

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, August 1, 2023.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Michael A. Chad, Secretary
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Michael Ingham, Attorney
Andrew Manfredi, Engineer
Greg Gordon, ZE Creative Concepts

The meeting was called to order at 4:30 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 filed the settlement agreed upon by the District with National Grid and Asplundh as it relates to damages incurred to the District's water main located on Manetto Hill Road in September 2017. Attorney Ingham reported that the District should expect receipt of payment of the settlement amount within the next thirty days.

ANDREW MANFREDI'S REPORT – ENGINEER:

Engineer Manfredi 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 Manfredi reported that construction continues to progress at the Plant No. 4 Advanced Oxidation Process (AOP), nitrate and perchlorate treatment facility. The general contractor has completed steel work and has commenced placement of the concrete decking and pad. The plumbing contractor continues installation of piping in the interior basement of the new treatment building. The electrical contractor continues installation of electrical conduit and power boxes. The next construction progress meeting is scheduled to take place Tuesday, August 8, 2023.

Engineer Manfredi provided an update on the status of closeout documentation for the general contractor for the Plant No. 2 permanent AOP treatment facility. Ms. Scott requested Engineer Manfredi to follow up on the status of the open items remaining for closeout of the related contract so that the District can submit the final payment request and release of retainage held from the Environmental Facilities Corp.

Engineer Manfredi reported that H2M architects + engineers is working on the development of the engineering design for the Plant No. 5 emerging contaminant removal project. An internal preliminary design meeting has been scheduled at H2M architects + engineers for August 4, 2023.

Engineer Manfredi reported that H2M architects + engineers continues to follow up with the Nassau County Department of Health regarding their approval of responses provided on comments issued from their engineering plan review of the Plant No. 5, Well 5-3 interim AOP treatment project. Engineer Manfredi reported that the Nassau County Department of Health has recently issued verbal notification that they will be issuing their official approval recommendation to the NYS Department of Health, however it was not clear as to exactly what the approval recommendation was for. The Board requested Engineer Manfredi to continue to keep them informed.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to reminding customers about required backflow testing for the Board's review and approval. After discussion, Commissioner Laykind requested the press release be reconsidered for distribution in September, when it is more timely.

Greg Gordon presented a draft of a postcard mailer to be sent to all District's residents who have not yet filed their annual backflow device test with the District. This mailer is being sent in an effort to inform customers of the importance of annual backflow testing as well as the respective NYS compliance requirements. After discussion, Commissioner Laykind requested the postcard be reconsidered for distribution in September, when it is more timely.

Greg Gordon reported that ZE Creative Communications has created a District business account on Instagram. Discussion took place and the Board approved the account to go live and commence posting.

Greg Gordon reported on the favorable results of the recently distributed email blast that was sent on Tuesday, July 25, 2023. The Board expressed their pleasure with the favorable results.

Greg Gordon reported that he is working with Supt. Moriarty and Ms. Scott on updating the projects page of District's website.

STEPHEN MORIARTY'S REPORT - SUPERINTENDENT:

Supt. Moriarty provided the Board with a request for water disconnect at 41 Floral Drive West. After discussion, the Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with an update on the service line inventory, reporting that a meeting is scheduled with H2M architects + engineers to review the remaining services to be surveyed. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty reported an update related to the District's requirement to conduct lead and copper sampling in accordance with requirements set forth by the Nassau County Department of Health. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty reported that he is updating the District's Spill Prevention Report as recommended by the NYS Department of Environmental Conservation (NYSDEC).

Supt. Moriarty reported that site work restoration is complete around the building of the Plant No. 7 Granular Activated Carbon (GAC) enclosure project. Finishing items are in progress in order for the project to be complete.

Supt. Moriarty reported an update from a notice received from the Nassau County Department of Public Works regarding paving work taking place on Plainview Road. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty requested Board approval to purchase thirty (30) meter setters and backflow devices to maintain inventory on hand in order to fulfill new service installation requests. Supt. Moriarty reported that these items have been extremely difficult to obtain as a result of supply chain issues. Supt. Moriarty presented a quote for the purchase of these items to be made from T Mina Supply LLC through the Long Island Water Conference distribution supply and materials cooperative bid. Discussion took place and Board approval was requested. The Board approved Supt. Moriarty's request to purchase thirty (30) meter setters and backflow devices from T Mina Supply LLC in accordance with the Long Island Water Conference distribution supply and materials cooperative bid based on the estimate provided in the amount of \$31,958.40. Supt. Moriarty reported that a budget adjustment is required in order to proceed with this restoration. Said adjustment will be presented by Ms. Scott as part of her report.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 55778 through 55797 dated July 27, 2023 in the amount of \$73,795.97 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 100021 dated July 27, 2023 in the amount of \$370,443.00 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 July 25, 2023 in the amount of \$3,937.40

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 July 25, 2023 in the amount of \$3,937.40 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. Additionally, Supt. Moriarty requested the Board's approval to adjust the second quarter 2023 invoice for 51 Randy Lane by reducing the invoice amount to \$859.80 due to extenuating circumstances as discussed in detail. Discussion took place regarding the proposed adjustment. After discussion and consideration, the Board approved Supt. Moriarty's request to adjust the second quarter 2023 invoice for 51 Randy Lane to \$859.80.

Ms. Scott reported that she has compiled the information required to comply with the recently received FOIL request. Discussion took place and the Board requested Ms. Scott to respond to the FOIL accordingly.

Ms. Scott reported that 55 letters were sent to customer accounts with "occupant" noted as the contact name on the account. The letters also provided a Customer Information Form requesting the customer complete and submit so that the District's records can be updated accordingly.

Ms. Scott reported that she has submitted to the Board for their review and consideration the 2024 budget supplementary schedules/worksheets. A complete draft of the 2024 Operating Budget in the required format as set forth by the Town of Oyster Bay will be prepared and provided upon conclusion of discussions to be had as part of the forthcoming workshops.

Ms. Scott presented for the Board's review and consideration an Environmental Facilities Corp. (EFC) grant status update. Discussion took place and the Board requested Ms. Scott continue to provide them with an updated document as deemed necessary.

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;

Account Code	Description	Total
A-8340-10-3040	New Service Installations	\$15,000.00
A-8310-70-7700	Contingency	(\$15,000.00)

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

RESOLVED, that the Board of Commissioners approves the following general fund budget transfer;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-10-3040	New Service Installations	\$15,000.00
A-8310-70-7700	Contingency	(\$15,000.00)

The NSWCA Meeting was held on Wednesday, July 27, 2023 at the Hicksville Fire Department Station Pavilion in Hicksville, NY at 6:30pm. The presentation topic was hydrants and networking with public officials. Commissioner Laykind, Commissioner Bader, Commissioner Chad, Supt. Moriarty and Ms. Scott were in attendance.

The following board meetings were scheduled for August 2023:

- August 1st at 5:30 pm
- August 8th at 5:30 pm
- August 22nd at 5:30 pm – Additional public session at 7:00 pm
- August 29th 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 7:05 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, August 1, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 08th day of August, 2023.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



MICHAEL A. CHAD, SECRETARY