

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, November 29, 2022.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Amanda R. Field, Secretary
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Michael Ingham, Attorney
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 has reviewed Ms. Scott's proposed redrafting of the District's Investment Policy, to be approved at the District's Annual Reorganization Meeting. Ms. Scott reported that the redrafted policy will be provided to the Board for their review as part of her forthcoming update.

JAMES NERI'S REPORT – ENGINEER (as presented by Supt. Moriarty):

Supt. Moriarty 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.

Supt. Moriarty reported all sampling is complete at the Plant No. 2 permanent Advanced Oxidation Process (AOP) treatment project. Supt. Moriarty reported that the contractor is experiencing difficulty scheduling a date for the interim AOP reactor and Granular Activated Carbon (GAC) vessels to be relocated to Plant No. 5, based on limited trucking availability. Commissioner Laykind requested Supt. Moriarty to contact the contractor in an effort to expedite the process.

Supt. Moriarty reported award letters have been issued for each contract of the Plant No. 4 AOP and nitrate and perchlorate removal treatment facility. The respective conformed contracts are expected to be delivered to Attorney Ingham at the end of this week so that he can coordinate review and execution.

Supt. Moriarty reported that the conclusions workshop to discuss various treatment considerations for the Plant No. 5 emerging contaminant removal treatment project is scheduled for Wednesday, December 7, 2022.

Supt. Moriarty reported H2M architects + engineers has provided an updated suggested sampling plan to verify service line material at strategic locations throughout the District. Based on this plan, H2M architects + engineers can provide a proposal outlining next steps to be taken in the District's GIS mapping system.

Supt. Moriarty reported that he has provided H2M architects + engineers with the information requested to proceed with updating the District's Emergency Response Plan as well as the Vulnerability Assessment Plan in accordance with requirements set forth by the NYS and Nassau County Departments of Health.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a revised press release related to the District securing \$6.4 million in additional state grant funding for the Board's review and approval. The Board approved for publishing.

Greg Gordon presented a revised press release related to winter preparedness for the Board's review and approval. The Board approved for publishing.

Greg Gordon reported that the fall newsletter was delivered to the post office on Monday, November 28, 2022. The related email blast will include a notification and QR code to direct readers to the fall newsletter, and therefore, timing of such will be coordinated with postal delivery of the newsletter and sent Monday or Tuesday of next week. The Board approved for sending.

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

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 29 Kalda Lane, 150 Morton Blvd and 21 Prescott Place. The Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with a request for water availability of a one (1") inch service at 22 Audrey Avenue. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that he is working on updating the District's Disaster Recovery Plan.

Supt. Moriarty reported that he is researching leak detection equipment for District use with the Water Service Supervisor. This will provide the District with the ability to determine the precise location of subterranean leaks.

Supt. Moriarty presented a report of Districtwide alkalinity levels for the month ending November 30, 2022, noting all levels were favorable. After discussion, the report was ordered filed.

Supt. Moriarty reported that he is working on conducting a cybersecurity assessment as well as updating the District's Cybersecurity Policy with assistance from Total Technology Solutions, the District's third-party information technology support provider. This is being done as part of the requirements of the Emergency Response Plan and Vulnerability Assessment Plan updates as mandated by the NYS and Nassau County Departments of Health.

Supt. Moriarty reported that the footing has been poured and rebar has been installed for the Plant No. 7 GAC enclosure project. Supt. Moriarty reported that the foundation walls are scheduled to be poured this week.

Supt. Moriarty presented the Board with a revised Organizational Chart for their review.

Supt. Moriarty presented the Board with a public notice issued by the Town of Oyster Bay, related to a public hearing for the purpose of considering an application from 1099 Old Country LLC, a fee owner, for a special use permit and site plan approval, to allow for operation of a gasoline service station with an accessory convenience store. Discussion took place regarding said notice.

Supt. Moriarty will present the remainder of his report in executive session as it relates to District staffing needs.

Commissioner Field stated that the Department of Environmental Conservation (DEC) has placed a monitoring well on Briarwood Lane, without prior notification to the District. Commissioner Field reported that her previous meetings with representatives of the DEC included protocols put in place to ensure water districts are in receipt of advance notification when a monitoring well is going to be put in place. Commissioner Field stated this protocol has not been followed and that she will be contacting members of the DEC again in an effort to ensure the appropriate procedures take place as previously agreed upon. Discussion took place and Commissioner Laykind requested Greg Gordon of ZE Creative Communications place notice on the District's website regarding the current monitoring well on Briarwood Lane, as well as all future monitoring wells as soon as the District receives notification of such.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54938 through 54954 dated November 23, 2022 in the amount of \$51,180.32 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 November 22, 2022 in the amount of \$2,514.93

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 November 22, 2022 in the amount of \$2,514.93 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 draft of the postcards to be mailed for the upcoming Water Commissioner Election taking place on Tuesday, December 13, 2022 from 1:00pm through 9:00pm.

Ms. Scott reported that the operating account currently has a higher than normal balance. Due to the fact the operating account does not earn interest, the Ms. Scott requested Board approval to transfer \$600,000.00 into the District's undesignated/unappropriated interest-bearing account.

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

RESOLVED, that the Board of Commissioners approves transferring \$600,000.00 from the operating account into the District's undesignated/unappropriated interest-bearing account.

Ms. Scott requested Board authorization to make arrangements to attend the NYSGFOA Annual Conference being held on March 29-31, 2023 in Albany, NY. This governmental conference is attended by many Comptrollers and Financial Officers in the governmental sector and focuses on financial reporting and management as well as internal policies and procedures as it relates to governmental activities. Ms. Scott reported that registration rate for the conference is \$225.00. Ms. Scott requested that lodging reservations be made from March 29-31, 2023 at the Albany Marriot in Albany, NY which is the same venue where the conference is being held. Ms. Scott reported that the per diem rate of the Albany Marriot exceeds the general services administration (gsa) rate of \$114.00. 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. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves lodging for Ms. Scott March 29-31, 2023 at the Albany Marriot in Albany, NY which is the same venue where the conference is being held at a per diem rate of \$145.00 while attending the NYSGFOA Annual Conference.

The LIWC Meeting was held on Monday, November 28, 2022 at Westbury Manor in Westbury, NY at 6:30pm. The topics was distribution supply materials. Commissioner Laykind, Commissioner Bader and Commissioner Field were in attendance.

The following board meetings were scheduled for December 2022:

- December 6th at 5:30 pm
- December 19th at 9:00 am

The following board meetings were scheduled for January 2023:

- January 10th at 5:30 pm – Annual Reorganization Meeting
- January 17th at 5:30 pm
- January 24th at 5:30 pm – Additional Public Session at 7:00 pm
- January 31st at 5:30 pm

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:10 pm to discuss personnel and staffing. The Board emerged from Executive Session at 7:35 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 7:40 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, November 29, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 13th day of December, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY