

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, December 19, 2023.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Michael A. Chad, Secretary
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
James Neri, Engineer
Lola Rivera, ZE Creative Communications

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.

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 construction continues to progress at the Plant No. 4 Advanced Oxidation Process (AOP), nitrate and perchlorate treatment facility. The AOP reactor is scheduled for delivery on December 20, 2023. The steel for the ISEP system is scheduled for delivery on December 21, 2023, and ISEP system valve is scheduled for delivery on December 29, 2023. The next construction progress meeting is scheduled to take place Tuesday, December 26, 2023.

Engineer Neri and Supt. Moriarty presented the Board with a memorandum of recommendation regarding approval for a change order to a previously approved purchase order to JVR Electric Inc. for installation of the temporary electrical power to operate one well through the new treatment equipment at the Plant No. 4 AOP, nitrate and perchlorate treatment facility. Previous detailed discussions have taken place regarding the details of the temporary installation and the work to be performed. The anticipated expense incurred by JVR Electric Inc. is \$25,293.29, allocated evenly across the ISEP and AOP portions of the project. After at length discussion, the Board approved Engineer Neri and Supt. Moriarty's request and the respective change ordered was executed.

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

RESOLVED, that the Board of Commissioners approves the change order submitted by JVR Electric, Inc. for the installation of the temporary electrical power to operate one well through the new treatment equipment at the Plant No. 4 AOP, nitrate and perchlorate treatment facility at a cost of \$25,293.29.

Engineer Neri reported that H2M architects + engineers is continuing the development of the engineering design for the Plant No. 5 emerging contaminant removal project. A site meeting with the full team of engineers engaged took place on December 8, 2023. H2M architects + engineers will coordinate a design review meeting with the District in January 2024.

Engineer Neri reported that the District has received approval to operate Plant No. 5, Well 5-3 from the Nassau County Department of Health. H2M architects + engineers is working to get chemical bulk storage approval from the Department of Environmental Conservation.

Engineer Neri reported that H2M architects + engineers is continuing the development of the engineering design for the Plant No. 7 AOP enclosure project. The subsurface utility mark out is complete, with the topographical survey to follow on December 21, 2023.

Engineer Neri reported that the second round of observations were completed by H2M architects + engineers for the bi-annual tank inspections. The related report has been delivered to Supt. Moriarty. Supt. Moriarty reported that he is reviewing said report and will provide to the Board for consideration and discussion upon completion of his review.

LOLA RIVERA'S REPORT – PUBLIC INFORMATION FIRM:

Lola Rivera presented a press release related to the re-election of Commissioner Marc Laykind for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Lola Rivera presented the January social media calendar for the Board's review and approval. The Board provided comments and approved for posting upon the revisions being made.

Lola Rivera presented topics for the upcoming fourth quarter bill insert for the Board's consideration. Discussion took place and the Board concluded on the related topics and requested Lola Rivera prepare accordingly.

Lola Rivera requested the Board's consideration of adding a biography for each commissioner. Discussion took place and the Board requested Lola Rivera to prepare for their review and approval.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty provided the Board with a request for water disconnect at 103 Hillwood Lane. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that Long Island Roofing will conduct the roof replacement of the air stripper tower building at Plant No. 4 on December 20, 2023, weather permitting. H2M architects + engineers will provide part-time inspection of the work as conducted in order to verify it is in accordance with the specifications set forth.

Supt. Moriarty presented a memorandum of recommendation and summary analysis of responses received for requests for proposals for information technology professional services. A copy of each proposal was provided to the Board for their review and consideration. Discussion took place and Supt. Moriarty stated that of each of the proposals received, SourcePass is the only provider with a history of providing services to local municipalities, and furthermore, local water districts. In addition, SourcePass as the District's current information technology service provider, has successfully demonstrated support of the District's infrastructure over the past five years. They have proven reliable and timely in supporting our needs and come very highly regarded from the District's cyber security insurance broker. This provides essential and meaningful in a time where there has been an increase in the number of cyber security attacks against water providers across the country. Supt. Moriarty recommended to engage the services of SourcePass with a proposed fee of \$34,596.00 for the year ending December 31, 2024. Discussion took place and 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 authorizes to engage information technology firm SourcePass with a fee of \$34,596.00.

Supt. Moriarty presented a memorandum of recommendation and summary analysis of responses received for requests for proposals for the annual generator maintenance contract. Supt. Moriarty recommended the award be allocated to the respective lowest proposal, PowerPro Service Co. in the amount of \$9,765.00 for the year ending December 31, 2024 with two optional one year extensions. This vendor has successfully completed similar maintenance contracts with this and other District's in prior years. Therefore, Supt. Moriarty recommends the District award the contract for 2024 to PowerPro Service Co. in the amount of \$9,765.00.

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

RESOLVED, that the Board of Commissioners awards the contract annual generator maintenance contract to PowerPro Service Co. in the amount of \$9,765.00 for the year ending December 31, 2024 with two optional one year extensions.

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. 2 permanent AOP treatment project. The request for increase includes additional engineering services for construction administration and observation incurred due to the fact the project has extended beyond its anticipated completion date. Supt. Moriarty reported that the project extended well beyond its anticipated completion date due to the fact that the District needed to continue to keep the existing interim treatment facility operational throughout the high pumpage season. Ms. Scott reported that a series of previous detailed discussions have taken place over recent weeks regarding this request by H2M architects + engineers for additional funds related to the Plant No. 2 permanent AOP treatment project in the amount of \$27,423.47. 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 the increase to the previously approved purchase order related to engineering services provided by H2M architects + engineers for the Plant No. 2 permanent AOP treatment project in the amount of \$27,423.47.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 56181 through 56202 dated December 8, 2023 in the amount of \$151,795.99 were previously reviewed, approved and signed by the Board.

Vendor check nos. 56207 through 56216 dated December 12, 2023 in the amount of \$1,679.95 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 December 5, 2023 in the amount of \$2,413.71
- Dental claims dated December 12, 2023 in the amount of \$362.62

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 December 5, 2023 in the amount of \$2,413.71 as well as December 12, 2023 in the amount of \$362.62 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 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 the First National Bank of Long Island 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 forms.

Ms. Scott provided the Board with a copy of the public relations professional services agreement for the year ending December 31, 2024, noting no change in the monthly retainer fee. Discussion took place and the Board executed said agreement.

Ms. Scott provided the Board with a copy of the engineering cost proposal for the year ending December 31, 2024, noting no change in the monthly retainer fee. The Board agreed to review and consider.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending November 30, 2023. In addition, to supplement and support the Treasurer's Report, Ms. Scott also provided the Board with the respective bank reconciliations as well as the schedule of collateralized deposits for all District cash accounts for the month ending November 30, 2023. After discussion, the reports were ordered filed.

Ms. Scott presented the Board with a copy of the year to date Budget to Actual Expenditures and Budget Variance Report for the month ending November 30, 2023. After discussion, the report was ordered filed.

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 adjustment, Ms. Scott requested the following additional general fund budget transfers be made in excess of the Budget Transfer Policy limits;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-20-4000	Distribution Tools, Maint, Supplies	\$6,000.00
A-8340-10-2020	Valve Maintenance and Repair	(\$6,000.00)
A-8310-05-1100	Office Salaries	\$10,000.00
A-8310-70-7700	Contingency	(\$10,000.00)
A-8330-15-3500	Laboratory Sample and Analysis	\$25,000.00
A-8310-30-4510	AOP Repairs and Maintenance	(\$25,000.00)
A-9030-00-8000	Social Security	\$9,000.00
A-9010-00-8000	NYS Retirement System	(\$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:

Account Code	Description	Total
A-8340-20-4000	Distribution Tools, Maint, Supplies	\$6,000.00
A-8340-10-2020	Valve Maintenance and Repair	(\$6,000.00)
A-8310-05-1100	Office Salaries	\$10,000.00
A-8310-70-7700	Contingency	(\$10,000.00)
A-8330-15-3500	Laboratory Sample and Analysis	\$25,000.00
A-8310-30-4510	AOP Repairs and Maintenance	(\$25,000.00)
A-9030-00-8000	Social Security	\$9,000.00
A-9010-00-8000	NYS Retirement System	(\$9,000.00)

Ms. Scott presented the updated procedural narratives for review prior to 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.

Ms. Scott presented the proposed 2024 Schedule of Rates and Charges. Ms. Scott reported that the District has incurred indebtedness in excess of \$20 million in order to improve the community's drinking water infrastructure and construct required, state-of-the-art treatment systems needed to remove emerging contaminants such as 1,4-dioxane and perfluorinated compounds. The District has experienced an overall increase in the operating costs associated with the production of these facilities. For the average resident using 30,000 gallons of water per quarter, the new rates will result in an increase of \$7.63 per quarter or \$2.54 per month. Ms. Scott presented the proposed 2024 Schedule of Rates and Charges which includes increases to water rates as follows;

Usage	2024 Rates
Up to 8,000 gallons	\$19.50 minimum
8,000 to 30,000 gallons	\$2.55
31,000 to 50,000 gallons	\$2.85
51,000 to 70,000 gallons	\$3.15
71,000 to 125,000 gallons	\$3.45
126,000 to 175,000 gallons	\$3.75
Over 175,000 gallons	\$3.95

Discussion took place and 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 the 2024 water rate structure as indicated.

Discussion took place regarding the various platforms in which the District will announce the revised rate structure. The Board requested Lola Rivera to prepare the related e-mail blast, press release, social media posts, updates to the District's website as well as reflection on the upcoming bill insert.

The LIWC Meeting was held on Wednesday, December 13, 2023 at Westbury Manor in Westbury, NY at 6:30pm. The election and swearing in of officers for the year took place. Commissioner Laykind, Commissioner Bader and Commissioner Chad were in attendance.

The NSWCA Meeting was held on Monday, December 18, 2023 at Spuntino in Williston Park, NY at 6:30pm. The topic was networking, commissioner updates and emerging issues. Commissioner Bader and Commissioner Chad were in attendance.

The following board meetings were scheduled for January 2024:

- January 2nd at 5:30 pm
- January 9th at 5:30 pm
- January 16th at 5:30 pm – Annual Reorganization Meeting
- January 23rd at 5:30 pm - Additional Public Session at 7:00 pm
- January 30th at 5:30 pm

Ms. Scott reported on the election results of December 12, 2023:

Marc Laykind 113 Votes

The official return of the votes cast and other related documents of the election results were filed at the office of the Town Clerk of the Town of Oyster Bay within 24 hours, as directed by the Board in accordance with Section 212 of the Town Law.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:45 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 19, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 23rd day of January, 2024.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



MICHAEL A. CHAD, SECRETARY