

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, September 6, 2022.

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  
Nada Radi, Engineer  
Greg Gordon, ZE Creative Concepts  
Lola Rivera, 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 finalizing preparation of the bond petition for Plant No. 5 Emerging Contaminant Removal. Upon completion, he will submit to Supt. Moriarty, Ms. Scott and Engineer Neri for their review.

Attorney Ingham reported that he is working with Nicole Morton of Salerno Brokerage on gathering information related to the newly instituted PFAS exclusion that is being included in insurance policy renewals.

Attorney Ingham reported that he will work with Ms. Scott in the coming weeks on preparation of the 2022 Water Commissioner Election. Attorney Ingham reported election petitions are required to be filed on November 10, 2022.

#### **JAMES NERI'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 construction continues to be in progress at the Plant No. 2 permanent Advanced Oxidation Process (AOP) treatment project. Plumbing piping is currently being finalized, followed by completion from the general contractor.

Engineer Radi presented landscaping options for Board's consideration for the Plant No. 2 permanent AOP treatment project site. Discussion took place and the Board requested H2M architects + engineers secure quotes for the purchase and installation of the landscape discussed.

Engineer Neri reported that bid advertisement dates for the Plant No. 4 AOP and nitrate and perchlorate removal treatment facility have been adjusted to Wednesday, September 14, 2022 and the District will now accept bids on October 5, 2022.

Engineer Neri reported that applications for the 2022 Water Infrastructure Improvement Act grant are complete and have been submitted. Applications for the 2022 round of grant funding were resubmitted with anticipation of receiving funding for AOP treatment at Plant Nos. 3 and 4.

Engineer Neri reported that off-site drainage sumps were identified and mapped out at Plant No. 5. Elevation profiles were generated for each drainage path. H2M architects + engineers is currently working on a more in-depth analysis of the drainage basins and deep injection well options are being evaluated.

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

Greg Gordon presented a press release related to reminding customers about the requirements of backflow testing for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Greg Gordon presented the September social media calendar for the Board's review and approval. The Board provided comments and approved for posting upon the revisions being made.

Greg Gordon presented the revised new customer welcome letter as well as a new customer information resource guide for the Board's review and approval. The Board provided comments and approved for use upon the revisions being made.

Greg Gordon presented an informational flyer with details to District's pharmaceutical take back day scheduled to take place on Saturday, October 22, 2022. The Board approved for distribution.

Greg Gordon reported that the virtual workshop to discuss the content of the fall 2022 newsletter is scheduled for Friday, September 9, 2022 at 8:30am.

Lola Rivera reported that she will be making edits to the projects page on the District's website. The edits will present each of the project updates to show the most recent developments at the top of the page as opposed to the bottom.

Lola Rivera reported that the most recently distributed e-mail blast had a successful open rate of 52.3%. The District's customer e-mail address list is now over 5,000 which represents nearly 50% of the customer base. The Board was pleased with the positive results.

**STEPHEN MORIARTY'S REPORT - SUPERINTENDENT:**

Supt. Moriarty provided the Board with a request for water disconnect and availability of a one (1") inch service at 4 Salem Court. The Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with a memorandum of recommendation to award a proposal issued by H2M architects + engineers in the amount of \$5,800.00 to conduct engineering services as it relates to pressure washing and cleaning the District's elevated storage tank. The proposal includes services for the solicitation of bids, contract administration and full-time construction observation. After discussion, the Board approved Supt. Moriarty's request.

Supt. Moriarty presented a memorandum to the Board requesting approval of a quote to furnish and install emergency lighting on the new Chevrolet van and Ford F-350 in the amount of \$10,726.64. Supt. Moriarty reported that pricing is based upon NYS contract pricing and therefore, the related purchase of the lighting equipment is discounted at a rate of 52%. Furthermore, the purchase includes a five (5) year warranty on the lighting. Discussion took place and 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 the quote from Sagamore Lights to furnish and install emergency lighting on the new Chevrolet van and Ford F-350 in the amount of \$10,726.64 based upon NYS contract pricing.

Supt. Moriarty presented a memorandum to the Board requesting the purchase of two hundred (200) 5/8" x 3/4" pit meters at \$266.00 each, fifty (50) 5/8" x 3/4" indoor meters at \$252.00 each and seventy-five (75) 1" pit meters at \$418.00 each from Rio Supply, Inc. This purchase is necessary to replenish the District's stock of meters as there is currently a five to seven month lead time on meter delivery dates. Supt. Moriarty reminded the Board that Rio Supply, Inc. is the sole source provider of Neptune meters which are standardized Districtwide. Supt. Moriarty reported that a budget adjustment is required in order to proceed with this purchase. Said adjustment will be presented by Ms. Scott as part of her report. 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 the purchase of two hundred (200) 5/8" x 3/4" pit meters at \$266.00 each, fifty (50) 5/8" x 3/4" indoor meters at \$252.00 each and seventy-five (75) 1" pit meters at \$418.00 each from Rio Supply, Inc for a total cost of \$97,150.00.

Supt. Moriarty reported that as part of achieving compliance with the new lead and copper ruling, he recently had a meeting with H2M architects + engineers to discuss completing linking and mapping tap cards to District's GIS system and summarizing next steps. Some field work will be required in order to verify service material.

Supt. Moriarty presented a letter addressed to the Board of Commissioners from employee Keith Fleming, Water Plant Operator, announcing his retirement effective October 14, 2022. The Board congratulated Mr. Fleming and thanked him for thirty-six (36) years of dedicated service to the District.

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

Vendor check nos. 54654 through 54666 dated August 24, 2022 in the amount of \$60,996.88 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10134 dated August 24, 2022 in the amount of \$106,875.00 was previously reviewed, approved and signed by the Board.

Vendor check nos. 54671 through 54683 dated September 1, 2022 in the amount of \$31,872.28 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10135 dated September 1, 2022 in the amount of \$6,856.17 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 August 24, 2022 in the amount of \$422.00
- Dental claims dated August 30, 2022 in the amount of \$367.20

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 August 24, 2022 in the amount of \$422.00 as well as August 30, 2022 in the amount of \$367.20 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 she continues to compile information requested by the NYS Environmental Facilities Corp. in order to execute the 2021 Water Infrastructure Improvement Act grant agreements for the Plant Nos. 5 and 7 treatment project grant awards. Formal response will be provided to the Board upon completion.

Ms. Scott reported the publicly held budget hearing for the 2023 Operating Budget is scheduled for Thursday, September 8, 2022 at 5:30 pm. A copy of the draft budget which was made available to the public was provided.

Ms. Scott requested Board approval to attend four virtual governmental finance institute training programs hosted by the NYGFOA. The programs are both foundations and advanced level trainings for each budgeting and cash management. The cost is \$170.00 per session for a total of \$680.00. The Board approved Ms. Scott's request.

Ms. Scott reported that the final tax lien roll will be prepared for approval on Thursday, September 15, 2022 and is required to be remitted to the Town on due date Friday, September 16, 2022. A copy of the most updated list was provided to the Board for their review.

Ms. Scott reported that the District is in receipt of the annual insurance policy renewal from Salerno Brokerage Corp. The annual premium includes a \$18,341.44 (14%) increase for a total package policy of \$149,067.13. The corresponding policy documentation submitted by Salerno Brokerage Corp. was provided to the Board for their review and consideration. Nicole Morton of Salerno Brokerage attended the Board meeting in order to discuss and provide detailed explanation regarding an increase in premiums across the insurance marketplace as a whole. Details of the policy were discussed, including but not limited to increasing cyber security policy premiums and exclusions as well as the newly instituted PFAS exclusion that is being included in the District's insurance policy renewal.

Ms. Scott reported that receipt of the 2<sup>nd</sup> half tax payment was deposited into the operating account. As the operating account does not earn interest, the Ms. Scott requested Board approval to transfer \$2,000,000.00 into the District's undesignated/unappropriated interest-bearing account.

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

RESOLVED, that the Board of Commissioners approves transferring \$2,000,000.00 from the operating account into the District's undesignated/unappropriated interest-bearing account.

Ms. Scott presented a Schedule of 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. Based on Ms. Scott's analysis and after discussion with regard to the necessity of the proposed adjustments, Ms. Scott requested the following additional general fund budget transfers be made in excess of the Budget Transfer Policy limits;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-30-5020	Auto Gas and Oil	15,000.00
A-8310-70-7700	Contingency	(15,000.00)
A-8330-10-3000	Lime	50,000.00
A-8330-10-3020	Treatment - GAC	(50,000.00)
A-8340-15-3500	Purchase of Meters	20,000.00
A-8310-70-7700	Contingency	(20,000.00)

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 budget transfers be made for the year ending December 31, 2022;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-30-5020	Auto Gas and Oil	15,000.00
A-8310-70-7700	Contingency	(15,000.00)
A-8330-10-3000	Lime	50,000.00
A-8330-10-3020	Treatment - GAC	(50,000.00)
A-8340-15-3500	Purchase of Meters	20,000.00
A-8310-70-7700	Contingency	(20,000.00)

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:15 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, September 6, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 30<sup>th</sup> day of October, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY