

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, February 22, 2022.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Michael Ingham, Attorney
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 been working with fellow local water and sewer providers to encourage participation in the proposal 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.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to residents opting to install home water filtration systems for the Board's review and approval. The Board provided feedback and changes and requested a revised draft be presented for consideration and approval.

Greg Gordon presented the March 2022 social media calendar. The Board provided comments and approved for posting upon the revisions being made.

Greg Gordon presented the production schedule as well as the revised content list for the Spring 2022 newsletter based on the virtual meeting that took place on Friday, February 18, 2022.

STEPHEN MORIARTY'S REPORT:

Supt. Moriarty provided the Board with a request for water disconnect and availability of a one (1") inch service at 91 Knickerbocker Road North. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that there are 132 commercial backflow devices listed as not-tested for the year ending December 31, 2021 according to the District's records. Past practice was to apply penalties to commercial accounts that do not comply with District ordinances in this regard. As such, it is recommended to impose penalties to commercial accounts in accordance with the District's ordinances due to the degree of hazard posed for cross connection. The Board approved Supt. Moriarty's recommendation.

Supt. Moriarty presented a schedule of alkalinity levels for the month of February 2022, noting that levels remain favorable.

Supt. Moriarty presented a notice of public hearing from the Town of Oyster Bay regarding a fitness center to be constructed at 50 Manetto Hill Road.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54050 through 54065 dated February 16, 2022 in the amount of \$131,289.26 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10105 dated February 16, 2022 in the amount of \$207,435.35 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 February 15, 2022 in the amount of \$2,086.22

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 February 15, 2022 in the amount of \$2,086.22 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 reported that the virtual LIWC Legislative Forum has been rescheduled to Friday, March 11, 2022 at 9:00 am.

Ms. Scott presented the Board with a copy of the revised Budget to Actual Expenditures for the year ending December 31, 2021. After discussion, the report was ordered filed.

Ms. Scott presented an analytical review of both revenues and expenditures for the year ending December 31, 2021 as compared to December 31, 2020 for the Board's review. Explanations were provided for significant changes in account balances from year to year.

Ms. Scott presented an email correspondence between the Business Manager and Nicole Morton of Salerno Brokerage Corp. as it relates to the annual workers compensation insurance policy renewal effective March 1, 2022. There are two options to consider, a one year renewal term at an annual premium of \$46,169.00, a decrease of \$24,980.00 or 35% from the prior year. Second renewal option to consider is a three year term at an annual premium of \$43,533.00, a decrease of \$27,636.00 or 39% from the prior year. Additional annual premium options are based on loss ratios for each of the respective years as outlined in the information provided. The decrease in premium is attributed to an adjustment for estimated to actual payroll amounts as well as achievements made by the District as it relates to safety management. Additional quotes were obtained from the State Insurance Fund Safety Group in the amount of \$60,000.00 and Utica Insurance in the amount of \$70,000.00. Ms. Scott recommends the District renewing its workers compensation policy with its existing policy holder Perma at an annual premium of \$43,533.00 for a three year renewal term. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves renewal of its workers compensation insurance policy for the period March 1, 2022 through February 28, 2023 with Perma through Salerno Brokerage Corp. in the amount of \$43,533.00 for a three year renewal term.

Ms. Scott presented a reconciliation of the changes in the District's fund balance for the year ending December 31, 2021 and reported that data is preliminary and subject to change. Ms. Scott recommends the District reduce the unassigned fund balance to a target level of approximately 25% of 2022 adopted budget by appropriating \$1,600,000.00 to the assignment of fund balance for future emerging contaminants from the District's undesignated/unappropriated account. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$1,600,000.00 from the undesignated/unappropriated account into the District's assignment of fund balance for future emerging contaminants cash account for the year ending December 31, 2021 in order to reduce the unassigned fund balance to a target level of approximately 25% of the 2022 adopted budget.

Ms. Scott presented a transfer request form from the capital projects cash account to the capital improvement reserve cash account in the amount of \$195.77. The purpose of this transfer is to refund excess monies allocated to fund the Plant No. 1 AOP treatment project back to the original funding source now that the project is complete. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$195.77 from the capital projects cash account to the capital improvement reserve cash account.

Ms. Scott presented a transfer request form from the capital projects cash account to the capital improvement reserve cash account in the amount of \$409.98. The purpose of this transfer is to refund excess monies allocated to fund the Plant No. 1 VOC treatment project back to the original funding source now that the project is complete. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$409.98 from the capital projects cash account to the capital improvement reserve cash account.

Ms. Scott presented a transfer request form from the capital projects cash account to the capital improvement reserve cash account in the amount of \$114,618.99. The purpose of this transfer is to refund excess monies allocated to fund the Plant No. 3 interim AOP treatment project back to the original funding source now that the project is complete. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$114,618.99 from the capital projects cash account to the capital improvement reserve cash account.

Ms. Scott presented a transfer request form from the capital projects cash account to the fund balance assignment for future emerging contaminants cash account in the amount of \$151.08. The purpose of this transfer is to refund excess monies allocated to fund the Plant No. 2 interim AOP treatment project back to the original funding source now that the project is complete. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves transferring \$151.08 from the capital projects cash account to the fund balance assignment for future emerging contaminants cash account.

Ms. Scott requested Board authorization to close the existing cash account with First National Bank of Long Island for funds held in trust for the Beechwood Organization as it relates to the Country Pointe Country Pointe Phase II installation of water mains and appurtenances. Ms. Scott reported that this project was complete in 2020 and the related one year maintenance bond has since expired. Board approval was requested.

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


RESOLVED, that the Board of Commissioners authorizes the closing of the Country Pointe Phase II cash account with First National Bank of Long Island for funds previously held in trust for the Beechwood Organization as it relates to the Country Pointe Phase II installation of water mains and appurtenances.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:05 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, February 22, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 9th day of March, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY