

WESTCHESTER JOINT WATER WORKS

Pre-Meeting Packet

For

Tuesday, January 9, 2024 at 4:45 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: January 9, 2024
DAY: Tuesday
TIME: 4:45 p.m.
LOCATION: Westchester Joint Water Works
1625 Mamaroneck Avenue
Mamaroneck, NY 10543

Except as may be authorized by any overriding federal, state or local order, WJWW Board meetings are conducted using a hybrid format in accordance with Open Meetings Law (NYS Public Officers Law, Article 7). WJWW Board Members may participate remotely under “extraordinary circumstances” as authorized by Open Meetings Law 103-a. Unless specifically set forth in the meeting notice or published agenda, interested parties are invited to observe any meeting either in-person or virtually through the videoconferencing service Zoom which can be accessed by: (i) typing "join.zoom.us" on your web browser and entering the Webinar ID 92913064695, Passcode: 002934; or (ii) using the direct link <https://zoom.us/j/92913064695?pwd=eVV5VGRzMFOwRGx6MnZOazVVaklJdz09>; or (iii) dialing one-tap telephone number +19292056099,,92913064695#.

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

WESTCHESTER JOINT WATER WORKS BOARD OF TRUSTEES MEETING AGENDA

**Tuesday, January 9, 2024 at 4:45 p.m.
Conference Room
1625 Mamaroneck Avenue, Mamaroneck, NY 10543**

Except as may be authorized by any overriding federal, state or local order, WJWW Board meetings are conducted using a hybrid format in accordance with Open Meetings Law (NYS Public Officers Law, Article 7). WJWW Board Members may participate remotely under “extraordinary circumstances” as authorized by Open Meetings Law 103-a. Unless specifically set forth in the meeting notice or published agenda, interested parties are invited to observe any meeting either in-person or virtually through the videoconferencing service Zoom which can be accessed by: (i) typing “join.zoom.us” on your web browser and entering the Webinar ID 92913064695, Passcode: 002934; or (ii) using the direct link <https://zoom.us/j/92913064695?pwd=eVV5VGRzMFOwRGx6MnZOazVVaklJdz09>; or (iii) dialing one-tap telephone number +19292056099,,92913064695#.

I. APPROVAL OF MINUTES

- December 27, 2023 Board Meeting

II. FINANCIAL REPORTS AND APPROVALS

- Bank Balances
- Approval of Claims
- General Administration
 - o Election of Officers
 - o Adoption of Meeting Calendar
 - o VOM Tax Levy Transfer

III. OLD BUSINESS

- Rye Lake Filtration Plant
- Project, System Maintenance and Operational Updates

IV. MANAGER’S REPORT

V. NEW BUSINESS

- Approval of TOM Local Capital Project, Brookside Place Transite Water Main Replacement (Approx. 170 LF), Approx. \$200,000 (Inclusive of Engineering)

VI. CONSIDERATION OF EXECUTIVE SESSION

VII. DATE OF NEXT MEETING – TBD

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Wednesday, December 27, 2023 at 4:45 p.m.

Present:

- Trustees: Jaine Elkind Eney (in-person), Rich Dionisio (in-person), and Sharon Torres (in-person)
- Lori Lee Dickson, General Counsel (in-person)
- Paul Kutzy, Manager (in-person)
- David Birdsall, Business Director (via videoconferencing)
- Zach Wasp, Assistant Civil Engineer (via videoconferencing)

Approval of Minutes

Trustee Dionisio made a motion to approve the minutes of the December 12, 2023 Board Meeting minutes. Trustee Torres seconded the motion, all in favor:

Trustee Elkind Eney	“aye”
Trustee Dionisio	“aye”
Trustee Torres	“aye”

Financial Reports and Approvals

David Birdsall, Business Director, reviewed bank balances and presented claims to the Board highlighting significant items, among them: Water Purchases from NYC (October) (NYC Water Board), Payroll Costs (Two payroll periods), Property Insurance Premium Installment (Allianz Global) (Arthur Gallagher), Treatment Plant Equipment, Installation and Maintenance (T. English & Associates), Meters, Pipe, Valves & Other Water Distribution System Materials (Core & Main, Capital Supply, and Carmel Winwater), and Main Electric Power (November) (NY Power Authority).

Approval of Claims: Trustee Dionisio made a motion to approve 90 claims totaling \$1,247,162. Trustee Torres seconded the motion, all in favor:

Trustee Elkind Eney	“aye”
Trustee Dionisio	“aye”
Trustee Torres	“aye”

General Administration:

- New York State Drinking Water Intermunicipal Grant Award (DWIMG) – Chair/Trustee Elkind Eney signed a letter from the New York State Environmental Facilities Corporation (NYSEFC) on behalf of WJWW, accepting the \$30 million grant that was awarded to WJWW for the Rye Lake Filtration Plant. David Birdsall, Business Director, shared that WJWW is working on subsidized financing options through the New York State Drinking Water State Revolving Fund (DWSRF) with the NYSEFC, and is continuing to look for other financing options to help further offset the cost of the filtration plant.

Old Business

- Rye Lake Filtration Plant:
 - Lori Lee Dickson, General Counsel, explained that there were no new updates to report at this time and that things are continuing to move forward, procedurally. The draft Consent Order is currently in the hands of the USDOJ and the NYSAG, but a response is expected from them soon. Details of the Consent Order are confidential but will be made public when appropriate.
- Project, System Maintenance and Operational Updates:
 - No new updates were reported at this time.

Manager's Report

No Manager's Report was needed at this time.

New Business

No New Business to discuss at this time.

Executive Session

No Executive Session was needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for Tuesday, January 9, 2024, at 4:45 p.m.

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

Trustee Elkind Eney	"aye"
Trustee Dionisio	"aye"
Trustee Torres	"aye"

The meeting adjourned at 4:55 p.m.

WESTCHESTER JOINT WATER WORKS

[illegible][illegible]

**WESTCHESTER JOINT WATER WORKS
GENERAL FUND ACCOUNTS
TUESDAY, JANUARY 9, 2024**

CASH BALANCE IN WEBSTER BANK:

GENERAL FUND	1/1/2024	\$	7,406,539.13
MONEY MARKET	1/1/2024	\$	1,249,122.60
TOTAL:		\$	8,655,661.73

**NET ACTIVITY: FROM 1/1/2024 TO 1/9/2024
WEBSTER BANK**

\$ (572,193.13)
\$ (572,193.13)

CASH AVAILABLE TO PAY CLAIMS:

GENERAL FUND:	1/9/2024	\$	6,834,346.00
MONEY MARKET	1/9/2024	\$	1,249,122.60
TOTAL:		\$	8,083,468.60

LESS: UNAPPROVED CLAIMS: \$ (310,513.58)
OUTSTANDING CHECKS PRIOR PERIODS: \$ (2,177,541.33)

CASH BALANCE AFTER PAYING CLAIMS: \$ 5,595,413.69

CLAIMS PAYABLE:

DATE	FROM	TO	
27-Dec-23	2312269	2212314	\$ 261,918.40
Check Nos.	69694	69739	
29-Dec-23	2312320	2312342	\$ 48,595.18
Check Nos.	69740	69762	

TOTAL CLAIMS PAYABLE: \$ 310,513.58

PAYROLL CLAIMS

(ZERO BALANCE CHECKING ACCOUNT)

DATE	FROM	TO	
23-Dec-23	2312315	2312319	\$ 129,075.22
Check Nos.	2405	2405	

TOTAL PAYROLL CLAIMS: \$ 129,075.22

TOTAL ALL CLAIMS: \$ 439,588.80

Prepared by: _____ David Birdsall, Business Director

Submitted by: _____ David Birdsall, Business Director

Approved by: _____ Jaine Elkind-Eney, Chairperson
Board of Trustees

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002312269	AAA EMERGENCY SUPPLY C	1,096.50	12/6/23 FIT TESTING
002312320	ROBERT HALF	1,393.47	P/E 12/22/23 TEMP OFFICE WORKER MAUREEN JACKSON
002312321	ANALYTICAL SERVICES, I	530.00	ANALYTICAL SERVICE RYE LAKE
002312270	CAPITOL SUPPLY CONSTR	6,234.86	(12) 5 1/4" MU HYD REP KIT, (2) 3/4" X 100 K-COPPE
002312271	CAPITOL SUPPLY CONSTR	5,772.00	(60) 5' SERVICE VB794E BUFFALO BOX
002312272	CAPITOL SUPPLY CONSTR	2,476.11	REP LID VARIOUS SIZES, RODDING BAND, MJ PLUG,CAP
002312273	CAPITOL SUPPLY CONSTR	1,935.85	(25) 2"X1" BRASS THREADED TEE, BRUSS BUSHING
002312274	CAPITOL SUPPLY CONSTR	1,830.30	(20) 5/8"X 50FT TRUE TEMPER PROLINE HOSE
002312275	CAPITOL SUPPLY CONSTR	1,272.45	BRASS TEE, FIP,NIPPLE,
002312276	CAPITOL SUPPLY CONSTR	277.52	(4) 2"X12" BRASS NIPPLE
002312277	CAPITOL SUPPLY CONSTR	31,810.52	16" USP DIP CLASS 52 20, 16" FIELD LOK GASKET/INVE
002312278	CARMEL WINWATER WORKS	714.00	6X14 SDR 35 PIPE/INVENTORY; BEND, LUBE
002312279	CO-COMMUNICATIONS,INC	3,710.00	A1364 JOINT RYE LAKE FILTRATION FACILITY
002312322	CON EDISON GARAGE	4,018.91	11/16/23-12/19/23 GAS HEAT GARAGE
002312323	CON EDISON -PRV DISTR	49.29	11/14/23-12/15/23 ELECTRICITY STRATTON RD PUMP
002312324	CON EDISON -PRV DISTR	134.10	11/17/23-12/20/23 676 PURCHASE ST PUMP ELECTRICITY
002312325	CON EDISON -PRV DISTR	140.85	11/16/23-12/19/23 PRV PURITAN RD ELECTRICITY
002312326	CON EDISON -PRV DISTR	210.52	11/16/23-12/19/23 160A OSBORNE RD ELECTRICITY
002312327	CON EDISON -PRV DISTR	128.49	11/16/23-12/19/23 PRV TIMBER TRAIL ELECTRICITY
002312328	CON EDISON -PRV DISTR	260.34	11/16/23-12/19/23 PRV 1 ANDERSON HILL RD PUMP ELEC
002312329	CON EDISON	940.37	11/16/23-12/19/23 OFFICE GAS HEAT
002312330	CON EDISON	53.23	11/16/23-12/19/23 1ST. PRV ELECTRICITY
002312331	CON EDISON	165.20	11/16/23-12/19/23 1200 MAMARONECK AVE PRV ELECTRIC
002312280	DAKOTA SUPPLY CORP	3,685.00	ITEM 4 WATER MAINS
002312281	FERGUSON ENTERPRISES,	50,705.16	(12) HYDRANTS 5-1/4 VO A423 HYD 5'0 BURY
002312332	ARTHUR J. GALLAGHER &	2,580.28	11/1/23-11/1/24 INST #2/PUBLIC OFF POL#82230114229
002312333	ARTHUR J. GALLAGHER &	10,625.98	11/1/23-11/1/24 INST#2 POL8223011422963 COMMERC
002312334	ARTHUR J. GALLAGHER &	17,111.25	11/1/23-11/1/24 INST#2 POL1523011422963
002312282	HACH COMPANY	1,397.64	REAGENT CHLORINE FREE, FLUORIDE/ALL PLANTS
002312283	H2M ARCHITECTS + ENGIN	1,971.60	11/24/23 OPERATIONS CONSULTING/30" TRANSMISSION
002312284	HUNTINGTON POWER	1,537.46	11/19/23 PURCHASE BOOSTER (1) LEVEL SERVICE
002312285	HUNTINGTON POWER	1,537.46	11/19/23 LEVEL LABOR PURCHASE BOOSTER GEN 1
002312286	HUNTINGTON POWER	559.93	11/30/23 LEVEL 2 LABOR PURCHASE ST PUMP
002312287	LANZA'S ELECTRICAL CON	2,300.00	12/12/23 & 12/13/23 POST OFFICE PIT
002312288	LANZA'S ELECTRICAL CON	230.00	12/11/23 RYE LAKE PUMP HOUSE
002312311	LANZA'S ELECTRICAL CON	5,880.00	11/13 - 12/12 SERVICE AT PURCHASE BOOSTER
002312335	MATRIX IMAGING SOLUTIO	8,000.00	JANUARY 2024 POSTAGE ACCOUNT
002312289	MCGUIRE'S MECHANICAL C	2,692.33	12/1/23-12/4/23 1625 MAMARONECK AVE /NEW WATER HEA
002312290	MCGUIRE'S MECHANICAL C	1,311.91	11/07/23 RYE LAKE SERVICE 2 GAS BOILER
002312291	MCGUIRE'S MECHANICAL C	5,948.63	A1365 JOINT SHAFT 22 CHLORINATION SYSTEM
002312312	METLIFE	6,013.45	JANUARY 2024 DENTAL, LIFE & AD&D INSURANCE
002312336	MCI COMM SERVICE	40.48	DECEMBER 2023 ALARM LINE OFFICE
002312337	MCI COMM SERVICE	39.35	DECEMBER 2023 WEAVER ST PLANT
002312338	MCI COMM SERVICE	39.74	DECEMBER 2023 RYE LAKE
002312292	MCCARTHY FINGAR LLP	3,366.00	A1364 JOINT RYE LAKE FILTRATION FACILITY
002312293	OSP FIRE PROTECTION	110.00	FIRE EXTING INSPECTION HYDROTEST PARK LANE TANK
002312294	OSP FIRE PROTECTION	238.00	FIRE EXTING INSPECTION RYE LAKE HYDROTEST,6 Y MAIN
002312295	OSP FIRE PROTECTION	85.00	FIRE EXTING INSPECTION 830 LAKE ST
002312296	OSP FIRE PROTECTION	387.00	FIRE EXTING INSPECT PURCHASE BOOSTER HYDROTEST,6Y
002312297	OSP FIRE PROTECTION	605.00	FIRE EXTING INSPECTION 687 WEAVER ST HYDROTEST 6Y
002312298	OSP FIRE PROTECTION	351.00	FIRE EXTINGUISHER GARAGE HYDROTEST
002312299	OSP FIRE PROTECTION	141.00	FIRE EXTINGUISHER INSPECTION MAIN OFFICE
002312339	OPTIMUM	177.96	12/23/23-1/22/24 OPTIMUM 200 INTERNET
002312300	PARACO GAS	717.90	12/8/23 RYE LAKE PROPANE PIPELINE

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002312301	S & H UNIFORMS	113.00	HOOD ZIP SWTSH
002312302	SIGNS PLUS CORP	116.00	PVC SIGNS
002312303	SHANNON CHEMICAL CORP	11,080.00	WATER TREATMENT COMPOUND WEAVER ST PLANT
002312304	SHANNON CHEMICAL CORP	16,620.00	WATER TREATMENT COMPOUND RYE LAKE
002312305	SPRAGUE OPERATING RESO	794.65	12/13/23 (350) GASOLINE
002312306	SPRAGUE OPERATING RESO	632.15	(201.4) GALS OF #2 B-5 BIOHEAT
002312313	SOURCEPASS TOTAL, LLC	5,757.92	NOVEMBER 2023 ESP MAN DESKTOP, MICROSOFT OFFICE
002312340	TOLLS BY MAIL	20.28	11/05/23-11/10/23 NY AG7602 DISTRIBUTION
002312343	US POSTMASTER	1,000.00	POSTAGE FOR METER 12/26/23 DECEMBER 2023
002312307	U LINE	314.81	(6) 1.7 ML STEEL TUFF LINER / PLANTS
002312314	VERIZON BUSINESS FIOS	126.98	12/16/23-1/15/24 INTERNET RYE LAKE
002312341	VISION SERVICE PLAN	721.05	DECEMBER 2023 VISION INSURANCE
002312342	VITOLITE ELECTRIC SALE	214.04	ELECTRICAL SERVICES AT RYE LAKE
002312308	WEST CTY DEPT OF LABS	15,586.00	OCTOBER 2023 LABRATORY WATER ANALYSES
002312309	WIDMER TIME RECORDER C	181.00	ACC#WEST0063 SERVICE CONTRACT SER#284857
002312310	WOODARD & CURRAN INC.	61,694.31	A1365 JOINT SHAFT 22 CHLORINATION SYSTEM 11/10/23
***		310,513.58	
*			
09 002312315	STERLING NATIONAL BANK	32,389.05	#52 P/E 12/23/23 FEDERAL PAYROLL TAXES WITHHOLDING
09 002312316	NYS DEFERRED COMPENSAT	2,268.59	#52 P/E 12/23/23 NYS DEFERRED COMP
09 002312317	NYS INCOME TAX	6,318.25	#52 P/E 12/23/23 NYS PAYROLL TAXES WITHHOLDING
09 002312318	PAYROLL	86,918.81	#52 P/E 12/23/23 PAYROLL SUMMARY
09 002312319	UTILITY WORKER UNION L	1,180.52	#52 P/E 12/23/23 UNION DUES
***		129,075.22	
*			
		439,588.80	

[405] 75 items listed out of 32031 items.

Westchester Joint Water Works

For Billings As Of: 1/4/2024
For Cash Received As Of: 1/4/2024

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
10/06/22	8%	763	\$ 252,730	237	\$ 74,952	149	\$ 60,909	354	\$ 107,649	18	\$ 8,252	5	\$ 967
10/20/22	10%	738	\$ 357,893	278	\$ 145,774	100	\$ 50,122	347	\$ 152,592	9	\$ 8,927	4	\$ 479
11/03/22	13%	622	\$ 257,503	246	\$ 143,994	159	\$ 86,172	199	\$ 10,420	13	\$ 15,720	5	\$ 1,197
11/17/22	12%	579	\$ 309,196	290	\$ 129,283	98	\$ 63,320	177	\$ 100,904	11	\$ 14,564	3	\$ 1,125
12/08/22	21%	782	\$ 421,807	253	\$ 142,011	141	\$ 79,976	374	\$ 184,549	10	\$ 13,288	4	\$ 1,983
12/22/22	22%	823	\$ 372,947	325	\$ 158,975	104	\$ 58,723	371	\$ 138,975	19	\$ 14,593	4	\$ 1,681
01/05/23	30%	969	\$ 448,503	285	\$ 145,169	140	\$ 54,134	523	\$ 241,051	17	\$ 6,093	4	\$ 2,055
01/20/23	20%	823	\$ 353,110	291	\$ 150,725	90	\$ 23,848	419	\$ 169,779	19	\$ 7,003	4	\$ 1,755
02/10/23	18%	813	\$ 279,583	219	\$ 118,037	141	\$ 22,471	438	\$ 139,580	11	\$ (1,445)	4	\$ 940
02/24/23	19%	745	\$ 240,085	263	\$ 139,254	101	\$ 9,884	357	\$ 88,509	20	\$ 1,798	3	\$ 640
03/08/23	11%	693	\$ 198,486	230	\$ 123,431	142	\$ 19,193	300	\$ 53,426	15	\$ 1,261	6	\$ 1,175
03/23/23	17%	803	\$ 256,523	314	\$ 145,118	101	\$ 8,786	365	\$ 100,387	19	\$ 1,514	4	\$ 719
04/06/23	23%	659	\$ 189,969	214	\$ 109,768	130	\$ 16,687	299	\$ 62,437	11	\$ 168	5	\$ 909
04/21/23	7%	625	\$ 113,889	153	\$ (6,064)	99	\$ 10,452	353	\$ 108,019	15	\$ 573	5	\$ 909
05/04/23	7%	582	\$ 105,407	117	\$ (12,631)	140	\$ 16,212	353	\$ 102,227	15	\$ (1,306)	4	\$ 906
05/17/23	11%	554	\$ 141,234	106	\$ 2,073	103	\$ 14,067	331	\$ 124,438	10	\$ (92)	3	\$ 748
06/08/23	6%	676	\$ 148,399	206	\$ 15,049	144	\$ 32,701	311	\$ 100,662	11	\$ (989)	4	\$ 966
06/22/23	9%	797	\$ 284,202	279	\$ 32,554	108	\$ 25,066	388	\$ 224,800	19	\$ 1,016	3	\$ 766
07/07/23	18%	795	\$ 474,923	217	\$ 33,522	145	\$ 45,271	412	\$ 391,415	17	\$ 3,327	4	\$ 1,388
07/13/23	12%	618	\$ 511,448	331	\$ 67,874	56	\$ 32,869	212	\$ 405,346	16	\$ 5,064	3	\$ 295
08/17/23	13%	775	\$ 389,619	235	\$ 56,228	117	\$ 43,510	407	\$ 283,633	12	\$ 5,556	4	\$ 692
09/08/23	19%	702	\$ 381,122	216	\$ 62,411	150	\$ 78,253	313	\$ 229,911	18	\$ 9,123	5	\$ 1,424
09/29/23	11%	784	\$ 399,769	255	\$ 97,020	164	\$ 14,325	340	\$ 273,701	20	\$ 12,800	5	\$ 1,923
10/20/23	14%	759	\$ 385,211	287	\$ 120,955	115	\$ (3,989)	331	\$ 253,526	22	\$ 12,851	4	\$ 1,869
11/09/23	16%	644	\$ 392,835	233	\$ 110,794	150	\$ 75,723	242	\$ 194,285	15	\$ 10,286	4	\$ 1,748
11/22/23	20%	934	\$ 552,097	331	\$ 150,883	124	\$ 65,775	454	\$ 319,185	21	\$ 13,506	4	\$ 1,748
12/08/23	24%	1,091	\$ 509,877	291	\$ 142,798	179	\$ 78,113	597	\$ 273,375	18	\$ 13,210	6	\$ 2,381