

WESTCHESTER JOINT WATER WORKS

Pre-Meeting Packet

For

Tuesday, October 13, 2020 at 3:30 p.m.

Board Meeting

NOTICE OF MEETING

WESTCHESTER JOINT WATER WORKS
BOARD OF TRUSTEES
MEETING

The Westchester Joint Water Works Board of Trustees Meeting has been scheduled for:

DATE: **October 13, 2020**

DAY: **Tuesday**

TIME: **3:30 p.m.**

LOCATION: **Westchester Joint Water Works**
 1625 Mamaroneck Avenue
 Mamaroneck, NY 10543

Due to coronavirus concerns and in accordance with the Governor's Executive Order 202.1, the public will be able to attend the meeting remotely through an audio conference – access information to be provided in advance of the meeting on WJWW's website, www.wjww.com

If you have any questions, please call (914) 698-3500, extension 610.

**WESTCHESTER JOINT WATER WORKS
BOARD OF TRUSTEES MEETING AGENDA**

Tuesday, October 13, 2020 at 3:30 p.m.

In

Main Office Conference Room

Due to coronavirus concerns and in accordance with the Governor's Executive Order 202.1, the public will be able to attend the meeting remotely through an audio/video conference – access information to be provided in advance of the meeting on WJWW's website, www.wjww.com and can also be accessed via the Zoom link below:

Join Zoom Meeting

<https://zoom.us/j/92913064695?pwd=eVV5VGRzMFRQwRGx6MnZQazVVaklJdz09>

Meeting ID: 929 1306 4695

Password: 002934

Dial by your location: +1 929 205 6099 US (New York)

I. APPROVAL OF MINUTES

- September 22, 2020 Board Meeting

II. FINANCIAL REPORTS AND APPROVALS

- Bank Balances
- Approval of Claims
- General Administration
 - Rye Lake Filtration Plant
 - Co-Communications Consulting Services Proposal

III. OLD BUSINESS

- Project Updates

IV. MANAGER'S REPORT

V. NEW BUSINESS

- Rehabilitation of Mamaroneck Avenue Bridge (TVOH) Engineering Services Proposal (Wasp Engineering)

VI. CONSIDERATION OF EXECUTIVE SESSION

VII. DATE OF NEXT MEETING - TBD

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, September 22, 2020 at 3:30 p.m.

The meeting was called to order at 3:40 p.m. with the following members present (via video conference):

Present:

- Trustees: Ron Belmont, Tom Murphy, Nancy Seligson,
- Lori Lee Dickson, General Counsel
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Terrence O'Neill, General Superintendent
- Frank Arcara, Chief Water Treatment Plant Operator 1-B

Approval of Minutes

Trustee Belmont made a motion to approve the minutes of the September 8, 2020 Board Meeting. Trustee Murphy seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	"aye"
Trustee Murphy	"aye"

Financial Reports and Approvals

The Business Director reviewed bank balances and presented claims to the Board highlighting significant items, among them: New York City water bills, Third Quarter Distribution payments to municipalities, costs related to Distribution repair work and water main replacements (Brevoort and Shore Acres), payroll costs, NYSHIP premiums, and New York Power Authority payments.

Approval of Claims: Trustee Belmont made a motion to approve 126 claims totaling \$3,311,924.00. Trustee Murphy seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	"aye"
Trustee Murphy	"aye"

General Administration:

- Rye Lake Filtration Facility: The Business Director explained that Co-Communications submitted a revised proposal for public relations and marketing services, but that he is still in the process of clarifying a few items with them.

Old Business

The General Superintendent explained that WJWW staff is keeping busy, replacing service lines and performing routine tasks, such as weekly/monthly flushing, painting hydrants and doing code 53 markouts, ahead of anticipated Con Edison work to replace a large gas main in the VOM. He also shared that WJWW's Flushing Program has been moved up and will be starting today. This work, usually done bi-annually, was cancelled in March, due to the COVID-19 pandemic. Once this work is complete, staff will be turning off over 300 seasonal accounts prior to the weather turning cold. In addition, he explained that over the last 9 days Distribution staff have responded to 113 service calls, which include final meter readings and meter backflow inspections, as examples. He also reported on the following projects:

- Toll Brothers / TVOH: Backflows have been approved for this project.
- 104 Corporate Park Drive / TVOH: This project is moving along nicely.
- VOM: Nine lead service lines have been replaced in the Village.

Winged Foot Tank / TOM: Trustees Belmont and Seligson remarked that they had the opportunity to visit this worksite and that during the US Open, the tank "looked great". Trustee Murphy joined the other Trustees in thanking the WJWW staff for their efforts related to this project. The Chief Water Treatment Plant Operator explained that in about 10 days, all work will be completed.

The Chief Water Treatment Plant Operator reported that the Operations staff have also been hard at work and that over the last two weeks, approximately 161 routine bacteriological water samples have been taken. This sampling, required quarterly, tests for TOC and PFOAs, among other things. He explained that coliform had recently been detected in a few samples as the result of biofilm buildup. This buildup likely resulted from the deferral of the hydrant flushing schedule related to the onset of the COVID-19 pandemic earlier this year. Scouring of the water mains resulting from the flushing of the entire WJWW system, which has been moved up and is getting underway today, will remove this buildup. A discussion arose as to whether or not there is a way to recapture the water that is flushed from the system in order to reuse it - WJWW has done research regarding this issue, but has not found an efficient and cost effective method to this point, but is continuing to explore options.

Manager's Report

No Manager's Report needed at this time.

New Business

No New Business to discuss at this time.

Executive Session

No Executive Session needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for October 13, 2020 at 3:30 p.m.

With no further business to discuss, Trustee Murphy made a motion to adjourn the meeting. Trustee Belmont seconded the motion:

Trustee Seligson
Trustee Belmont
Trustee Murphy

"aye"
"aye"
"aye"

The meeting adjourned at 4:03 p.m.

DRAFT

WESTCHESTER JOINT WATER WORKS
REPORT OF BANK ACCOUNT BALANCES WITH STERLING NATIONAL BANK
JANUARY 1, 2020 TO OCTOBER 13, 2020

ACCOUNT	Interest Rates	01/14/20	01/28/20	02/11/20	02/26/20	03/11/20	03/31/20	04/14/20	04/28/20	05/12/20	05/26/20	06/09/20	06/23/20
GENERAL FUND	0.050	6,072,412	6,273,723	7,213,619	6,282,180	4,335,988	4,371,224	5,009,804	4,825,364	4,191,921	3,238,939	2,944,361	2,307,357
MONEY MARKET	0.120	1,204,345	1,204,345	1,204,467	1,204,467	1,204,582	1,204,582	1,204,704	1,204,704	1,204,820	1,204,820	1,205,588	1,205,588
CONSUMER DEP	0.170	817,603	826,403	820,521	817,521	814,632	817,632	817,749	817,749	811,861	808,861	808,300	802,300
CAPITAL FUND	0.170	9,702	9,702	9,703	9,703	9,705	9,705	9,706	9,706	7,607	3,175	6	6
TOTALS:		8,104,062	8,314,173	9,248,310	8,313,871	6,364,907	6,403,143	7,041,963	6,857,523	6,216,209	5,255,795	4,958,255	4,315,251
ACCOUNT	07/14/20	07/28/20	08/11/20	08/25/20	09/08/20	09/22/20	10/13/20						
GENERAL FUND	3,698,814	4,414,829	3,609,006	4,727,215	6,681,860	6,106,633	5,776,143						
MONEY MARKET	1,205,839	1,205,839	1,206,099	1,206,099	1,206,358	1,206,358	1,206,536						
CONSUMER DEP	808,333	802,333	799,367	799,367	802,401	786,626	777,434						
CAPITAL FUND	9,694	9,694	9,694	9,694	9,695	9,695	9,695						
TOTALS:	5,722,680	6,432,695	5,624,166	6,742,375	8,700,314	8,109,312	7,769,807	0	0				

WESTCHESTER JOINT WATER WORKS
CLAIMS LISTING FOR APPROVAL BY BOARD OF TRUSTEES
TUESDAY, OCTOBER 13, 2020

DATE OF MEETING	01/14/20	01/28/20	02/11/20	02/26/20	03/11/20	04/14/20	04/29/20	05/12/20	05/26/20	06/09/20	06/23/20	07/14/20	07/28/20	08/11/20	TOTAL
TOTAL NUMBER OF CLAIMS:	220	92	150	190	210	60	164	75	96	110	129	173	68	56	1900
TOTAL NUMBER OF CHECKS:	199	82	139	180	97	50	152	66	86	102	121	160	60	54	1742
AMOUNT OF CLAIMS & CHECKS	\$2,300,932	\$914,152	\$1,191,195	\$3,705,471	\$669,204	\$759,521	\$1,709,014	\$1,735,616	\$691,103	\$1,053,286	\$464,062	\$2,082,453	\$1,631,976	\$168,982	\$21,199,655
MAJOR CATEGORIES															
PAYROLL & BENEFITS	\$246,486	\$130,625	\$127,711	\$119,500	\$117,299	\$116,910	\$130,895	\$129,318	\$126,634	\$126,506	\$115,757	\$175,971	\$114,646	\$115,265	\$2,068,553
CHEMICALS, MATERIALS, PARTS	\$266,256	\$64,153	\$84,219	\$12,562	\$40,458	\$12,402	\$84,859	\$6,092	\$11,011	\$48,888	\$39,823	\$98,903	\$25,767	\$24,683	\$974,746
PERMITS/INSURANCES	\$94,470	\$89,421	\$20,050	\$103,122	\$715	\$0	\$92,277	\$5,136	\$876	\$82,851	\$114,997	\$83,425	\$8,600	\$5,091	\$790,482
PROFESSIONAL/ENGINEERING/LEGAL	\$93,293	\$59,645	\$16,932	\$52,054	\$68,529	\$75,333	\$0	\$8,787	\$32,754	\$24,960	\$34,838	\$11,636	\$7,115	\$1,491	\$637,567
NYC WATER BOARD/UNITED WATER	\$1,263,054	\$0	\$2,504,554	\$0	\$0	\$0	\$0	\$1,399,201	\$0	\$450,506	\$0	\$0	\$0	\$0	\$6,825,572
OFFICE & COMPUTER	\$11,532	\$18,706	\$9,534	\$25,418	\$8,665	\$7,141	\$16,866	\$9,945	\$10,040	\$11,646	\$12,333	\$5,848	\$6,794	\$9,860	\$190,647
UTILITIES & TELEPHONES	\$31,890	\$36,883	\$7,791	\$23,797	\$6,431	\$31,251	\$5,989	\$2,725	\$23,867	\$3,871	\$25,152	\$29,861	\$2,506	\$3,561	\$261,063
EMPLOYEE EDUCATION/EXPENSE	\$956	\$1,090	\$672	\$390	\$566	\$1,025	\$0	\$260	\$20	\$389	\$230	\$723	\$244	\$0	\$6,565
MEDICARE REIMBURSEMENTS	\$0	\$0	\$0	\$15,704	\$434	\$0	\$0	\$0	\$0	\$15,993	\$145	\$0	\$0	\$0	\$32,276
CUSTOMER REFUNDS	\$3,897	\$2,408	\$1,276	\$6,153	\$1,421	\$1,243	\$3,840	\$2,812	\$733	\$1,244	\$30	\$56	\$10,411	\$442	\$35,966
BLDGSGROUNDS IMPROVEMENTS	\$41,313	\$3,520	\$13,470	\$32,285	\$3,423	\$34,195	\$9,753	\$3,444	\$3,614	\$18,397	\$15,462	\$25,112	\$3,942	\$2,383	\$212,857
TAXES	\$32,725	\$0	\$11,320	\$0	\$0	\$67,927	\$0	\$0	\$10,163	\$26,100	\$0	\$0	\$0	\$864	\$149,099
AUTHORIZATIONS	\$131,111	\$1,312	\$313,924	\$652,079	\$11,440	\$541,099	\$527,007	\$134,009	\$93,173	\$241,935	\$70,655	\$547,502	\$166,982	\$5,342	\$3,770,208
O/S CONTRACTORS	\$83,949	\$0	\$584,296	\$157,833	\$409,823	\$102,148	\$9,876	\$33,887	\$378,418	\$0	\$34,640	\$373,756	\$27,537	\$0	\$2,471,481
TOTAL CLAIMS/CHECKS:	\$2,300,932	\$407,763	\$1,191,195	\$3,705,471	\$669,204	\$759,521	\$1,709,014	\$1,735,616	\$691,103	\$1,053,286	\$464,062	\$2,082,453	\$1,631,976	\$168,982	\$18,327,092
REIMB. FOR SEWER RENTS	\$0	\$506,389	\$0	\$0	\$0	\$0	\$446,419	\$0	\$0	\$0	\$0	\$0	\$595,109	\$0	\$1,547,917
DISTRIBUTIONS TO MUNIS	\$0	\$0	\$0	\$0	\$0	\$0	\$403,978	\$0	\$0	\$0	\$0	\$0	\$662,323	\$0	\$1,324,646
GRAND TOTAL:	\$2,300,932	\$914,152	\$1,191,195	\$3,705,471	\$669,204	\$759,521	\$1,709,014	\$1,735,616	\$691,103	\$1,053,286	\$464,062	\$2,082,453	\$1,631,976	\$168,982	\$21,199,655

DATE OF MEETING	08/25/20	09/08/20	09/22/20	10/13/20	TOTAL
TOTAL NUMBER OF CLAIMS:	111	91	128	176	2404
TOTAL NUMBER OF CHECKS:	103	83	118	164	2210
AMOUNT OF CLAIMS & CHECKS	\$1,912,032	\$467,351	\$3,311,924	\$2,732,302	\$29,623,264
MAJOR CATEGORIES					
PAYROLL & BENEFITS	\$124,242	\$123,230	\$236,910	\$253,907	\$2,806,842
CHEMICALS, MATERIALS, PARTS	\$82,644	\$98,396	\$31,882	\$344,139	\$1,531,807
PERMITS/INSURANCES	\$102,278	\$5,269	\$125	\$0	\$898,164
PROFESSIONAL/ENGINEERING/LEGAL	\$47,327	\$62,790	\$10,191	\$21,803	\$679,678
NYC WATER BOARD/UNITED WATER	\$1,484,497	\$0	\$1,598,187	\$1,545,453	\$11,453,709
OFFICE & COMPUTER	\$4,226	\$77,361	\$14,743	\$32,546	\$319,523
UTILITIES & TELEPHONES	\$36,175	\$691	\$49,707	\$6,224	\$353,860
EMPLOYEE EDUCATION/EXPENSE	\$2,763	\$0	\$0	\$1,165	\$10,493
MEDICARE REIMBURSEMENTS	\$32,276	\$0	\$15,993	\$0	\$48,269
CUSTOMER REFUNDS	\$11,151	\$0	\$2,004	\$0	\$49,121
BLDGSGROUNDS IMPROVEMENTS	\$8,789	\$49,068	\$1,700	\$13,492	\$285,906
TAXES	\$149,099	\$0	\$24,593	\$57,520	\$231,212
AUTHORIZATIONS	\$7,940	\$50,546	\$231,433	\$449,549	\$4,509,676
O/S CONTRACTORS	\$2,471,481	\$0	\$432,133	\$6,504	\$2,910,118
TOTAL CLAIMS/CHECKS:	\$1,912,032	\$467,351	\$2,649,601	\$2,732,302	\$26,088,378
REIMB. FOR SEWER RENTS	\$0	\$0	\$0	\$0	\$0
DISTRIBUTIONS TO MUNIS	\$0	\$0	\$662,323	\$0	\$0
GRAND TOTAL:	\$1,912,032	\$467,351	\$3,311,924	\$2,732,302	\$29,623,264

**WESTCHESTER JOINT WATER WORKS
GENERAL FUND ACCOUNTS
TUESDAY, OCTOBER 13, 2020**

CASH BALANCE IN STERLING NATIONAL BANK:		
GENERAL FUND	10/1/2020	\$ 6,945,673.36
MONEY MARKET	10/1/2020	\$ 1,206,535.97
TOTAL:		\$ 8,152,209.33

NET ACTIVITY: FROM 10/1/2020 TO 10/13/2020		
STERLING NATIONAL BANK		\$ (1,169,530.50)
		\$ (1,169,530.50)

CASH AVAILABLE TO PAY CLAIMS:		
GENERAL FUND:	10/13/2020	\$ 5,776,142.86
MONEY MARKET	10/13/2020	\$ 1,206,535.97
TOTAL:		\$ 6,982,678.83

LESS:	UNAPPROVED CLAIMS:	\$ (2,561,254.52)
	OUTSTANDING CHECKS PRIOR PERIODS:	\$ (666,479.30)

CASH BALANCE AFTER PAYING CLAIMS:		\$ 3,754,945.01
--	--	------------------------

CLAIMS PAYABLE:

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	
24-Sep-20	2009218	2009282	\$ 268,421.44
Check Nos.	60194	60258	
Voided Checks	N/A	N/A	
29-Sep-20	2009283	2009322	\$ 107,265.98
Check Nos.	60259	60298	
2-Oct-20	2010001	2010024	\$ 136,702.17
Check Nos.	60299	60321	
8-Oct-20	2010030	2010062	\$ 2,048,864.93
Check Nos.	60322	60354	

<u>TOTAL CLAIMS PAYABLE:</u>		\$ 2,561,254.52
-------------------------------------	--	------------------------

PAYROLL CLAIMS

(ZERO BALANCE CHECKING ACCOUNT)

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	
23-Sep-20	2009213	2009217	\$ 52,573.71
Check Nos.	2230	2230	
30-Sep-20	2009323	2009327	\$ 55,956.58
Check Nos.	2231	2231	
7-Oct-20	20100025	2010028	\$ 62,517.13
Check Nos.	2232	2232	

<u>TOTAL PAYROLL CLAIMS:</u>		\$ 171,047.42
-------------------------------------	--	----------------------

<u>TOTAL ALL CLAIMS:</u>		\$ 2,732,301.94
---------------------------------	--	------------------------

Prepared by: _____ David Birdsall, Business Director

Submitted by: _____ David Birdsall, Business Director

Approved by: _____ Nancy Seligson, Chairperson
Board of Trustees

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002010030	AAA EMERGENCY SUPPLY C	25.00	REFILL SCOTT 4.5 AIR CYLINDER
002009218	ADP, INC.	1,657.18	P/E 8/15,8/22,8/29,8/31,9/5 AND 9/12 PAYROL PROCES
002009283	A & C FURIA ELECTRIC	3,492.50	7/15-7/21 RYE LAKE/INSPECT HYDROMATIC PUMP
002009284	ACTION REMEDIATION CO	1,254.00	(2)GALS NON REGSODIUM FLUOROSILICATE;(2)G REP DRUM
002010001	AMERICAN WATER WORKS A	850.00	12/01/20-11/30/21 RENEWAL/STANDARDS REVISIONS
002009285	BLAKLEY EQUIPMENT	1,455.86	8/3-8/31 KOMATSU RENTAL, GAS, DAMAGE WAIVER
002009286	B & A AUTOMOTIVE INC	2,593.17	8/6/20 16 FORD EXPL/INT BATTERY,R ROTORS,ENG MOUNT
002009219	BEN ROMEO CO., INC.	500.00	(5) BOXES OF WOOD WEDGES
002009220	CARUS PHOSPHATES, INC.	5,080.00	(80) BAGS OF CARUS / RYE LAKE
002009221	CARUS PHOSPHATES, INC.	5,080.00	(80) BAGS OF CARUS / LARCHMONT PLANT
002010002	CARUS PHOSPHATES, INC.	5,080.00	(80) BAGS OF CARUS /RYE LAKE PLANT
002009222	CARMEL WINWATER WORKS	7,323.65	MEGALUGS, MJ LONG SLV,FOSTER ADAPTERS/INVENTORY
002009223	CARMEL WINWATER WORKS	1,575.00	FLS400 1/2 PMP, DISCH HOSE/DE WATER HOLES
002009287	CARMEL WINWATER WORKS	7,755.58	T/H HALSTEAD AVE/VALVE CLUSTER INSTALLATION
002009288	CARMEL WINWATER WORKS	4,411.00	COR-BLUE THR ROD; WSH PLATE BLK ROD
002009289	CARMEL WINWATER WORKS	3,245.00	ROADWAY BOX/INVENTORY;CMPL CURB BOX/SERVICE
002010031	CARMEL WINWATER WORKS	4,380.00	12" CPLG COMPLETE;GASKET ONLY/INVENTORY
002010032	CARMEL WINWATER WORKS	981.00	12 STARGRIP W/ACCES;12" MJ GASKET/INVENTORY
002010033	CARMEL WINWATER WORKS	3,407.16	4"US PIPE OL MJ GATE VALVE;4 MEGALUG W/ACCE/INVENT
002010003	CENTURY BUILDING SERVI	1,659.88	SEPTEMBER 2020 CLEANING SERVICES
002010004	CITY OF NEW ROCHELLE	57,520.22	2020-2021 SCHOOL DISTRICT TAX/BL/L:4999-0009
002009224	CITY OF YONKERS	7,623.00	JUNE 2020 LAB WATER SAMPLES
002009290	CON EDISON GARAGE	32.61	8/19/20-9/18/20 GAS HEAT/GARAGE
002010034	CONCRETE EXPRESS OF NY	4,294.00	A1369 V/M WATER INFR P/PAVING; RD REPAIR/VARIOUS
002010035	CONCRETE EXPRESS OF NY	19,082.00	ROAD REPAIRS VARIOUS LOCATION T/M & T/H
002009225	CON EDISON -PRV DISTR	40.07	8/17/20-9/16/20 ELECTRICITY STRATTON RD PUMP
002009291	CON EDISON -PRV DISTR	106.08	8/19/20-9/18/20 PRV TIMBER TRAIL/ELECTRICITY
002009292	CON EDISON -PRV DISTR	135.88	8/20/20-9/21/20 676 PURCHASE ST PUMP/ELECTRICITY
002009293	CON EDISON -PRV DISTR	37.35	8/19/20-9/18/20 PRV PURITAN RD/ELECTRICITY
002009294	CON EDISON -PRV DISTR	45.98	8/19/20-9/18/20 PRV ANDERSON HILL RD/ELECTRICITY
002009295	CON EDISON	37.12	8/19/20-9/18/20 GAS/OFFICE HEAT
002009296	CON EDISON	120.42	8/19/20-9/18/20 1ST PRV/ELECTRICITY
002009297	CON EDISON	70.89	8/19-9/18/20 1200 MAMARONECK AVE PRV/ELECTRICITY
002009226	CORE & MAIN LP	980.00	(140) 5/8S 1/2 ZINC BOLT/NUT
002009227	CORE & MAIN LP	420.00	(60) PSB 5/8S 1/2 ZINC BOLT/NUT
002010005	CORE & MAIN LP	18,669.00	(5) HYDRO-GUARD BSS02 & HEX KEY/PLANT SAMPLING
002010006	COYNE CHEMICAL CO., IN	8,159.33	48 UNITS 60 LB ACCUTAB / LARCHMONT PLANT
002010007	CIVICPLUS, INC	3,675.00	10/1/20-9/30/21 RENEWAL WEBSITE HOSTING & SUPPORT
002009228	CONTINENTAL UTILITY	11,660.00	(1) ANNUAL MAINTENANCE & TECH SUPPORT2020-2021
002009229	DOLPH ROTFELD ENGINEER	250.00	6/29-7/26/2020 PROF ENGINEERING SERVICES
002009298	EASTCOM ASSOCIATES INC	358.00	REPAIR LD-12 S/N 123 186 MIC-HEADPHONES
002009299	EASTCOM ASSOCIATES INC	235.00	REP DLD MIC HEADPHONES/RETERMINATED CONNECTOR
002009300	EASTCOM ASSOCIATES INC	235.00	REP DLD MIC/MOUNTING OF HEADPHONE JACK
002009301	EASTCOM ASSOCIATES INC	299.00	REP DIGI-CORR/REPL BAT, REPL JACK COVER
002009230	ELITE ACTION FIRE EXTI	172.50	SEMI-ANNUAL INSP OF FIRE SUPPRESSION S-M
002010036	ELQ INDUSTRIES	358,745.32	A1310 JOINT BARRY AVE/MACY RD WATER MAIN/FINAL PAY
002009302	ETRE ASSOCIATES LTD	6,503.87	5/22/20 V/M 334 MAMARONECK AVE/SERV CONN LEAK REP
002009231	KARL R ANDERSEN	148.84	REIMBURSEMENT OF PAYING COST OF WORK BOOTS/CONTRAC
002009232	DORIS LECHNER	3,885.00	9/2/20-9/18/20 CONSULTING SERVICES
002010008	DORIS LECHNER	1,365.00	9/21/20-9/30/20 CONSULTING SERVICES
002010009	DANIEL PIRRONI	166.00	9/8/20-11/9/20 COURSE/STUDY MATERIALS FOR CLASS
002009303	FEDERAL EXPRESS CORP.	61.45	6/23&6/24 2020 FEDEX STERLING BANK & ARTHUR GALLAG
002009304	FEDERAL EXPRESS CORP.	26.24	7/10/20 FEDEX / STERLING BANK-DEPOSITS
002009305	FEDERAL EXPRESS CORP.	56.75	7/22/20 (2) FEDEX BANK-DEPOSITS/KLIK TECH

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002009306	FEDERAL EXPRESS CORP.	30.45	9/15/20 FEDEX STERLING BANK - DEPOSITS
002009307	FEDERAL EXPRESS CORP.	113.32	9/18&9/22 FEDEX STERLING BANK & NATASHA COURT PE
002009233	FAESY & BESTHOFF, LLC	3,388.00	(4400) SODIUM SILICO FLUORIDE/RYE LAKE PLANT
002009308	FERGUSON ENTERPRISES,	6,440.00	(20) 1" METER YOKE
002009309	FERGUSON ENTERPRISES,	55,529.60	(10) 1-1/2 METER YOKE; (20) 2 METER YOKE
002009234	FUTURE FENCE & PAINTIN	940.00	7/8/20 LAKE ST/REPL UPRIGHT ON CANTILEVER GATE
002009235	FUTURE FENCE & PAINTIN	1,840.00	7/23/20 LAKE ST INST 2 REMOV SECTIONS OF CHAIN LIN
002009236	GRAINGER	2,080.80	(2) PORTABLE GENERATOR/FOR EMERGENCY
002009237	GRAINGER	3,132.00	(3) PORTABLE GENERATOR / FOR EMERGENCY
002010010	GRAINGER	94.90	MICROTORCH, FUNNEL SET, BUTANE REFILL/PLANTS
002010037	GREATAMERICA FINANCIAL	755.80	8/20/20-9/19/20 LEASE AGRM XEROX C8045 & C8035 COP
002009238	HACH COMPANY	156.12	(3) BUFFER SOLN, YELLOW/FOR PLANTS
002009239	HACH COMPANY	138.00	REAGENTS & CHEMICALS FOR PLANTS
002009240	HACH COMPANY	25.30	ALCOHOL PREP PADS/FOR PLANTS
002009241	HACH COMPANY	676.48	REAGENTS AND CHEMICALS FOR PLANTS
002009242	HACH COMPANY	185.27	MISC.ITEMS FOR DISTRIBUTIONS
002010011	HACH COMPANY	1,238.66	REAGENTS & CHEMICALS FOR PLANTS
002010012	HACH COMPANY	886.58	POCKET COLOMETER / PLANTS
002010013	HACH COMPANY	6,064.00	BIO TECTOR COMPRESSOR / RYE LAKE
002009243	HARPER HAINES FLUID CO	57,239.60	16" ELECTR MULTI FUNC.CONTROL VALVE/RYE LAKE
002009310	THE T/V OF HARRISON	2,100.00	7/28/20 T/H 575 WEST ST/TRAFFIC CONTROL/WATER MAIN
002010014	THE T/V OF HARRISON	3,150.00	7/7/20-7/8/20 CRYSTAL ST/SERVICE/POLICE TRAFFIC
002010038	THE T/V OF HARRISON	2,100.00	8/18/20 POLICE TRAFFIC CONTROL/590 WEST ST/HYDRANT
002010039	THE T/V OF HARRISON	4,350.00	8/11/20 POLICE TRAFFIC CONTR/575 WEST ST. WATER M
002009244	HAZEN AND SAWYER, P. C	4,208.72	A1364 JOINT RYE LAKE FILTRATION FACILITY/JUNE 2020
002009245	HAZEN AND SAWYER, P. C	2,886.26	A1364 JOINT RYE LAKE FILTRATION FACILITY
002009246	H2M ARCHITECTS + ENGIN	5,346.00	A1352 JOINT RYE LAKE UV FACILITY
002009247	H2M ARCHITECTS + ENGIN	13,937.00	A1352 JOINT RYE LAKE UV FACILITY
002009248	H2M ARCHITECTS + ENGIN	3,105.00	A1352 JOINT RYE LAKE UV FACILITY
002009249	H2M ARCHITECTS + ENGIN	20,203.00	A1352 JOINT RYE LAKE UV FACILITY
002009250	H2M ARCHITECTS + ENGIN	28,592.00	A1362 JOINT WINGED FOOT TANK REHABILITATION
002009251	H2M ARCHITECTS + ENGIN	1,700.00	A1352 JOINT RYE LAKE UV FACILITY
002009252	H2M ARCHITECTS + ENGIN	200.00	A1352 JOINT RYE LAKE UV FACILITY
002009253	H2M ARCHITECTS + ENGIN	463.50	A1352 JOINT RYE LAKE UV FACILITY
002009254	H2M ARCHITECTS + ENGIN	6,500.00	2020 ANNUAL TANK INSPECTION
002010040	HOME DEPOT	1,452.74	SEPTEMBER 2020 SUPPLISE FOR DISTRIBUTION/PLANTS
002009255	J & C METAL PRODUCTS	1,850.00	2UD. REAR LOAD CONTAINERS/GARAGE
002010015	JCI JONES CHEMICALS, I	6,114.50	(3494) GALS OF CAUSTIC SODA/LARCHMONT PLANT
002010016	JCI JONES CHEMICALS, I	4,200.00	(28) 150 LB OF CHLORINE / RYE LAKE
002009256	JOHNSON CONTROLS SECUR	6,648.24	8/1/20-10/31/20 QUARTERY BILLING/ALL LOCATIONS
002009311	K.R.B.VAC & JANITORIAL	1,011.69	AUGUST 2020 MISC ITEMS/DISTRIBUTION; PLANTS
002009257	LANZA'S ELECTRICAL CON	8,205.00	8/26/-9/2/20 OLD LAKE ST PIT/ELECTRICAL/WIRING
002010041	JACKSON LEWIS LLP	2,835.00	AUGUST 2020 PROFESSIONAL SERVICES/GENERAL MATTERS
002010042	JACKSON LEWIS LLP	727.50	JULY 2020 PROFESSIONAL SERV/GENERAL MATTER
002010043	W.B. MASON CO.INC.	2,623.52	SEPTEMBER 2020 OFFICE SUPPLIES/PAPER,TONER, BATTER
002010044	MATRIX IMAGING SOLUTIO	7,500.00	OCTOBER 2020 POSTAGE ACCOUNT
002009314	MCGUIRE'S MECHANICAL C	373.37	9/15/20 V/M 941 SHORE ACRES DR/INST NEW METER
002009315	MCGUIRE'S MECHANICAL C	2,468.99	9/14/20 GARAGE / REPL WATER HEATER
002009312	METLIFE	4,117.39	OCTOBER 2020 DENTAL, LIFE,AD&D INSURANCE
002009258	MCI COMM SERVICE	37.02	SEPTEMBER 2020 PHONE LINE FOR GENERATOR
002009259	MILES TREE EXPERTS	2,200.00	8/12&8/17 PURCHASE ST/CLEAN UP STORM DAMAGE
002009260	MILES TREE EXPERTS	2,600.00	8/6&8/17 RYE LAKE CLEAN UP STORM DAMAGE
002009261	MCCARTHY FINGAR LLP	288.00	A1353 V/M OAK LANE EASEMENT WATER MAIN REPLACEMENT
002009262	MCCARTHY FINGAR LLP	4,200.00	A1364 JOINT RYE LAKE FILTRATION FACILITY

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002009263	MCCARTHY FINGAR LLP	2,952.00	A1352 JOINT RYE LAKE UV FACILITY
002010045	MCCARTHY FINGAR LLP	4,583.33	NOVEMBER 2020 PROFESSIONAL SERVICES
002009264	NELSON POPE VOORHIS	2,145.00	A1364 JOINT RYE LAKE FILTRATION FACILITY
002009313	NELSON POPE VOORHIS	577.50	A1352 JOINT RYE LAKE UV FACILITY/6/18-6/30,2020
002010046	STATE OF NEW YORK	78,148.50	OCTOBER 2020 03024-NYSHIP/HEALTH INSURANCE PREM
002010047	NYC WATER BOARD	353,150.29	AUGUST 2020/BL90100 LOT1270 METER9940 SHAFT22
002010048	NYC WATER BOARD	496,948.27	AUGUST 2020 EXCESS PER CAPITA WJWW/LOTS1270&833
002010049	NYC WATER BOARD	53,728.00	AUGUST 2020 EXCESS PER CAPITA/V/LARCMONT LOT1270
002010050	NYC WATER BOARD	9,546.50	AUGUST 2020 EXCESS P/CAPITA/SUEZ LOTS 1270 & 833
002010051	NYC WATER BOARD	632,080.95	AUGUST 20 RYE LAKE/BL90100; LOT833; METER 7909
002009316	OPTIMUM	148.71	9/23/20-10/22/20 OPTIMUM 200 INTERNET / GARAGE
002009265	PERFECTION PLUS	1,610.00	AUGUST 2020 GROUNDS MAINTENANCE ALL LOCATIONS
002009317	POLLARDWATER	395.45	COMBO KEYS TO OPERATE CURB VALVES/CONTROL VALVES
002009318	POLLARDWATER	461.95	UNIV VALVE KIT
002009266	S & H UNIFORMS	113.00	NAVY HOOD SWEATSHIRT, GREY ENG RAIN JACKET
002010052	SWIFTREACH NETWORKS, L	1,575.00	SEPTEMBER 2020 SWIFT 911
002009267	TOTAL TECHNOLOGY SOLUT	3,885.00	OCTOBER 2020 ESP MANAGER SERV/DESKTOP MONITORING
002009268	TOTAL TECHNOLOGY SOLUT	702.00	SEPTEMBER 2020 AGREEMENT HOSTED EMAIL/OUTLOOK
002009269	TOTAL TECHNOLOGY SOLUT	611.25	HP LASERJET PRO LASER PRINTER/BY KRISTEN&LILIYA
002010017	TOLLS BY MAIL	2.50	NY AG7595 OPERATION /YONKERS BR 7/24, 8/9/20
002009270	TOWN/VILLAGE OF HARRIS	3,600.00	AUGUST 2020 ROAD OPENING PERMITS
002010053	TOWN/VILLAGE OF HARRIS	1,800.00	SEPTEMBER 2020 ROAD OPENING PERMITS
002009271	U LINE	184.69	ULINE C-FOLD TOWELS, TISSUE, DISPENSER/ALL LOCATIONS
002010018	U LINE	100.36	(2) WHITE PAPER ROLL TOWELS /ALL LOCATIONS
002010019	U LINE	55.13	WHITE PAPER ROLL TOWEL/ALL LOCATIONS
002010020	U LINE	241.00	SCOTT EXTRA CORELEE, ADVIL, ULINE FRESHENER/ALL LO
002010054	U LINE	94.02	STACK BIN, BLUE STACK BIN/ALL LOCATIONS
002010055	U LINE	80.15	(3) ULINE 10 PERSON FIRST AID KIT /ALL LOCATIONS
002009272	USA BLUE BOOK/UTILITY	91.46	CHESSELL CIRCULAR CHART BXI100
002009273	UNITED METRO ENERGY CO	634.20	(420) GALS OF GASOLINE FOR WJWW VEHICLES
002009274	UNITED METRO ENERGY CO	292.93	9/4/20 (199) GALS OF GASOLINE/WJWW VEHICLES
002009275	UNITED METRO ENERGY CO	382.74	9/10/20 (260) GALS OF GASOLINE/WJWW VEHICLES
002010021	UNITED METRO ENERGY CO	458.41	(330) GALS OF GASOLINE WJWW VEHICLES/9/17/20
002010023	UNITED METRO ENERGY CO	334.30	(240) GALS OF GASOLINE WJWW VEHICLES 9/23/20
002010056	UNITED METRO ENERGY CO	497.21	(350) GALS OF GASOLINE WJWW VEHICLES
002010057	VEHICLE TRACKING SOLUT	319.84	SEPTEMBER 2020 (16) GPRS CELLULAR DATA USAGE
002009276	VERIZON	203.98	9/11/20-10/10/20 ALARM LINE OFFICE
002009277	VERIZON	422.91	9/4/20-10/3/20 INTERNET & PHONE WEAVER ST PLANT
002010058	VERIZON	176.99	9/28/20-10/27/20 RYE LAKE / FIOS INTERNET
002010059	VERIZON	164.99	9/28/20-10/27/20 830 LAKE ST /FIOS INTERNET
002009278	VERIZON BUSINESS FIOS	128.88	9/16/20-10/15/20 RYE LAKE INTERNET
002009279	VERIZON BUSINESS FIOS	28.87	9/6/20-10/5/20 PHONE LINE FOR GENERATOR
002010060	VERIZON BUSINESS FIOS	144.99	9/28/20-10/27/20 WJWW OFFICE /FIOS INTERNET
002010061	VERIZON BUSINESS FIOS	379.79	10/1/20-10/31/20 RYE LAKE PHONE & INTERNET BUNDLE
002010062	VERIZON WIRELESS	2,187.07	8/27/20-9/26/20 WJWW EMPLOYEE MOBILE PHONES
002009319	VISION SERVICE PLAN	593.88	OCTOBER 2020 VISION INSURANCE
002009280	VITOLITE ELECTRIC SALE	2,078.01	ELECTRICAL SUPPLIES/PARK LANE
002009281	VITOLITE ELECTRIC SALE	120.57	ELECTRICAL SUPPLIES LAKE ST PIT
002009320	VITOLITE ELECTRIC SALE	258.83	8/26/20-9/2/20 OLD LAKE ST/ELECTRICAL SUPPLIES
002009321	VITOLITE ELECTRIC SALE	45.46	8/26/20-9/2/20 OLD LAKE ST PIT/ELECTRICAL SUPPLIES
002009322	VITOLITE ELECTRIC SALE	30.64	OLD LAKE ST PIT/ELECTRICAL SUPPLIES
002009282	XYLEM DEWATERING SOLUT	18,867.40	8/7-9/3/20 RENTAL DRI-PRIME HL250M PUMP/PURCHASE
002010024	XYLEM DEWATERING SOLUT	16,617.40	9/4/20-10/1/20 RENTAL DRI PRIME PUMP/PURCHASE BOOS

**

2,561,254.52

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
*			
09 002009214	STERLING NATIONAL BANK	13,658.86 #39 P/E 9/19/20	FEDERAL PAYROLL TAXES WITHHOLDING
09 002009323	STERLING NATIONAL BANK	14,407.12 #40 P/E 9/26/20	FEDERAL PAYROLL TAXES WITHHOLDING
09 002010025	STERLING NATIONAL BANK	16,472.86 #41 P/E 10/03/20	FEDERAL PAYROLL TAXES WITHHOLDING
09 002009215	NYS DEFERRED COMPENSAT	2,274.89 #39 P/E 9/19/20	NYS DEFERRED COMP
09 002009324	NYS DEFERRED COMPENSAT	2,390.01 #40 P/E 9/26/20	NYS DEFERRED COMP
09 002010026	NYS DEFERRED COMPENSAT	2,750.82 #41 P/E 10/03/20	NYS DEFERRED COMP
09 002009216	NYS INCOME TAX	2,555.08 #39 P/E 9/19/20	NYS PAYROLL TAXES WITHHOLDING
09 002009325	NYS INCOME TAX	2,718.95 #40 P/E 9/26/20	NYS PAYROLL TAXES WITHHOLDING
09 002010027	NYS INCOME TAX	3,176.40 #41 P/E 10/03/20	NYS PAYROLL TAXES WITHHOLDING
09 002009217	PAYROLL	33,799.88 #39 P/E 9/19/20	PAYROLL SUMMARY
09 002009326	PAYROLL	36,155.50 #40 P/E 9/26/20	PAYROLL SUMMARY
09 002010028	PAYROLL	39,832.05 #41 P/E 10/03/20	PAYROLL SUMMARY
09 002009213	UTILITY WORKER UNION L	285.00 #39 P/E 9/19/20	UNION DUES
09 002009327	UTILITY WORKER UNION L	285.00 #40 P/E 9/26/20	UNION DUES
09 002010029	UTILITY WORKER UNION L	285.00 #41 P/E 10/03/20	UNION DUES

** 171,047.42

*

2,732,301.94

[405] 176 items listed out of 21812 items.

For Billings As Of: 10/8/2020
For Cash Received As Of: 10/8/2020

Date	Percentage of Receivable Balance Over 60 Days	Total # of Accts Over 60 Days	Total Balances Over 60 Days	Village of Mamaroneck		Town of Mamaroneck		Town/Village of Harrison		City of Rye		City of New Rochelle	
				# of Accts	Overdue Balance	# of Accts	Overdue Balance	# of Accts	Overdue Balance	# of Accts	Overdue Balance	# of Accts	Overdue Balance
05/13/19	23%	1,324	\$ 363,324	349	\$ 6,096	253	\$ 21,050	691	\$ 328,491	25	\$ 7,413	6	\$ 274
05/28/19	27%	1,439	\$ 396,882	492	\$ 35,075	343	\$ 42,659	552	\$ 305,995	42	\$ 12,618	10	\$ 535
06/07/19	22%	1,381	\$ 435,976	400	\$ 27,884	273	\$ 35,032	671	\$ 360,260	29	\$ 12,252	8	\$ 547
06/21/19	20%	1,376	\$ 368,316	506	\$ 52,061	213	\$ 3,836	629	\$ 300,289	24	\$ 11,870	4	\$ 260
07/02/19	19%	1,314	\$ 350,783	445	\$ 44,267	330	\$ 17,835	498	\$ 272,662	33	\$ 15,286	8	\$ 733
07/18/19	16%	1,220	\$ 418,440	403	\$ 40,421	191	\$ 29,058	591	\$ 333,960	30	\$ 14,499	5	\$ 502
08/16/19	17%	1,080	\$ 476,243	323	\$ 41,995	174	\$ 53,223	560	\$ 365,290	19	\$ 15,180	4	\$ 556
09/06/19	22%	1,101	\$ 528,299	376	\$ 61,870	228	\$ 72,931	468	\$ 382,374	24	\$ 9,767	5	\$ 1,356
09/19/19	17%	1,112	\$ 502,994	399	\$ 104,531	173	\$ 59,577	511	\$ 328,158	25	\$ 9,600	4	\$ 1,127
10/04/19	19%	904	\$ 429,745	329	\$ 93,596	247	\$ 93,726	302	\$ 231,889	21	\$ 8,813	5	\$ 1,721
10/17/19	15%	1,001	\$ 479,603	293	\$ 82,575	176	\$ 75,339	510	\$ 311,832	18	\$ 8,281	4	\$ 1,577
11/07/19	29%	1,083	\$ 329,491	371	\$ 110,664	234	\$ 103,419	453	\$ 102,890	21	\$ 9,983	4	\$ 2,536
11/21/19	17%	1,140	\$ 377,003	484	\$ 129,787	144	\$ 66,769	475	\$ 161,599	33	\$ 16,450	4	\$ 2,399
12/13/19	25%	1,168	\$ 390,067	365	\$ 100,741	177	\$ 54,526	601	\$ 218,308	19	\$ 13,943	6	\$ 2,548
01/10/20	18%	1,082	\$ 281,213	360	\$ 108,817	235	\$ 29,849	457	\$ 126,927	25	\$ 12,967	5	\$ 2,654
01/24/20	25%	1,369	\$ 362,513	515	\$ 136,121	177	\$ 11,000	636	\$ 197,363	37	\$ 15,090	4	\$ 2,938
02/07/20	25%	1,288	\$ 353,307	407	\$ 113,556	286	\$ 31,884	566	\$ 192,220	24	\$ 11,997	5	\$ 3,650
02/21/20	23%	1,384	\$ 361,472	533	\$ 135,968	209	\$ 6,870	599	\$ 205,690	39	\$ 10,464	4	\$ 2,480
03/06/20	24%	1,258	\$ 330,590	442	\$ 119,285	319	\$ 31,969	455	\$ 166,008	35	\$ 10,383	7	\$ 2,945
03/27/20	23%	1,360	\$ 372,036	503	\$ 131,077	229	\$ 17,923	589	\$ 209,838	33	\$ 10,446	6	\$ 2,752
04/09/20	26%	1,549	\$ 429,284	422	\$ 125,210	308	\$ 32,063	784	\$ 259,535	28	\$ 9,055	7	\$ 3,421
05/08/20	24%	1,663	\$ 298,710	466	\$ (13,119)	316	\$ 33,088	843	\$ 272,844	32	\$ 2,287	6	\$ 3,610
05/21/20	20%	1,415	\$ 337,119	455	\$ 19,396	222	\$ 27,457	700	\$ 274,797	33	\$ 11,761	5	\$ 3,709
06/05/20	16%	1,296	\$ 350,696	398	\$ 8,409	263	\$ 40,925	601	\$ 287,246	28	\$ 10,234	6	\$ 3,880
06/18/20	28%	1,238	\$ 538,921	433	\$ 55,064	215	\$ 35,243	565	\$ 435,010	21	\$ 9,942	4	\$ 3,663
07/10/20	16%	1,026	\$ 499,408	317	\$ 7,091	235	\$ 48,540	450	\$ 429,579	19	\$ 9,705	5	\$ 4,493
07/23/20	17%	1,096	\$ 573,745	407	\$ 34,341	187	\$ 40,861	475	\$ 483,299	23	\$ 11,534	4	\$ 3,710
08/10/20	17%	1,076	\$ 612,077	316	\$ 20,224	219	\$ 60,089	524	\$ 519,028	13	\$ 9,601	4	\$ 3,136
08/20/20	14%	1,242	\$ 602,277	396	\$ 54,087	376	\$ 52,359	451	\$ 480,623	15	\$ 11,939	4	\$ 3,269
09/03/20	18%	1,079	\$ 555,207	331	\$ 37,437	217	\$ 79,674	513	\$ 423,066	12	\$ 10,780	6	\$ 4,251
09/17/20	21%	1,061	\$ 689,958	403	\$ 66,343	155	\$ 55,045	473	\$ 549,349	24	\$ 14,978	6	\$ 4,243
10/08/20	21%	1,026	\$ 719,397	319	\$ 51,733	189	\$ 77,073	492	\$ 575,143	20	\$ 10,070	6	\$ 5,379

Commercial Backflow Status

10/1/2020

("Commercial" includes: Commercial, Industrial, Institutional, Apartment Buildings & Multi-family 3+ residences)

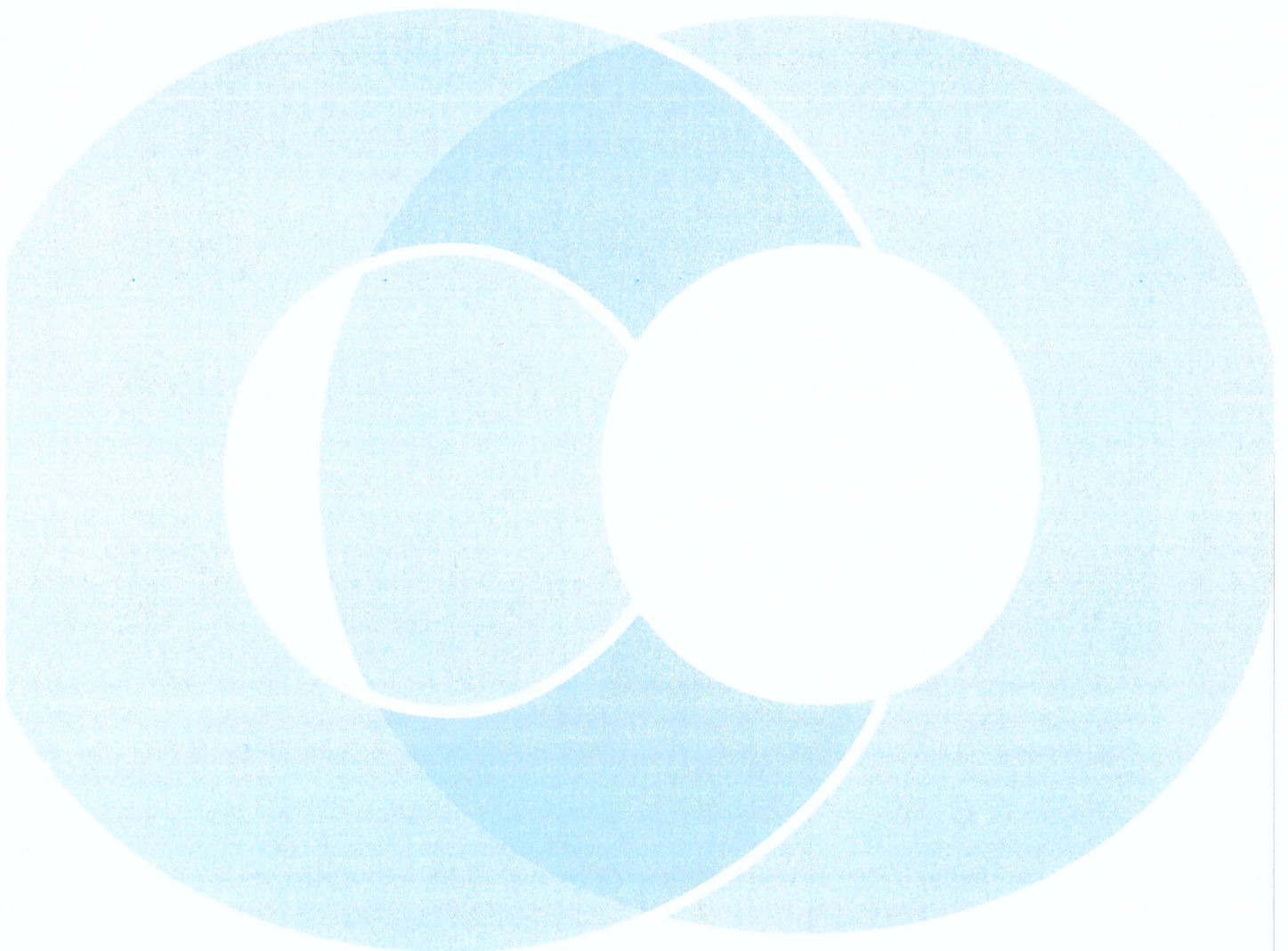
Hazard Category	Level	Has BFD	%	In Process of Applying for or Installing BFD	Ordered to Install BFD due to No Response	Under Review Based on Use/Activities	Requested Use Info	%	Totals
Dental/Veterinary/Medical Related Activities	High	54		1	0	0	0		55
Industrial/Chemical Using Related Activities	High	111		4	1	0	0		116
Subtotal High Hazard		165	96%	5	3%	1	0%	0%	171
Auto or Repair/Boat Servicing Activities	Medium	84		0	4	0	0		88
Restaurant/Food/Club Related Activities	Medium	157		1	8	0	0		166
Office/Retail/Warehouse Related Activities	Medium	315		10	50	0	0		375
Subtotal Medium Hazard		556	88%	11	2%	62	0%	0%	629
Apartment Building (3+ Units)	Low	79		1	5	0	263		348
Subtotal Low Hazard		79	23%	1	0%	5	0%	0%	348
Use To Be Determined/Identified		0		0	23	0	0		23
Subtotal Use To Be Determined/Identified Hazard	TBD	0	0%	0	0%	23	0%	0%	23
Totals		800		17	91	0	263		1171
% of Total		68%		1%	8%	0%	22%		100%

Residential Backflow Status (Res-1 family & Res-2 family)

Municipality	Has BFD	%	In Process of Applying for or Installing BFD	Communication Has occurred Between WJWW & Customer Regarding BFD	Under Review Based on Use/Activities	Totals
Village of Mamaroneck	415	11%	4	296	2943	3658
Town of Mamaroneck	508	17%	9	488	1991	2996
T/V of Harrison	1400	24%	16	131	4267	5814
City of Rye	53	16%	1	3	281	338
City of New Rochelle	2	3%	0	0	69	71
Totals	2378		30	918	9551	12877
% of Total	18%		0%	7%	74%	100%



Proposal for Westchester Joint Water Works



We Hear You

Westchester Joint Water Works

Paul Kutzy, P.E.

1625 Mamaroneck Ave.

Mamaroneck, NY 10543

914.698.3500 x612

pkutzy@wjww.com

Updated September 23, 2020

Dear Paul,

It was a pleasure speaking with you and learning more about WJWW. We would be delighted to work with you to help eliminate misconceptions and garner support for the mandated water filtration project.

Having worked in this community for more than 20 years with an extensive portfolio of advocacy and community relations and experience serving municipalities, utilities and water filtration clients, we feel we are your ideal PR/Marketing partner for this project.

Established in 1997, we are a full-service marketing, public relations and design agency. Our strategic and creative solutions are designed to maximize the return on your investment.

Drawing on the diverse backgrounds of our in-house team of seasoned marketers, experienced journalists, public relations pros, social media strategists, branding experts, graphic designers, web developers, and inbound marketing enthusiasts, we create strategic, integrated campaigns tailored to your individual needs.

Our agency culture is unique and we pride ourselves on our strong, collaborative partnerships with our clients. After all, the 'Co' in Co-Communications stands for collaboration. It's a principle that allows us to develop long-lasting client relationships and is at the core of our team's success.

We look forward to reviewing this proposal with you and working together to help you achieve your goals.

Sincerely,

Stacey Cohen

President & CEO, Co-Communications

Make Yourself Perfectly Clear™

We work with clients to uncover what makes them unique, crystallize their messaging, and tell stories that will resonate.

Scope of Work

Account Brief & Messaging

The first step in our process is to develop an Account Brief that will serve as a strategic roadmap to ensure the program's success.

We will require a 1.5–2 hour Discovery meeting with your team to obtain your input, and will review existing materials. This roadmap typically includes:

- Goals
- Target Audiences
- Tactics
- Timeline of deliverables
- Key Performance Indicators

In collaboration with WJWW, our team will craft universal messaging about the project, facts that clear up any misconceptions, and tailored messages for each community.

Microsite

Co-Communications will design & develop a responsive Microsite, using WordPress. This site will sit apart from the main website with its own hosting and URL. However, there will also be a page on the WJWW site that links to this informational microsite.

It will serve as the dynamic hub for accurate information about the project, the partners (builders, engineers, architects), and allow for visitors to the site to submit questions and comments to a mailbox that can only be reviewed by and responded to by WJWW & Co-Communications. Copywriting is included.

After the initial design & launch, Co-Communications will monitor (for up-time and any malware), maintain, and provide hosting services through our partner, Innovative. These enhancements will be part of the monthly retainer and will include: assisting with comment/question moderation/response from the public, posting press releases/press coverage to the newsroom, adding recorded webinars, renderings, and any other informational assets as they become available, etc.

Scope of Work

Project Management

- Meetings & Calls
- Presentations of our work
- Ongoing consulting and evaluation of program
- Comprehensive monthly activity/media summary report

Media Relations

We know how to tell a good story and get ink. Many of our team members have experience as reporters, editors and producers. Co-Communications has a sterling reputation with the media for delivering great news hooks and superb expert sources. We prepare our clients for all media interviews to ensure key messages are conveyed with clarity and enthusiasm. Since 1997, we have placed our clients in prominent national and local print, online and broadcast media.

- Develop and maintain a customized media list (local print, broadcast, bloggers & influencers, podcasts, as appropriate)
- Prepare/distribute/pitch 1 monthly news item (press release, pitch, op-ed, byline article, media alert)
- Prepare designated spokesperson(s) for effective message delivery in media interviews, as appropriate
- Ongoing media and social media monitoring to assess sentiment and 'chatter' about the project
- Clipping press coverage
- Monthly reporting

Team

Selecting team members for a new account is based on matching individual capabilities to a client's needs to ensure success. Criteria in assigning accounts include individual skill set, industry knowledge and scope of work. All staff members selected for your account are Co-Communications employees and have extensive industry experience, strategic thinking capabilities and expert skill sets to achieve your goals.



Stacey Cohen

PRESIDENT & CEO

[strategy/oversight]

Stacey began her career at Marsteller Inc. (a division of Young & Rubicam), where she was responsible for expanding the corporate communications program for advertising executives. She then held senior positions in both public relations and marketing over a six-year period at CBS/FOX Video, then the world's largest home video company. Stacey founded Co-Communications in 1997. Under Stacey's leadership, Co-Communications has been awarded the Advertising Club of Westchester's "Best of Show" (2002, 2010, 2012) sponsored by Gannett, Forbes Enterprise Award (2006) and was inducted into the Westchester County Business Hall of Fame (2008). She was recently named PRSA Practitioner of the Year (2013) and a Smart CEO Brava honoree (2015) in recognition of her professional achievements, experience and reputation in the profession. Stacey speaks often at industry conferences. Stacey is a HuffPost blogger and has been featured in Entrepreneur Magazine, Forbes, Crain's, Sales & Marketing and other leading national publications. She chairs The Business Council of Westchester's Marketing and Communications Council and currently serves on the board of The Business Council of Westchester and United Way's Women's Leadership Council. She holds a B.S. from Syracuse University, MBA from Fordham University and recently completed a certificate program in Media, Entertainment and Technology from NYU Leonard Stern School of Business.



Caryn McBride

DIRECTOR, CLIENT SERVICES

Caryn is an award-winning multimedia journalist and news producer with a record of maintaining the highest standards for excellence in news coverage with more than 20 years of experience reporting and producing news and features in print, online and on air. Most recently, Caryn was the senior political producer at WRNN-TV Associates/FiOS1 News in Rye Brook, N.Y. She worked directly with the president of news on daily and long-term objectives, coordinating special projects and reports, identifying topical issues and arranging on-air interviews. She was the liaison with communications teams for U.S. House and Senate members and traveled to DC and other markets for key political events. Caryn also reported and produced news packages and special reports, and hosted a weekly news program for the Hudson Valley, N.Y. In addition, Caryn liaised with local and national media, including New York Times, Washington Post and ABC News on special projects and daily coverage. Before that, she was the Rockland editor of The Journal News/lohud.com. She also held various other editing and management roles at The Journal News and other print publications.



Kayleigh Lentz

ACCOUNT SUPERVISOR

Kayleigh is responsible for client relations, strategic development, implementation of PR/Marketing programs and maintaining strong relationships with the media. She has been described as "extremely responsive" and "top of her game" by many a client. Prior to joining Co-Communications, Kayleigh spent six years at HL Group in New York City, most recently serving as Senior Account Director. In that role, she oversaw multiple clients as part of the company's Corporate Communications practice across various industries including Punta Cana Resort & Club, Home Shopping Network, Tanger Outlets and Bolthouse Farms. In addition to securing coverage of clients with top-tier print, broadcast and online media, she was also responsible for raising the profile of C-suite executives through strategic speaking engagements, successfully placing clients at events such as the Fortune Most Powerful Women Summit, Financial Times Future of Marketing Summit, National Retail Federation's Annual Convention and Techonomy. Kayleigh holds a B.A. in Communications from Seton Hall University.



Andrew Saginor

CREATIVE DIRECTOR

Andrew is responsible for creating/enhancing client brands. He applies his design and development skills to creating websites, collateral materials, print and digital ads and more. With a strong background in art and graphic design, Andrew has worked extensively on print and digital marketing campaigns for Medscape, Novartis, Tough Mudder, and the J.J. Watt Foundation. Prior to joining Co- Communications, Andrew worked as a freelance designer, serving high-profile clients nationwide, and as a graphic clothing artist for Campus Customs. Andrew is a graduate of Mitchell College, with a degree in Graphic Design/Business Administration, and has also studied art at Central Connecticut State University. His work has been recognized by the Ad Club of Connecticut, AIGA Connecticut and Public Relations Society of America Connecticut Valley Chapter.



Deborah Sindell

ACCOUNT COORDINATOR

Deborah began her career as a Healthcare Account Executive at global PR leader Ketchum, working on product launches, consumer educational programs, event planning and media relations for clients such as: Merck, Pharmacia & Upjohn and Galderma Laboratories. After Ketchum, Deborah leveraged her healthcare experience as Communications Manager at NYU Medical Center. She filled many roles at NYU, where she was responsible for coordinating print and broadcast interviews between NYU physicians and reporters, planning and implementing media strategies for special projects for both the NYU Child Study Center and the Rusk Institute of Rehabilitation, as well as drafting press materials. After her years in healthcare, Deborah had an opportunity to marry her expertise in PR with her interest in animal welfare as a Media Relations Manager at the American Society for the Prevention of Cruelty to Animals (ASPCA). As an Account Coordinator for Co-Communications, Deborah supports account teams both strategically and administratively in the daily servicing of their clients. Deborah holds a B.A. in History with a concentration in East Asian Studies from Clark University.



Success Story: BuildTheBridgeNowNY.org

A trade association seeking to generate support for rebuilding the iconic Tappan Zee Bridge

Clearly **STRATEGIC**

With different groups of stakeholders on either end of the Tappan Zee Bridge (i.e. Rockland County and Westchester County), we knew it was important to create a mechanism for collecting and answering questions. We also knew we needed to create a sense of community for those who supported rebuilding the bridge to demonstrate the volume of people who wanted this important building project to happen. An integrated marketing approach was key – media relations, events, social media – to ensure stakeholders of all ages and interests had an opportunity to become educated remain engaged during the campaign's 18-month term.

Clearly **CREATIVE**

- Created a coalition, Build the Bridge Now NY, which represented more than 300,000 employees and 15,000 employers.
- Held “Town Hall” meetings in Rockland and Dutchess Counties and “live tweeted” updates so media could receive information in a timely manner.
- Built an online petition to collect signatures in support of rebuilding the Tappan Zee Bridge.



Clear **RESULTS**

- Launched the Coalition's social media channels, garnering 1,458 organic Facebook “likes” and 373 Twitter followers (largely media).
- Secured more than 500 media placements, including CBS News, Fox 5 New York, CBS New York, WNYC, The Journal News, 914INC, News 12, Hudson Valley Business Journal and Westchester County Business Journal.
- In total, media placements for the campaign reached an audience of more than 40 million.

Success Story: Westchester Children's Museum

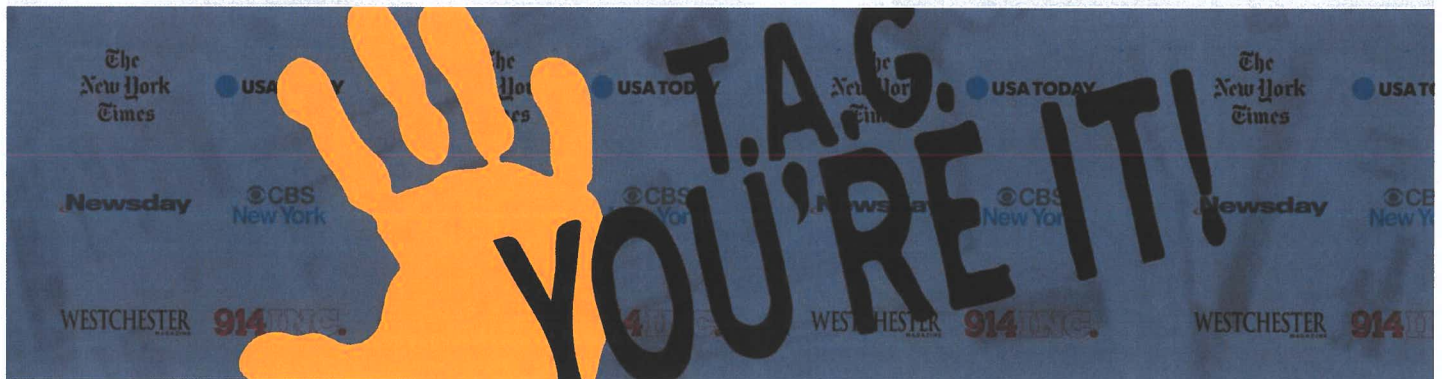
Westchester's first and only children's museum

Clearly **STRATEGIC**

Having worked for more than a decade to secure approval from The Westchester County Board of Legislators to build a museum at Rye Playland, Westchester Children's Museum needed an integrated marketing campaign that would activate the community in support of their mission. We leveraged PR/media relations, social media marketing, and grassroots advocacy to help the Board of Legislators hear directly from community members why the Museum deserved approval to build.

Clearly **CREATIVE**

- Developed the campaign theme "T.A.G. You're It!" to encourage supporters to 'tag' their friends and family who also supported the campaign's mission.
- Implemented a letter writing campaign to The Westchester County Board of Legislators allowing people to voice their support for the Museum



Clear **RESULTS**

- WCM won unanimous legislative support for its Playland home (17-0).
- Generated a record-setting 1,200 letters of support, including 800 from new Museum supporters.
- Grew Westchester Children's Museum's social media communities securing more than 500 new Facebook "Likes," 129 Facebook Cause members and more than 200 new Twitter followers.

Success Story: Westchester Children's Museum (cont.)

Clear **RESULTS (cont.)**

- Engaged community influencers, including local celebrity Vanessa Williams, via social media to show their support.
- Secured more than 750 press hits including substantial print features with The New York Times, USA Today, Newsday, CBS New York, Westchester Magazine, 914INC and News 12.

Co-Communications helped us garner an outpouring of local support through the T.A.G. You're It! Campaign, a creative, strategic community relations campaign that helped us reach our goal: The Westchester County Board of Legislators unanimously approved the museum's lease in a 17-0 vote, permitting us to build our vision at Playland Park in Rye. We were able to raise awareness and generate critical support for the project through a public relations and social media effort, which led to nearly 1,200 letters of support; legislators said they had received more letters on this issue than any other issue combined in its history! Co-Communications helped make Westchester Children's Museum a reality.

Tracy Kay,
Executive Director,
Westchester Children's Museum

Success Story: 3M Water Filtration

3M Water Filtration was seeking to promote its newly improved water filtration cartridge, the AP 110.

Clearly **STRATEGIC**

On the surface, this could seem like a fairly mundane task and plain vanilla press release which would perhaps garner a line or two of ink in trade magazines. But upon further discovery, Co-Communications identified that it was much more complex.

Clearly **CREATIVE**

Co-Communications sought to expand and humanize the story. Stories are about people, not cartridges. Our strategy was to tie in a cause. We approached Habitat for Humanity in Arizona (major target market) and offered to install whole house filtration systems, in addition to replacements with new and improved water filtration cartridges, in every new build for the entire year. The "Fresh Start, Fresh Water" program impacted nearly 100 residents affiliated with the Arizona Habitat for Humanity.



Clear **RESULTS**

- 3M Water Filtration created great and lasting good will in their target market community.
- The story was now about people and their health which aligned 3M Water Filtration with a great cause and well-known charitable brand.
- This approach greatly expanded the reach of the story by providing a framework for the news of the improved cartridge.
- In addition, Co-Communications conducted an online study of 1,000 nationally representative Americans and distributed the survey results to the public.
- Instead of a few lines in trade publications, Co-Communications was able to get widespread attention in both trade and mainstream media.

Investment

Thank you for inviting us to write this proposal. We look forward to a long and happy association!

Co-Communications has a blended agency hourly rate of \$175. All estimates are based on a projection of time to achieve your goals. Projects are billed as standalone fees; ongoing work is billed as a monthly retainer for planning, consistency and affordability.

Account Brief & Messaging.....\$10,000

Microsite design & development.....\$17,500-20,000 + expenses

Expenses include \$100 for WordPress theme, \$60/month for hosting & monitoring, and any additional functionality software (if needed)

Monthly retainer.....\$3,500 + expenses

Includes 20 hours per month for ongoing project management, public relations & microsite maintenance; Our team uses time tracking software and any time spent above and beyond 20 hours will be billed at \$175/hour, our blended agency rate; Expenses include online press release distribution via PRNewswire or similar service (approx \$450 per release), and a 6% technology fee which covers all routine costs including phone calls, in-house printing and professional resources such as Cision, ProfNet, and survey software.

Note: Prices above are based on a 6-month term

Terms and Conditions

This proposal constitutes a valid, binding and continuing offer at the prices set forth in the proposal for a period of thirty (30) days.

Project Payment Terms: Projects are billed 50% upfront and the balance is due upon completion. Advertising is paid directly by client or 100% upfront to Co-Communications. All work completed during the course of the project will be summarized in a final report. All work product includes two rounds of revisions. Additional revisions and/or time spent on your account that exceeds the time allotment and/or is not specified will be billed at our \$175 hourly rate. All invoices submitted to Westchester Joint Water Works by CO-COMMUNICATIONS are due upon receipt.

Website Payment Terms: Websites are billed 50% upfront and the balance upon completion prior to website launch. All work product includes two rounds of revisions. Additional revisions, projects, and/or time spent on your account that exceeds the time allotment and/or is not specified will be billed at our \$175 hourly rate. All invoices submitted to Westchester Joint Water Works by CO-COMMUNICATIONS are due upon receipt.

Retainer Payment Terms: Retainers are billed on the first of the month for which services are being provided and are due upon receipt. All work completed during the course of the month will be summarized in a monthly status report. All work product includes two rounds of revisions. Additional revisions and/or time spent on your account that exceeds the time allotment and/or is not specified will be billed at our \$175 hourly rate. All invoices submitted to Westchester Joint Water Works by CO-COMMUNICATIONS are due upon receipt.

Out-of-Pocket Costs: Except as otherwise specifically set forth in the Agreement, Westchester Joint Water Works shall reimburse CO-COMMUNICATIONS for expenses which CO-COMMUNICATIONS needs to incur in order to fulfill its obligations under the Agreement. Expenses to be reimbursed by Westchester Joint Water Works include out-of-pocket costs, which shall be invoiced at cost. Examples include FedEx, stock art, professional photography, printing, hotel accommodations, airfare, etc. All out-of-pocket costs will be approved in advance by Westchester Joint Water Works.

Independent Contractor Status: Each party is an independent contractor in relation to the other party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties.

Authorship Credit: Co-Communications may use Work produced for Westchester Joint Water Works in its portfolio (including, but not limited to, any website that displays our firm's work, brochures, press, advertising, award submissions, etc.).

Ownership: Work includes only the final, deliverable art, and not any preliminary Work or sketches.

Termination: Either party shall have the right to terminate this agreement by giving written 30-day notice of termination. CO-COMMUNICATIONS will provide continuous services as defined in this Agreement through the end of the term as outlined above. Westchester Joint Water Works will compensate CO-COMMUNICATIONS for all reasonable out-of-pocket expenses and the monthly retainer fee, up to the date of termination, within ten (10) days of termination of this Agreement. Any work that requires completion during or after the term of the cancellation period will adhere to the hourly rate structure stated herein. Termination shall only be effective upon CO-COMMUNICATIONS' full receipt of all fees and expenses owed to date.

Hold Harmless: CO-COMMUNICATIONS will obtain prior approval from Westchester Joint Water Works before issuing any press release, white paper or other written document for public consumption so that Westchester Joint Water Works is fully aware of all claims, statements or presentations made by CO-COMMUNICATIONS on the client's behalf. Westchester Joint Water Works will indemnify, hold harmless and agree to defend CO-COMMUNICATIONS, its officers, directors, employees, sub licensees, customers and agents from and against any and all claims, losses, liabilities, damages, expenses and costs (including attorneys' fees and court costs) that result from statements, presentations, claims, publication of documents in any medium and other actions that CO-COMMUNICATIONS undertakes on Westchester Joint Water Works behalf to satisfy terms and intent of this Agreement.

Jurisdiction: This Agreement shall be construed in accordance with the laws of the State of New York.

Confidential Property: This document contains confidential and proprietary information and is the intellectual property of Co-Communications. This document was prepared for the requesting party for the sole purpose of evaluating products and services. It is submitted to you in confidence under the condition that you and your representatives have, by receiving it, agreed not to reproduce or copy it, in whole or in part, or to furnish the information contained herein to others, or to make any other use of it except for evaluation purposes. The previous statement shall not apply to the extent that it violates any federal or state laws requiring such information be made available to the public. In the event this document results in a contract, you may retain this document for your own use, including making any necessary copies related to the products and services covered by such contract. The timeframes and pricing presented in this document, excluding any third-party fees, shall remain valid for a period of 30 days from document's last update date unless otherwise authorized by Co-Communications in writing.

Acceptance of Estimate

By signing below, Westchester Joint Water Works agrees to pay all fees as set forth in this estimate for the included deliverables according to the payment and fee schedules. Westchester Joint Water Works also agrees that any of its representatives associated with this project (employees, agents, etc.) are required to participate in order to accomplish a timely and successful implementation of this estimate.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

AGREED AND ACCEPTED:

Paul Kutzy, P.E.
Westchester Joint Water Works

Date



Stacey Cohen
Co-Communications

9/23/20

Date

WASP Engineering Group, PLLC

44 Flagler Road
Poughquag, New York 12570

Phone: 914 804-2564
Fax: 845 592-8313
E-Mail: bobwasp22@gmail.com

LETTER PROPOSAL

PAGE 1 OF 3

DATE: 10/5/20

PROJECT NUMBER: WJ.020.900

PROJECT NAME: Professional and Technical Engineering Services related to the replacement of approximately 190 LF of WJWW water main pipe on Mamaroneck Ave. bridge.

PROJECT LOCATION:
Rehabilitation of Mamaroneck Ave. Bridge
Town/Village of Harrison

CLIENT CONTACT: Westchester Joint Water Works
1625 Mamaroneck Avenue
Mamaroneck, New York 10543

AGREEMENT TERMS

BACKGROUND

SCOPE OF SERVICES: THE FOLLOWING PROFESSIONAL SERVICES ARE PROPOSED FOR THE CLIENT AS FOLLOWS:

This proposal is for the work related to the construction oversight, certifications and as-built plans required for the replacement of approximately 190 LF of 12-inch ductile iron pipe. The work also includes the installation of a temporary 12-inch water main during construction activities related to the rehabilitation of the bridge. The construction work is being performed in accordance with construction plans prepared by HDR Engineering, as approved by WCDOH April 6, 2020.

Fee Basis

Task 1 Site Inspection/Oversight of activities during construction activities. It is estimated that the total project will involve two phases of work:

Task 1a- Temporary Water Main Construction:

The WJWW previously installed tees to accommodate the existing main and future connections, the site Contractor will install the temporary main. It is estimated that this main installation work will take 3-4 days. Coordination will be maintained with WJWW, DOH and Design Engineer.

Deliverables: Daily Inspection Reports and Project Photos

Task 1b- Permanent Water Main Construction:

The Contractor will construct the new main. It is estimated that this main installation work will take 6-7 days. Coordination will be maintained with WJWW, DOH and Design Engineer.

Wasp Engineering will provide full time inspection of work activities.

Daily Rate (Estimated day shift @ 9 hours)

Field inspector (Assume 9 hours) @ \$ 90.00/hour = \$ 810.00

PE/Oversight (Assume 3 hours) @ \$ 195.00/hour = \$ 585.00

Subtotal: Daily Inspection/ PM rate: \$1,395.00/ day x 11 days= Estimated Fee No to Exceed \$ 15,345.00

Task 2 Pressure Testing, Certification and Filing documentation sealed by PE for submittal to WCDH;
Deliverables:

A) Temp Water Line Line: Pressure/Leak Testing, Bacteria test results, Construction Certification.

Estimated Fee Not to Exceed **\$ 2,400.00**

B) Permanent Water Line Line: Pressure/Leak Testing, Bacteria test results, Construction Certification and Marked up Record Drawing.

Estimated Fee Not to Exceed **\$ 4,800.00**

Subtotal:

Total Not to Exceed Fee \$ 22,545.00

TIME OF PERFORMANCE:

THE TIME REQUIRED TO COMPLETE TASK 1a and TASK1b WILL BE APPROXIMATELY 10 DAYS EACH WITHIN THE OVERALL PROJECT SCHEDULE. TASK 2 WILL BE PERFORMED OVER A PERIOD OF APPROXIMATELY 10 DAYS WHEN THE NEW MAIN INSTALLATION IS COMPLETED.

TERMS OF PAYMENT:

WASP ENGINEERING WILL PROVIDE AN INVOICE FOR WORK UPON COMPLETION OF TASKS.

INSURANCE:

WASP ENGINEERING HAS PROOF OF INSURANCE ON FILE WITH WJWW.

ADDRESS FOR CORRESPONDENCE/NOTICES:

ROBERT G. WASP, c/o WASP ENGINEERING GROUP PLLC
44 FLAGLER ROAD, POUGHQUAG, NEW YORK 12570

ATTACHMENTS> ☒ STANDARD BILLING RATES

ACCEPTED BY:

SUBMITTED BY: Robert G. Wasp, P.E., President

CLIENT:

SIGNATURE:

DATE:

SIGNATURE:

DATE:

10/5/20

Attachment

WASP ENGINEERING GROUP, PLLC

2020/21 BILLING RATES

PROFESSIONAL AND TECHNICAL SERVICES

LABOR BILLING SCHEDULE

Principal/ Professional Engineer	\$ 195.00 /hr.
Project Engineer	\$ 130.00/hr.
Auto CADD Tech	\$ 130.00/hr.
Const, Inspector/Field Technician	\$ 90.00/hr.
Direct Project Expenses	Cost Plus 15%

These rates are for the period JUNE 1, 2020 through JUNE 2021.