

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, February 1, 2022.

Present: Marc B. Laykind, Chairman
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, however, Commissioner Field, Supt. Moriarty and Ms. Scott are present at the District in the event there was any public participation. As per Chapter 417 of the NYS Laws of 2021 due to COVID-19, the District is authorized to hold Board Meetings remotely using a phone conferencing platform and suspend the in-person requirement of the "Open Meetings Law". The meeting was noticed on the District's website indicating that a phone line is available for public participation.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham has no reportable items to present to the Board.

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 the next construction progress meeting for the Plant No. 2 permanent AOP treatment project is scheduled for Wednesday, February 9, 2022. Engineer Neri reported that damp proofing has been placed on the outside of the building. A significant portion of backfilling was completed in advance of the recent snowfall.

Engineer Neri reported that H2M architects + engineers completed and submitted revised drawings and responses to comments received by the Nassau County Department of Health regarding the Country Pointe Golden Age Housing Development.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to the commencement of construction at the Plant No. 2 permanent AOP treatment facility for the Board's review and approval. The Board provided comments and approved for posting upon the revisions being made.

Greg Gordon reported that the email blast recently distributed received an impressive 50.7% open rate. This is an exceptionally high rate.

Greg Gordon reported that he has the high-resolution video of the Granular Activated Carbon (GAC) vessel crane delivery at Plant No. 2. He is preparing the related Facebook post including the edited video footage.

Greg Gordon reported that he will be reaching out to the District in the near future to coordinate a kickoff meeting for the Spring 2022 newsletter.

STEPHEN MORIARTY'S REPORT:

Supt. Moriarty reported that he is continuing to work with Trojan Technologies on the development of a maintenance agreement for the District's standardized Trojan UV Flex 100, low pressure high output ultraviolet light and hydrogen peroxide AOP system.

Supt. Moriarty reported that he is continuing to work with Eagle Control Corp. and H2M architects + engineers to satisfy SCADA adjustments for Plant No. 5 blending operations.

Supt. Moriarty reported that he is continuing to work with Total Technology Solutions on implementing multi-factor authentication Districtwide.

Supt. Moriarty reported that he has provided H2M architects + engineers with the information required to complete the 2021 Annual Quality Water Report.

Supt. Moriarty presented a letter of appreciation received by the customer at 12 Vera Lane. The Board expressed their gratitude for the customer taking the time to write and send a letter of thanks.

Supt. Moriarty presented the sanitary survey letter received by the Nassau County Department of Health as well as his draft response to said letter. The results of the survey were favorable to the District and a detailed discussion took place.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 53971 through 53993 dated January 27, 2022 in the amount of \$51,267.46 were previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10102 through 10103 dated January 27, 2022 in the amount of \$391,628.01 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 January 25, 2022 in the amount of \$1,219.13

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 January 25, 2022 in the amount of \$1,219.13 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 2021 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 requested approval for an increase in total appropriations 2021 as it relates to the use of funds from the fund balance assignment for future emerging contaminants as appropriated in the general fund as the funding source for the Plant No. 2 and 3 AOP treatment projects as previously approved by the Board. Use of these general fund appropriations that were transferred to the respective capital projects results in an increase to total appropriations as indicated below;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-9950-00-9200	Operating Transfers Out-FB Assignment	29,746.23
A-5032-00-0000	Appropriated Reserves	(29,746.23)

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 increase in total appropriations be made for the year ending December 31, 2021;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-9950-00-9200	Operating Transfers Out-FB Assignment	29,746.23
A-5032-00-0000	Appropriated Reserves	(29,746.23)

Ms. Scott requested the Board's consideration of a transfer in the amount of \$146,000.00 from the assignment of fund balance for emerging contaminants cash account to the operating cash account. The previously approved related cash transfer dated August 18, 2021 was intended to be from the assignment of fund balance for emerging contaminants cash account to the capital projects cash account. However, the funds were disbursed from the operating cash account in error. After discussion, the Board approved Ms. Scott's request.

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

RESOLVED, that the Board of Commissioners approves the transfer in the amount of \$146,000.00 from the assignment of fund balance for emerging contaminants cash account to the operating cash account.

The Board requested Ms. Scott to make arrangements for Commissioner Field and Supt. Moriarty to attend the AWWA New York Water Event to be held on April 12 - 14, 2022 at the Saratoga Springs City Center. The Board requested that lodging reservations be made at the Saratoga Hilton which is the same venue in which the conference is being held. Ms. Scott reported that the per diem rate of the Saratoga Hilton exceeds the general services administration (gsa) rate of \$116.00. In accordance with the District's Travel Policy, the cost of lodging in excess of the maximum allowed gsa per diem rate may be approved when hotel stay is at the same location in which the convention/conference is being held.

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

RESOLVED, that the Board of Commissioners approves lodging for Commissioner Field and Supt. Moriarty from April 12 - 14, 2022 at the Saratoga Hilton which is the same hotel in which the conference is being held at a per diem rate of \$159.00 while attending the AWWA New York Water Event.

Ms. Scott reported that she is in receipt of an email correspondence by the Town of Oyster Bay requesting a determination of principal payment amounts to be made in the 2022 on the outstanding Bond Anticipation Notes. Ms. Scott presented a schedule of deposits for the assignment of fund balance for debt service account which provides detail of the funds that have been set aside throughout 2021 in order to remit payment on the principal portion of debt previously incurred. The District has specifically allocated funds for remittance of the 2022 principal payment based upon receipt of grant proceeds for the 2019 WIIA grant award, as well as previously determined commitments to reallocate funding sources for the Plant Nos. 2 and 3 AOP treatment projects from District funds as opposed to debt service. Discussion took place and the Board concurred with Ms. Scott's calculation.

Ms. Scott reported that she has submitted proposals to public accounting firms for the development of a standalone policy specific to federal procurements. This policy will be in accordance with federal guidelines as well as the final rule issued by the Department of Treasury as it relates to Coronavirus State and Local Fiscal Recovery Funds. This is being done in anticipation of future federally sourced funding whereby federal procurement guidelines are significantly more stringent than that of the District's day to day procurement policy. The cost of this will be evenly allocated amongst the number of local water providers who have elected to participate. Ms. Scott will provide the Board with an update upon receipt of the proposal responses.

The Board requested Ms. Scott to make arrangements for Commissioner Laykind to attend the AWWA New Jersey Annual Conference to be held on March 15 – 17, 2022 at The Borgata Conference Center. The Board requested that lodging reservations be made from March 15 – 17, 2022 at The Borgata Hotel which is the same venue in which the conference is being held. Ms. Scott reported that the per diem rate of The Borgata Hotel exceeds the general services administration (gsa) rate of \$96.00. In accordance with the District's Travel Policy, the cost of lodging in excess of the maximum allowed gsa per diem rate may be approved when hotel stay is at the same location in which the conference is being held.

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

RESOLVED, that the Board of Commissioners approves lodging for Commissioner Laykind from March 15 – 17, 2022 at The Borgata Hotel which is the same hotel in which the conference is being held at a per diem rate of \$103.00 while attending the AWWA New Jersey Water Event.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 6:50 pm to discuss personnel matters. The Board emerged from Executive Session at 7:10 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 7:15 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, February 1, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 5th day of February, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY