

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, October 25, 2022.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Amanda R. Field, Secretary
Dina Scott, Business Manager
Stephen Moriarty, Superintendent
Michael Ingham, Attorney
James Neri, 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.

Commissioner Laykind opened the meeting by stating that the District's fifth annual pharmaceutical take back program which took place on Saturday, October 22, 2022 was well attended by members of the community. Commissioner Laykind thanked both the District staff as well as ZE Creative Concepts for their work in making the program another great success.

Commissioner Laykind thanked all who provided support for this morning's bond hearing held at the Town of Oyster Bay as the District was granted capital improvement financing in order to remove emerging contaminants at Plant No. 5. Commissioner Laykind stated he was pleased when Ms. Scott reported to the Board that after deducting grant proceeds for this project, the maximum potential impact of future debt service to District customers is approximately \$4.00 per month.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that the bond hearing held at the Board meeting of the Town of Oyster Bay Board this morning was successful. The bond resolution for capital improvement financing for Plant No. 5 Emerging Contaminant Removal was unanimously adopted by the Town Board. Attorney Ingham also reported that he will file the official Town Board Resolution with the Nassau County Clerk's office and then file the official receipt with the Town of Oyster Bay Town Clerk.

Attorney Ingham reported that he has assisted Ms. Scott with a customer inquiry regarding the District's ability to assess late penalties to New York State agencies. The customer provided reference to State Finance Law Section 179-f indicating that the District's assessment of penalties against a NYS agency is unlawful. Attorney Ingham

reported that reference to this law was improper and unrelated to the District's ability to do so. Attorney Ingham provided Ms. Scott with a letter supporting his opinion. Ms. Scott reported that she will submit Attorney Ingham's letter to the inquiring customer. After discussion, the Board directed Ms. Scott to remove the penalty assessed to 20 Round Swamp Road in the amount of \$29.06.

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 he is working to finalize analysis of bids received for the Plant No. 4 Advanced Oxidation Process (AOP) and nitrate and perchlorate removal treatment facility. Engineer Neri reported that there was a significant increase in costs for the nitrate and perchlorate removal portion of this project based upon the estimated cost opinion that was prepared in 2017. The increase is most notably due to the \$1.3 million increase in cost to purchase the ISEP system to remove nitrate and perchlorate. Ms. Scott reported that the cost of construction of the nitrate and perchlorate removal treatment portion of the project is in excess of the bond funding previously authorized by the Town of Oyster Bay in 2019. An at length discussion took place and Engineer Neri requested additional time to analyze the contract allocations for each of the two related projects. Upon his further analysis, the District will determine the necessity of requesting the Town of Oyster Bay amend the previously approved bond to provide adequate funding for the increased cost of construction to complete the project.

Engineer Neri reported that construction is nearing completion at the Plant No. 2 permanent AOP treatment project. Electrical tie-ins are complete, and the general and plumbing contractors are working to complete final punch list items. Start-up and testing of the new AOP system is being performed.

Engineer Neri reported that National Wash Authority is scheduled to commence pressure washing and cleaning the District's elevated storage tank on Wednesday, November 2, 2022. Discussion took place and Supt. Moriarty presented the related notification to residents of the immediate surrounding area in advance for the Board's review. The Board provided comments and directed Supt. Moriarty to distribute immediately.

Engineer Neri reported that the second round of bi-annual tank inspections as required by the Nassau County Department of Health are complete. The respective report is being finalized and a bound copy will be provided to the District in the forthcoming week.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Lola Rivera presented a revised press release related to the District hosting its fifth annual pharmaceutical take back program for the Board's review and approval. The Board approved for publishing.

Greg Gordon presented additional October social media posts for the Board's review and approval. The Board approved for posting.

Lola Rivera presented the November 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 reported that he is working with the creative designer to make changes to the layout of the fall 2022 newsletter prior to submission to the District. Upon completion, he will provide a copy for review.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that H2M architects + engineers is moving forward with preparation of bidding the previously approved contracts that are set to expire for the year ending December 31, 2022. These contracts include asphalt repair and maintenance, plumbing maintenance and emergency service and mark-out services.

Supt. Moriarty reported that he is going to implement the recently approved changes to the District's SCADA on-call/standby duty in the forthcoming week. The related training will be provided to all plant and distribution employees.

Supt. Moriarty reported that he is working with Engineer Neri on revisions to H2M architects + engineers proposal for updates to be made to the District's Emergency Response Plan and Vulnerability Assessment as required by the Nassau County Department of Health.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54830 through 54854 dated October 20, 2022 in the amount of \$54,244.64 were 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 October 18, 2022 in the amount of \$549.87

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 October 18, 2022 in the amount of \$549.87 and the Board authorized funds to be transferred into the District's dental benefit account.

Ms. Scott reported the 2023 Intended Use Plan has been published by the NYS Environmental Facilities Corp. Consideration of grant funding under the Bipartisan Infrastructure Law (BIL) is based on scoring on the BIL-General Supplemental Funds (GS) list. Ms. Scott reported that upon review, the District did not score on the BIL-GS list.

Ms. Scott provided an update on a previous customer inquiry as it relates to acceptance of credit cards for processing automatic bill payments. Ms. Scott reported that she has received notification from the District's utility billing software provider that the next software update which is scheduled to be released in January 2023 will provide customers with the ability to enter credit card information for enrollment into automatic bill pay as opposed to financial institution routing and account number only. Ms. Scott reported that she did inform the inquiring customer of the update.

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 requested the Board's approval to adjust two third quarter estimated customer invoices located at 136 Central Park Road in the amount of \$74.00 and 161 Orchard Street in the amount of \$336.60. Discussion took place as to the reason behind the proposed adjustments. Ms. Scott reported that both customers were given estimated bills due to the fact the meter read 0 usage. It was verified through work order that both properties were in fact vacant, and no water was consumed on either of these properties, making the estimated billed usage inaccurate. After discussion and consideration, the Board approved Ms. Scott's request to adjust the third quarter invoice for both 136 Central Park Road and 161 Orchard Street to a minimum bill in the amount of \$18.00 each. In addition, Ms. Scott requested the Board's approval to grant a three (3) month payment plan to both 2 Vegas Court and 4 Sagamore Drive for reasons discussed. Upon discussion, the Board approved Ms. Scott's request.

Ms. Scott presented a memorandum as it relates to the renewal of the postage mail lease machine lease. Discussion took place regarding the renewal of the existing postal mail machine as well as the folding machine and it was concluded that the District no longer has use for the folding machine. Ms. Scott reported that the current lease rate for the mail machine and folding machine is \$747.87 per month. Returning the folding machine and not renewing the related lease will result in significant savings to the District. Ms. Scott received a quote from Quadient, the current lease holder, for a renewed monthly rate of \$173.93 for a 60-month term. The lease with Quadient would be procured through NYS contract pricing. 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 lease of postal mail machine IN600 with Quadient at a monthly rate of \$173.93 for a 60-month term to be procured through NYS contract # PC67336.

Ms. Scott presented a request issued by the First National Bank of Long Island to change the District's investment accounts held with the financial institution from NOW accounts to Money Market Accounts (MMA). Ms. Scott reported that upon conducting the related research, she recommends the District approve the change in an effort to continue to secure the highest interest rate possible on its investment accounts. Ms. Scott reported that MMAs are permissible in accordance with the District's Investment Policy. After discussion, the Board acknowledged that MMAs are compliant with the District's Investment Policy and approved Ms. Scott's request.

Ms. Scott presented a transfer request form from the assignment of fund balance for emerging contaminants to the cash account capital projects cash account in the amount of \$61,750.00. The purpose of this transfer is to fund a changes order related to the Plant No. 2 permanent AOP treatment facility project. H2M architects + engineers change order #1 in the amount of \$61,750.00 was previously approved on October 18, 2022. 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 transferring \$61,750.00 from the assignment of fund balance for emerging contaminants to the cash account capital projects cash account.

The LIWC Drinking Water Symposium was held on Friday, October 21, 2022 at the Heritage Club in Bethpage, NY at 8:00am. Commissioner Laykind, Commissioner Bader, Commissioner Field and Ms. Scott were in attendance.

The LIWC Meeting was held on Monday, October 24, 2022 at Patriza's in Massapequa Park, NY at 6:30pm. The guest speaker was Tim McKnight of Total Technology Solutions presenting on cybersecurity. Commissioner Laykind, Commissioner Bader, Commissioner Field and Ms. Scott were in attendance.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:50 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, October 25, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this ~~30~~²⁵ day of November, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY