

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

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 submitted the bond petition for Plant No. 5 Emerging Contaminant Removal to Supt. Moriarty, Ms. Scott and Engineer Neri for their review. Upon completion of incorporating suggested edits from each of their review, a final petition will be submitted to the Board for their review and approval.

Attorney Ingham reported that he will commence reviewing the annual hydrant agreements for the Plainview Fire Protection District and the Syosset Fire District. Discussion took place and Supt. Moriarty confirmed that there have been no changes to the number of fire hydrants to be charged to each of the respective District's. Attorney Ingham reported that he will incorporate any necessary updates to each of the agreements and present to the Board for approval.

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 complete and electrical tie-ins are expected to be done by next week. Start up of the new AOP system will follow upon completion by the electrical contractor.

Engineer Neri reported that proposal documents for each of the Plant No. 4 AOP and nitrate and perchlorate removal treatment facility bid specifications were written so that the proposed amounts for each project are broken out separately. Applicable allocated percentages have been determined for each individual bid line item as it pertains to each specific project. Ms. Scott reported that the nitrate and perchlorate removal treatment portion of the project was previously awarded through the 2017 Water Infrastructure Improvement Act (WIIA) grant. Whereby, a grant application for the AOP portion of the project was submitted to the Environmental Facilities Corp. for the 2022 WIIA grant. As such, these two projects, although being constructed simultaneously, will require separate accounting and financial reporting in order to properly adhere to the requirements of the grant. Therefore, it is most appropriate that the bid specifications for each are also identified independently.

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. The first draft for internal review by H2M architects + engineers took place earlier today.

Engineer Neri reported that requests for proposals for pressure washing and cleaning the District's elevated storage tank are currently being prepared by H2M architects + engineers.

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 41 Surrey Lane. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that as part of achieving compliance with the new lead and copper ruling, a meeting will be coordinated with H2M architects + engineers to discuss field work required to verify service material. Supt. Moriarty has requested a paper map to provide the Board with a visual of the progress made on the District's inventory of service line materials.

Supt. Moriarty reported that he is awaiting a change order from D&B Engineers and Architects related to the previously approved purchase orders to conduct engineering design and construction support services for the Plant No. 7 permanent AOP treatment facility. This change order is due to the fact that the District has added additional scope to the project to include new doors on the booster building and additional drainage piping. Furthermore, the generator automatic transfer switch has failed and is in need of replacement. Discussion took place and the Board agreed to consider upon receipt and review of the respective change order.

Supt. Moriarty presented the content list for the fall 2022 newsletter as prepared and provided by ZE Creative Concepts. Upon discussion, the Board approved the content list and requested that ZE Creative Concepts commence drafting the articles for the newsletter.

Supt. Moriarty reported that Total Technology Solutions, the District's third party information technology provider has disseminated test phishing emails to all District employees with a successful result. Furthermore, they have provided a phishing training tutorial required to be viewed by all employees.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54688 through 54703 dated September 8, 2022 in the amount of \$299,458.86 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10136 dated September 8, 2022 in the amount of \$800.00 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 September 6, 2022 in the amount of \$1,304.99

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 September 6, 2022 in the amount of \$1,304.99 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 a copy of the Dental Claims Detail History Report for August 2022. After discussion, the report was ordered filed.

Ms. Scott presented the response submitted to the NYS Environmental Facilities Corp. for the information requested in order to execute the 2021 Water Infrastructure Improvement Act grant agreements for the Plant Nos. 5 and 7 treatment project grant awards. Ms. Scott stated that she will keep the Board updated on any responses received.

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 requested consideration to be given to soliciting requests for proposals for public information firm professional services. The most recent proposal process for public information took place in 2017. After discussion, the Board approved Ms. Scott's request and asked that she commence the proposal process.

Ms. Scott presented the final 2023 Financial Budget to the Board of Commissioners and requested the Board execute and adopt.

After discussion, the following Resolution was offered:

WHEREAS, New York State Town Law Section 215 subd. 9-a requires the Plainview Water District ("District") to prepare an estimated budget for its fiscal year commencing January 1, 2023, conduct a public hearing thereon and file such estimated budget with the Budget Officer for the Town of Oyster Bay; and

WHEREAS, the Board has prepared an estimated budget for the District's 2023 fiscal year and conducted public hearings with respect thereto on September 8, 2022; and

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

RESOLVED, that the Board of Commissioners approves and adopts the District's Operating Budget for 2023.

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-8330-10-3010	Treatment – Calcium Hypochlorate	15,000.00
A-8330-10-3020	Treatment - GAC	(15,000.00)
A-8310-35-5000	Insurance Package Policy	13,000.00
A-8310-70-7700	Contingency	(13,000.00)

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-8330-10-3010	Treatment – Calcium Hypochlorate	15,000.00
A-8330-10-3020	Treatment - GAC	(15,000.00)
A-8310-35-5000	Insurance Package Policy	13,000.00
A-8310-70-7700	Contingency	(13,000.00)

The following board meetings were scheduled for October 2022:

- October 3rd at 5:30 pm
- October 11th at 5:30 pm
- October 18th at 4:30 pm - Additional Public Session at 6:00 pm
- October 25th 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 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, September 13, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 15th day of November, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY