

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, February 14, 2023.

Present: Marc B. Laykind, Chairman
 Andrew Bader, Treasurer
 Michael A. Chad, Secretary
 Stephen Moriarty, Superintendent
 Dina Scott, Business Manager

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.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty provided the Board with a copy of the revised notification to be sent to customers located nearby Plant No. 4 to inform that construction will commence for the Plant No. 4 Advanced Oxidation Process (AOP), nitrate and perchlorate treatment facility. After discussion, the Board approved for distribution upon the revisions being made.

Supt. Moriarty presented the Board with a change order to a previously approved purchase order to Construction Consultants of Long Island for additional work required on the Plant No. 2 permanent AOP treatment project. Discussion took place regarding the details of the additional work. The anticipated expense incurred by Construction Consultants of Long Island is \$2,027.35. Supt. Moriarty reported that the cost of the change order will be applied to the contingency line built into the contract, therefore, not increasing the total contract amount. After at length discussion, the Board approved the change order and requested Supt. Moriarty to sign and submit to the contractor.

Supt. Moriarty presented the Board with a memorandum of recommendation to award the District's 2023 annual service contract for nitrate and peroxide analyzers to Hach Company. Supt. Moriarty reported that Hach Company is the sole source distributor and maintenance provider of Hach nitrate and peroxide analyzers. The cost of the annual service contract for the District's nitrate analyzers is \$18,339.47. The cost of the annual service contract for the District's peroxide analyzers is \$21,965.65 for a total annual service contract cost of \$40,305.12. After discussion, the Board of Commissioners approved the annual service contract with Hach Company for both nitrate and peroxide analyzers pursuant to the sole source justification letter on file with the District. Resolution of such took place as part of the District's annual reorganization meeting minutes.

Supt. Moriarty reported that the Annual Water Quality Report is in progress. All required information has been provided to H2M architects + engineers.

Supt. Moriarty presented a draft of a postcard mailer to be sent to all District's customers with a registered backflow device. This mailer is being sent in an effort to educate and remind customers of the importance of backflow testing as well as the respective compliance requirements. The Board provided feedback and changes and requested a revised draft be presented for consideration and approval.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 55201 through 55237 dated February 10, 2023 in the amount of \$147,583.26 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10157 dated February 10, 2023 in the amount of \$6,640.50 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 February 7, 2023 in the amount of \$2,445.39

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 February 7, 2023 in the amount of \$2,445.39 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 Flushing Bank has increased the District's interest rate from 3.65% to 4.00%.

Ms. Scott reported that she has received notification from the NYS Environmental Facilities Corp. that the information submitted for the 2021 Water Infrastructure Improvement Act (WIIA) grant award respective to Plant No. 7 was approved on February 9, 2023. The District can look forward to receipt of the respective grant agreement in forthcoming weeks.

Ms. Scott presented a Records Disposition Authorization Form for the Board's approval. All documents to be destroyed are in accordance with the Records Retention and Disposition Schedule LGS-01 as listed in detail on the form. After discussion, the Board approved disposition of the records listed in the Records Disposition Authorization Form and said Form was executed by the Board of Commissioners.

Ms. Scott presented a Schedule of 2022 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 for the year ending December 31, 2022;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8330-20-4030	Electrical Maintenance	9,000.00
A-8330-20-4100	AOP Repairs and Maintenance	(9,000.00)

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

RESOLVED, that the Board of Commissioners approves the following general fund budget transfers for the year ending December 31, 2022;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8330-20-4030	Electrical Maintenance	9,000.00
A-8330-20-4100	AOP Repairs and Maintenance	(9,000.00)

Ms. Scott presented the revised proposal submitted by H2M architects + engineers as it relates to engineering construction administration, construction progress meeting, construction observation, part-time resident engineering, start up and commissioning services, as-builts and WIIA grant administration and compliance support for the Plant No. 4 AOP, nitrate and perchlorate treatment facility. Ms. Scott reported that notes were made within to highlight changes from the previously submitted proposal. Furthermore, Ms. Scott presented an engineering construction cost analysis. Discussion took place and the Board agreed to further consider upon discussion with Engineer Neri.

Ms. Scott reported that she has received a recommendation from Flushing Bank as it relates to enhanced fraud protection. Ms. Scott requested the Board's consideration and authorization to open a new operating account for capital projects check writing purposes, as this account is currently established as an investment account. The District will then fund the checking account through a ZBA (Zero Balance Account) as checks are issued. The ZBA sweep will be used to automatically pull funds from investment account into the operating account to fund in-clearing checks. This will limit the District's exposure in the event of fraudulent activity. Ms. Scott presented a series of forms to effectuate these changes to the structure of the capital projects cash account in order to provide enhanced fraud protection. Ms. Scott presented the Public Entity Signature Card and Cash Manager Direct Application form which are required to open and establish capital projects operating cash account. Discussion took place and the Board concurred with Ms. Scott's recommendation and executed the related forms.

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

RESOLVED, that the Board of Commissioners authorizes the opening of a capital projects operating cash account for the purposes of enhanced fraud protection with Flushing Bank.

Ms. Scott presented the Flushing Bank Positive Pay Application used to detect fraudulent checks prior to the bank clearing items presented for payment. Discussion took place and the Board concurred with Ms. Scott's recommendation and executed the related form.

Ms. Scott presented the Flushing Bank Zero Balance Account form in order to sweep funds from the capital projects investment account into the recently approved operating account to fund in-clearing checks. Discussion took place and the Board concurred with Ms. Scott's recommendation and executed the related form.

Ms. Scott presented the Flushing Bank ACH Debit Block and Filter Authorization for prevention of any unauthorized debits from being charged to the capital projects operating account. Discussion took place and the Board concurred with Ms. Scott's recommendation and executed the related form.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:05 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, February 14, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this ~~25~~th day of February, 2023.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



MICHAEL A. CHAD, SECRETARY