 1E related to the Plant No. 1 VOC treatment project contract with Eldor Contracting in the new contract amount of \$522,827.00, crediting back \$6,000.00 to the District for work not performed by the contractor, and with a revised contract completion date of September 14, 2020.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1E related to the Plant No. 1 VOC treatment project contract with Eldor Contracting in the new contract amount of \$522,827.00, and with a revised contract completion date of September 14, 2020. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 1G related to the Plant No. 1 AOP treatment project contract with W.J. Northridge Construction Corp. with a revised contract completion date of July 8, 2020 and no changes to the total contract amount.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1G related to the Plant No. 1 AOP treatment project contract with W.J. Northridge Construction Corp. with a revised contract completion date of July 8, 2020 and no changes to the total contract amount. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 1P related to the Plant No. 1 AOP treatment project contract with Philip Ross Industries with a revised contract completion date of July 20, 2020 and no changes to the total contract amount.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1P related to the Plant No. 1 AOP treatment project contract with Philip Ross Industries with a revised contract completion date of July 20, 2020 and no changes to the total contract amount. The Board of Commissioners authorizes Commissioner Laykind to sign same.

Engineer Pal provided the Board with Change Order No. 1E related to the Plant No. 1 AOP treatment project contract with Eldor Contracting with a revised contract completion date of September 16, 2020 and no changes to the total contract amount.

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

RESOLVED, that the Board of Commissioners approves Change Order No. 1E related to the Plant No. 1 AOP treatment project contract with Eldor Contracting with a revised contract completion date of September 16, 2020 and no changes to the total contract amount. The Board of Commissioners authorizes Commissioner Laykind to sign same.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to encouraging residents to adopt a fire hydrant 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 provided a revised social media content calendar for December posts for the Board's review. The Board provided feedback and changes and approved for posting upon the revisions being made.

Greg Gordon reported that the recent e-mail blast that was sent received a 41% open rate.

Greg Gordon presented the most recently drafted version of a postcard mailer which provides details of the efforts put forth by District to remove 1,4-Dioxane from drinking water. The Board requested Supt. Moriarty work with Greg Gordon to ensure the language in the mailer is up to date based on the District's current status.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty presented a letter of recommendation submitted by H2M architects + engineers for the District to purchase three sets of 12' Diameter 40,000 lb. Granular Activated Carbon (GAC) vessels at a unit price of \$363,921.66 per set and a total cost of \$1,091,764.98. Supt. Moriarty reported that procuring said vessels prior to year-end will ensure the District receive 2020 preferred pricing in accordance with the GAC adsorber contract previously awarded to TIGG LLC. This will provide the District with a savings of over \$33,000.00 if procured prior to year-end. One set of vessels will be procured in anticipation of the Plant No. 2 permanent AOP treatment project and the remaining two sets of vessels will be procured in anticipation of the Plant No. 4 Permanent AOP treatment project. After discussion, Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves the recommendation by Supt. Moriarty and H2M architects & engineers to purchase from TIGG LLC, three sets of 12' Diameter 40,000 lb. GAC Vessels at a unit price of \$363,921.66 per set and a total cost of \$1,091,764.98, one set for the Plant No. 2 permanent AOP treatment project and remaining two sets for the Plant No. 4 AOP treatment project.

Supt. Moriarty reported a recommendation to purchase one Chevrolet express cargo van from Chevrolet of Smithtown at a price of \$24,137.75 for the District's fleet. Said vehicle will replace the existing 2006 Chevrolet express cargo van which has aged and requires extensive repair. Supt. Moriarty reported that pricing was obtained through the NYS Office of General Services (OGS) mini-bid system and is in accordance with NYS contract rates. Supt. Moriarty reported that funds for this purchase are available as budgeted in the 2020 operating budget. Supt. Moriarty reported that upon receipt and placement into service of the new vehicle, he will request Board authorization to auction the existing 2006 Chevrolet express cargo van. After discussion, the Board approved Supt. Moriarty's request.

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

RESOLVED, that the Board of Commissioners authorizes the purchase of one Chevrolet express cargo van at price of \$24,137.75 from Chevrolet of Smithtown for the District's fleet as purchased under NYS contract through the OGS.

Supt. Moriarty reported a recommendation to purchase one Ford F-350XL with a snowplow from Hempstead Lincoln Mercury Motors at a price of \$34,672.00 for the District's fleet. Said vehicle will replace the existing 2006 Ford F-250 with snowplow which has aged and requires extensive repair. Supt. Moriarty reported that pricing was obtained through the NYS Office of General Services (OGS) mini-bid system and is in accordance with NYS contract rates. Supt. Moriarty reported that funds for this purchase are available as budgeted in the 2020 operating budget. Commissioner Laykind requested that the existing 2006 Ford F-250 with snowplow be auctioned off this winter in the interest of securing more bids. After discussion, the Board approved Supt. Moriarty's request.

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

RESOLVED, that the Board of Commissioners authorizes the purchase of one Ford F-350XL with a snowplow from Hempstead Lincoln Mercury Motors at a price of \$34,672.00 for the District's fleet as purchased under NYS contract through the OGS.

Supt. Moriarty reported that a walk-through of the roof replacement at various plant site locations was conducted today. This was done in preparation of the respective bid which will take place on Monday, December 21, 2020.

Supt. Moriarty presented the Pumpage and Sales Report through November 30, 2020. After discussion, the report was ordered filed.

Supt. Moriarty reported that he is working with District staff to prepare for the upcoming winter storm forecasted for Wednesday through Thursday of this week.

Supt. Moriarty provided the Board with a quote prepared by Eagle Control Corp. to conduct upgrades to the District's SCADA system. Various options to this upgrade were provided and discussed at length. The Board agreed to review the quote and further consider.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 52542 through 52560 dated December 04, 2020 in the amount of \$101,964.46 were previously reviewed, approved and signed by the Board.

Vendor check nos. 52566 through 52573 dated December 08, 2020 in the amount of \$1,200.00 were previously reviewed, approved and signed by the Board.

Vendor check nos. 52574 through 52593 dated December 10, 2020 in the amount of \$85,817.78 were previously reviewed, approved and signed by the Board.

Capital projects vendor check no. 10059 dated December 10, 2020 in the amount of \$7,400.00 was previously reviewed, approved and signed by the Board.

Country Pointe vendor check no. 107 dated December 10, 2020 in the amount of \$958.50 was 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 December 08, 2020 in the amount of \$1,711.68

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 December 08, 2020 in the amount of \$1,711.68 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 to the adjustments made within the District's Policy limits, Ms. Scott requested the Board's approval to remove penalties assessed to 10 Northern Parkway in the amount of \$73.30 in accordance with District policy. The Board approved Ms. Scott's request.

Ms. Scott presented a letter received, notifying the District of recently submitted zoning application. The Board agreed to review said letter and further consider.

Ms. Scott provided an update of the status of the District's water rate study. Discussion took place regarding the timing of the completion and conclusion of the study in conjunction with year-end financial reporting.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending November 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 November 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 November 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 transfer be made in excess of the Budget Transfer Policy limits;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-60-7500	Judgments and Claims	51,300.00
From:		
A-8340-10-2000	Mains	(51,300.00)

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;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-60-7500	Judgments and Claims	51,300.00
From:		
A-8340-10-2000	Mains	(51,300.00)

Ms. Scott presented the quotes for the purchase of billing supplies and the printing, folding and mailing of quarterly invoices for the year 2021. The lowest quote was submitted from Sir Speedy, Plainview. The total cost of billing supplies is \$4,614.25, the annual cost for the printing, folding and mailing of quarterly invoices is \$6,818.00 for a total cost of \$11,432.25 for the year 2021. Board approval was requested.

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

RESOLVED, that the Board of Commissioners awards the purchase of billing supplies and printing, folding and mailing quarterly invoices for the year 2021 to the lowest total quote, Sir Speedy, Plainview for a total annual quote of \$11,432.25.

Ms. Scott presented the results for the request for proposal for administrative office cleaning services for the year 2021. The lowest proposal was submitted by BJ's Cleaning & Maintenance, Inc for a total annual cost of \$13,180.00 for the year 2021. Board approval was requested.

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

RESOLVED, that the Board of Commissioners awards the request for proposal for administrative office cleaning services for the year 2021 to the lowest total proposal, BJ's Cleaning & Maintenance, Inc for a total annual cost of \$13,180.00.

The following board meetings were scheduled for January 2021:


- January 12th at 5:30 pm – Reorganization meeting
- January 29th at 5:30 pm – Additional public session at 7:00 pm
- January 26th at 5:30 pm

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 9:05 pm.

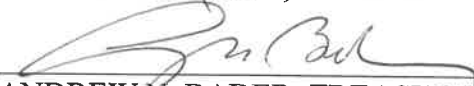
STATE OF NEW YORK)
COUNTY OF NASSAU) ss.:
PLAINVIEW WATER DISTRICT)

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, December 15, 2020.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this day of January, 2021.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY