

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, December 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
 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 will be present to assist and support Ms. Scott at the closing of the Water Commissioner Election on Tuesday, December 13, 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 he is awaiting sampling results from the Plant No. 2 permanent Advanced Oxidation Process (AOP) treatment project. The crane to relocate the interim AOP reactor and Granular Activated Carbon (GAC) vessels to Plant No. 5 has been scheduled for Thursday, December 8, 2022.

Engineer Neri reported that conformed contracts for each contract of the Plant No. 4 AOP and nitrate and perchlorate removal treatment facility were delivered to Attorney Ingham. Attorney Ingham reported that he is coordinating review and execution.

Engineer Neri requested the conclusions workshop to discuss various treatment considerations for the Plant No. 5 emerging contaminant removal treatment project be rescheduled due to scheduling conflicts. After discussion, the Board agreed to reschedule for the beginning of 2023.

Engineer Neri reported that he verified the status of the installation of water main at the Country Pointe Development Golden Age Housing, noting that the developer continues to wait on final realty subdivision approval from the Department of Health and Planning Commission.

Engineer Neri reported that a job site meeting with H2M architects + engineers and the District for the detailed design of the Plant No. 5, Well 5-3 interim treatment project was held. The design for said project is moving forward.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release encouraging residents to adopt a fire hydrant this winter for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Greg Gordon presented a press release related to thanking the POB community for support in District's annual Toys for Tots Drive for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Greg Gordon reported that the fall newsletter was delivered to residents. The related email blast which included notification and QR code to direct readers to the fall newsletter, was sent this morning.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that he met with H2M architects + engineers this morning to discuss next steps, including the fieldwork needed to verify service line material at strategic locations throughout the District. Details of the procedures to be performed were discussed. Supt. Moriarty reported that the work will commence this week.

Supt. Moriarty reported that he continues to work on updating the District's Disaster Recovery Plan.

Supt. Moriarty reported that the garage has been prepared for the Water Commissioner Election on Tuesday, December 13, 2022.

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

Supt. Moriarty reported that the reinforced concrete foundation footing and walls were installed for the Plant No. 7 GAC enclosure project. Supt. Moriarty reported that the floor drains and pipe penetrations and concrete flat work are the next steps in construction to take place.

Supt. Moriarty presented a letter to the Board regarding request for an increase to the previously approved purchase order for additional engineering service incurred as it relates to the Plant No. 7 GAC enclosure project. The request for increase includes additional engineering services for detailed design, construction administration, progress meetings and observation as well as record drawings. The increased services are the result of the replacement of the doors and frames on the existing booster building and 7-1 well house building. The increased services are the result of the rerouting of the AOP drainage lines.

Supt. Moriarty reported that the water service leak at Manetto Hill Plaza was repaired on Saturday, December 3, 2022. Two District employees supervised the work conducted and their time incurred will be payable by the property owner.

Supt. Moriarty presented a letter issued by the Town of Oyster Bay which provided updates regarding the status of the Town.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54959 through 54973 dated December 1, 2022 in the amount of \$26,463.58 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 29, 2022 in the amount of \$756.60

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 29, 2022 in the amount of \$756.60 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 the NYSHIP Empire Plan 2023 Rate Summary.

Ms. Scott presented the summary analysis of responses received for the proposals for public communication services. Ms. Scott also presented an email correspondence issued by ZE Creative Communications with an amendment to the proposal submitted. A copy of each proposal was provided to the Board for their review and consideration. Upon discussion, the Board requested additional time to consider and conclude.

Ms. Scott presented the redrafted Investment Policy for adoption at the Annual Reorganization Meeting. Ms. Scott reported that the existing policy was written in 1998 and was most recently revised in 2013. The redrafted policy was written in accordance with the template provided by the NYS Office of the State Comptroller and tailored accordingly.

Ms. Scott presented the updated procedural narratives for adoption at the Annual Reorganization Meeting. These narratives include documented procedures for the following processes and controls; accounts receivable and water billing procedures, accounts payable and cash disbursements, payroll, budgetary process, credit cards and computer applications and controls.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:20 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, December 6, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17th day of January, 2023.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER