

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, April 13, 2021.

Present: Marc B. Laykind, Chairman  
Andrew Bader, Treasurer  
Amanda R. Field, Secretary  
Stephen Moriarty, Superintendent  
Dina Scott, Business Manager  
Michael Ingham, Attorney  
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 has reviewed the proposed contract with Comply Corp. for pre-employment and emergency response substance abuse testing as requested by Supt. Moriarty and Ms. Scott. Feedback was provided and discussion took place regarding the various panels of testing to be considered. Upon discussion, Ms. Scott reported that she will provide the Board with a copy of said contract for their review and approval.

Attorney Ingham reported on the series of e-mail correspondence that have taken place regarding the conflicts with National Grid and the test pits related to the installation of drainage pipe connection from the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10. Discussion took place and the Board requested Attorney Ingham to provide a letter and supporting documentation regarding the fact that the District is in fact a legal municipality. National Grid acknowledging the District as a legal municipality will likely enable us to proceed with test pits at no cost to the District if relocation is required.

#### **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 provided the Board with Change Order No. 3G related to the Plant No. 1 Volatile Organic Compound (VOC) treatment project contract with WJ Northridge Construction Corp. in the new contract amount of 1,881,218.90, crediting back \$36,121.90 to the District for work not performed by the contractor.

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. 3G related to the Plant No. 1 VOC treatment project contract with WJ Northridge Construction Corp. in the new contract amount of 1,881,218.90. The Board of Commissioners authorizes Commissioner Field to sign same.

Engineer Pal provided the Board with Change Order No. 2P related to the Plant No. 1 Advanced Oxidation Process (AOP) treatment project contract with Philip Ross Industries, Inc. in the new contract amount of \$495,530.00, crediting back \$13,670.00 to the District for work not performed by the contractor.

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. 2P related to the Plant No. 1 AOP treatment project contract with Philip Ross Industries, Inc. in the new contract amount of \$495,530.00. The Board of Commissioners authorizes Commissioner Field to sign same.

Engineer Pal reported that with the approved change orders in place, project close out can commence for both the Plant No. 1 VOC and AOP treatment projects.

Engineer Pal reported that construction for the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10 is set to start tomorrow and will commence with the test pits. Engineer Pal reiterated the recent challenges faced with National Grid as it relates to the test pits. The Board requested Attorney Ingham, Engineer Pal and Supt. Moriarty keep them informed.

Engineer Pal reported that the notice to proceed was issued for the roof replacements at Plant No. 1. Construction is scheduled to commence May 3, 2021, weather permitting.

Engineer Pal reported no response has been received to date by the NYS and Nassau County Departments of Health for their final review of the completed works walk through package for the Plant No. 7 interim AOP treatment project. Upon approval, a certificate of completed works will be issued and the AOP system will be approved to operate.

Engineer Pal reported that the District has received approval from the Nassau County Department of Health on the Semi-annual Air Emissions Report for Plant No. 7.

Engineer Pal reported that the Emergency Response Plan and Vulnerability Assessment are complete and were delivered to Supt. Moriarty.

Engineer Pal reported that H2M architects + engineers has commenced drafting the Water Conservation Plan form annual update, as required by the Department of Environmental Conservation.

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

Greg Gordon provided the Board with details of the run of show for the ribbon cutting event to celebrate the opening of the newly constructed Plant No. 1 treatment facility. Discussion took place regarding details of the event which is scheduled to take place Friday, April 23, 2021. Greg Gordon reported that invitations were sent and he is working on the media advisory.

Greg Gordon presented a draft of the content to be included in the Spring 2021 newsletter for the Boards review and approval. The Board agreed to review and provide feedback and edits.

Greg Gordon reported that the recent e-mail blast recently sent has received an open rate of 43.8% which is exceptionally high.

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

Supt. Moriarty provided the Board with a request for water availability for a one (1") inch service at 985 Washington Avenue. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that he has reviewed the Annual Water Quality Report and submitted to the Nassau County Department of Health for their review.

Supt. Moriarty presented the Board with a memorandum of recommendation regarding approval for the purchase of four (4) spare hydraulic cylinders from Trojan Technologies. Supt. Moriarty reported it is recommended to have spare cylinders on hand due to the fact that these items have a one-month lead time for delivery in the event a failure were to occur. With the high pumpage season upon the District, these spare parts are recommended to have in order to avoid a long term shut down. Although the District has several reactors, these spare parts are based on one reactor and are to be used as required at any of the District's AOP Plant sites. The total cost to purchase four (4) spare hydraulic cylinders is \$12,691.09. Ms. Scott reported that the purchase of these parts will be procured in accordance with the District's standardization resolution for Trojan UV Flex 100, low pressure high output ultraviolet light and hydrogen peroxide AOP systems including the reactors, control panels, hydrogen peroxide feed systems and associated accessories. After at length discussion, the Board approved Supt. Moriarty's recommendation.

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

RESOLVED, that the Board of Commissioners approves purchase of four (4) spare hydraulic cylinders from Trojan Technologies at a cost of \$12,691.09 as procured in accordance with the District's approved standardization resolution for Trojan UV Flex 100, low pressure high output ultraviolet light and hydrogen peroxide AOP systems including the reactors, control panels, hydrogen peroxide feed systems and associated accessories.

Supt. Moriarty requested the Board's approval to remove one (1) backflow penalty in the amount of \$100.00 assessed to 391 South Oyster Bay Road. In addition, Supt. Moriarty requested the Board's approval to remove two (2) backflow penalties in the amount of \$250.00 assessed to 51 East Bethpage Road and 205 Sweet Hollow Road. Supt. Moriarty explained that these properties each submitted a copy of their backflow test which was successfully conducted in 2020. Supt. Moriarty reported that upon further investigation of these accounts, it was determined that there was an administrative error and the backflow devices in question were incorrectly noted on both the domestic and fire line accounts. Discussion took place regarding the details and the Board's approved Supt. Moriarty's request to remove the aforesaid backflow penalties.

Supt. Moriarty reported that notices were sent today to the customers of the surrounding area of the construction for the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10. Said notice informed these customers that construction is set to commence.

Supt. Moriarty reported that the District is in receipt of approval from the Nassau County Department of Health to bring Plant 2 Well 2-1 site back online for pumping to distribution.

Supt. Moriarty presented the Pumpage and Sales Report for the first quarter 2021. After discussion, the report was ordered and filed.

Supt. Moriarty requested Board approval to commence the search for the hiring of seasonal employees. After discussion, the Board approved Supt. Moriarty's request.

Supt. Moriarty will present the remainder of his report in executive session as it relates to personnel and new hires.

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

Vendor check nos. 52971 through 52991 dated April 8, 2021 in the amount of \$24,661.72 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10071 dated April 8, 2021 in the amount of \$1,617.35 was previously reviewed, approved and signed by the Board.

Country Pointe Phase IV vendor check no. 101 dated April 8, 2021 in the amount of \$2,434.23 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 April 6, 2021 in the amount of \$423.00

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

RESOLVED, that the Board of Commissioners approves the dental claims dated April 6, 2021 in the amount of \$423.00 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 provided the Board with copies of several revised schedules from the water rate study presentation conducted by NewGen Strategies as per the District's request. The Board agreed to review and consider.

Ms. Scott provided the Board with a copy of the Dental Claims Detail History Report for March 2021. After discussion, the report was ordered filed.

Ms. Scott reported that the first quarter customer invoices were delivered to the post office this morning.

Ms. Scott reported to the Board that she recorded the previously discussed the prior period adjustment from the audit of the financial statements for the year ending December 31, 2020. This prior period adjustment is the result of a change in revenue recognition as stated in the recently adopted Revenue Recognition Policy. Ms. Scott reported that this adjustment will more accurately state revenue recognition of fourth quarter metered water sales in the respective accounting period. The accounting adjustment for this is to increase unassigned fund balance by the fourth quarter 2019 metered water sales in the amount of \$755,120.07. The result of this adjustment brings the District's unassigned fund balance in excess of our fund balance policy for the year ending December 31, 2020. Ms. Scott therefore proposes a transfer of \$755,120.07 from the unassigned/undesignated account to the assignment of fund balance for future emerging contaminants account for the year ending December 31, 2020.

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

RESOLVED, that the Board of Commissioners approves transferring \$755,120.07 from the unassigned/undesignated account to the assignment of fund balance for future emerging contaminants account for the year ending December 31, 2020.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 6:55 pm to discuss personnel and new hires. The Board emerged from Executive Session at 7:45 pm with no minutes produced and no action taken as described below.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:55 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, April 13, 2021.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 13<sup>th</sup> day of May, 2021.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY