

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, January 30, 2024.

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

**MICHAEL INGHAM'S REPORT – ATTORNEY:**

Attorney Ingham reported that he is working with Salerno Brokerage on reviewing the District's workers compensation policy and will present any suggestive changes upon completion of their review.

Attorney Ingham reported that the NYS Department of Labor has issued updates to the Sexual Harassment Model Policy to aid in compliance with NYS laws prohibiting sexual harassment in the workplace. Attorney Ingham reported that he is reviewing the required updates and will work with Ms. Scott on modifying the District's policy accordingly.

**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 H2M architects + engineers is continuing the development of the engineering design for the Plant No. 5 emerging contaminant treatment project. Engineer Manfredi reported that the design team continues to configure lime process options for consideration. Coordinated 30% design is complete and H2M architects + engineers support disciplines are making minor adjustments before review of the 30% progress design is coordinated with Supt. Moriarty the week of February 5, 2023. Rendered elevations will be completed for the Board's consideration upon completion of incorporating Supt. Moriarty's comments based upon the 30% progress design review.

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 installation of the roof trusses and is now working on roof sheathing and fascia installation. The plumbing contractor is awaiting inlet filter delivery as well as delivery of the ISEP system tanks which are scheduled for delivery on February 1, 2024. While conducting work, the plumbing contractor has identified valves that are inoperable and require replacement. Engineer Manfredi reported that H2M architects + engineers is obtaining quotes for replacement of the valves and will present them to the Board upon receipt and analysis. The next construction progress meeting is scheduled to take place Tuesday, February 6, 2024.

#### **GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:**

Greg Gordon presented a press release related to the District's preparedness for water main breaks 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 encouraging residents to adopt-a-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 reported that the engagement letter to the POB school district, presenting consideration of a series of collaborative initiatives was submitted. Response has been received and a meeting will be coordinated to discuss in further detail with District officials.

Lola Rivera presented results from the recently distributed email blast, noting a favorably high open rate.

#### **STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:**

Supt. Moriarty provided the Board with a request for water disconnect and availability at 84 Victor Street and 4 Kroll Street. The Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with a request for water disconnect at 29 Vera Avenue. The Board approved Supt. Moriarty's request.

Supt. Moriarty provided the Board with an update on the service line inventory, reporting that the District continues to enter data obtained through the fourth quarterly billing cycle and will conduct further analysis upon completion. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty presented the Pumpage and Sales Report for the year ending December 31, 2023. Supt. Moriarty highlighted that the District's unaccounted for water was favorably low at 5.1% for the year ending December 31, 2023. The Board expressed their pleasure with the favorable results. After discussion, the report was ordered filed.

Supt. Moriarty presented a recommendation for approval to dispose of and close out the auction for the 2011 Chevrolet Tahoe at the high bid auctioned price of \$6,400.00. Supt. Moriarty also requested authorization to remove said vehicles from the District's fixed asset listing.

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

RESOLVED, that the Board of Commissioners approves the removal from the District's fixed asset listing and auction close out of the 2011 Chevrolet Tahoe at the high bid auctioned price of \$6,400.00.

Supt. Moriarty presented a request issued by H2M architects + engineers for an increase to the previously approved purchase order for additional engineering service incurred as it relates to the Plant No. 5, Well 5-3 interim AOP treatment project. The request for increase includes additional engineering services incurred for construction observation due to the fact the project has extended beyond its anticipated completion date. Supt. Moriarty reported that the project extended beyond its anticipated completion date due to additional requests were issued by the Nassau County Department of Health in order for the District to receive approval to operate. The request for increase also includes additional health department coordination as it relates to regulatory review as a result of the series of comments issued by the Nassau County Department of Health upon their walkthrough of the interim treatment facility. 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. 5, Well 5-3 interim AOP treatment project in the amount of \$9,735.67. Ms. Scott also reported that the services provided relate to the year ending December 31, 2023 and therefore requested that the increase be approved in accordance with the proper accounting period. Board approval was requested.

Motion made by Commissioner Laykind, seconded by Commissioner Chad, 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. 5, Well 5-3 interim AOP treatment project in the amount of \$9,735.67 for services rendered for the year ending December 31, 2023.

Supt. Moriarty will present the remainder of his report in executive session as it relates to personnel matters.

#### **DINA M SCOTT'S REPORT – BUSINESS MANAGER:**

Vendor check nos. 56362 through 56384 dated January 26, 2024 in the amount of \$109,047.19 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 January 23, 2024 in the amount of \$305.00

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

RESOLVED, that the Board of Commissioners approves the dental claims dated January 23, 2024 in the amount of \$305.00 and the Board authorized funds to be transferred into the District's dental benefit account.

Ms. Scott provided the Board with a copy of the Annual Dental Summary for the year ending December 31, 2023, December 31, 2022 and December 31, 2021 as per the Board's request.

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. Ms. Scott reported that the District is in receipt of the final 25% retainage held by the EFC for the Plant No. 2 permanent AOP treatment project in the amount of \$917,550.00 pertaining to the 2019 Water Infrastructure Improvement Act (WIIA) grant award. Ms. Scott reported that this grant project is now closed with the EFC. Ms. Scott also presented draft of the 2017 WIIA grant extension request letter to be submitted to the EFC for the Plant No. 4 ISEP treatment project. Discussion took place and the Board agreed to review the letter prior to submission to the EFC.

Ms. Scott reported that 2024 WIIA grant applications are open for submittal on Monday, February 5, 2024 with a deadline submission date of Friday, June 14, 2024. Ms. Scott reported that she and Supt. Moriarty had a meeting with Engineer Neri to discuss District projects for consideration. Upon discussion, it was agreed that the District would await the grant application opening to be able to review the terms and conditions set forth in order to assess applicability of the projects considered for submittal.

Ms. Scott presented a correspondence with the Town of Oyster Bay Director of Finance regarding a determination of principal payment amounts to be made in 2024 on the outstanding Bond Anticipation Notes. Ms. Scott presented a schedule of deposits for the assignment of fund balance for debt service account which provides detail of the funds that have been set aside throughout 2023 in order to remit payment on the principal portion of debt previously incurred. The District has specifically allocated funds for remittance of the 2024 principal payment based upon receipt of grant proceeds for the 2021 WIIA grant award. Discussion took place and the Board concurred with Ms. Scott's calculation and recommendation.

Ms. Scott presented a correspondence with the Town of Oyster Bay Director of Finance regarding drawing down on previously authorized borrowings to meet the District's capital financing needs for the duration of the 2024 year. Discussion took place and the Board concurred with Ms. Scott's recommendation.

Ms. Scott presented a transfer request form from the capital projects cash account to the unreserved/undesignated cash account in the amount of \$600,000.00. The purpose of this transfer is for the capital projects fund to remit payment back to the general fund for the temporary loan that was made on February 21, 2023 in order to cover expenditures incurred until the final 25% retainage was released by the EFC for the Plant No. 2 2019 WIIA grant award. Discussion took place and Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves repayment of the temporary loan and transfer of \$600,000.00 from the capital projects fund cash account to the general fund unreserved/undesignated cash account.

The LIWC Meeting was held on Monday, January 29, 2024 at Patrizias in Massapequa Park, NY at 6:30pm. The presentation topic was an overview of the lead and copper rule improvements. Commissioner Laykind, Commissioner Bader, Commissioner Chad, Supt. Moriarty and Ms. Scott were in attendance.

On the motion of Commissioner Laykind, seconded by Commissioner Chad, the Board went into Executive Session at 7:05 pm to discuss personnel related matters. 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 7:45 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, January 30, 2024.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 30<sup>th</sup> day of February, 2024.

  
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MARC B. LAYKIND, CHAIRMAN

  
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ANDREW N. BADER, TREASURER

  
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MICHAEL A. CHAD, SECRETARY