

WESTCHESTER JOINT WATER WORKS

Pre-Meeting Packet

For

Tuesday, May 11, 2021 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: May 11, 2021
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, May 11, 2021 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 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

- April 27, 2021 Board Meeting

II. FINANCIAL REPORTS AND APPROVALS

- Bank Balances
- Approval of Claims
- General Administration
 - PKFOD 2020 Audit/Financial Review
 - 2021 Water Rates: NYC and WJWW
 - Auction of Dump Truck
 - 2021 Chemical Bulk Storage Tank Annual Inspection and SPR Update
 - Rye Lake Filtration Plant

III. OLD BUSINESS

- Project Updates

IV. MANAGER'S REPORT

V. NEW BUSINESS

VI. CONSIDERATION OF EXECUTIVE SESSION

VII. DATE OF NEXT MEETING - TBD

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Wednesday, April 27, 2021 at 3:30 p.m.

The meeting was called to order at 3:32 p.m. with the following members present (via video conference):

Present:

- Trustees: Ron Belmont*, Nancy Seligson, Thomas Murphy
- Lori Lee Dickson, General Counsel
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Frank Arcara, General Superintendent
- Jacqueline Briggs, Assistant Civil Engineer
- Zach Wasp, Assistant Civil Engineer

*Trustee Belmont signed into the virtual meeting at 3:43 p.m., but due to a technical issue was unable to fully participate at this meeting.

Approval of Minutes

Trustee Murphy made a motion to approve the minutes of the April 13, 2021 Board meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

Financial Reports and Approvals

David Birdsall, Business Director, reviewed bank balances and presented claims to the Board highlighting significant items, among them: First Installment of Distribution of 2020 Income, First Quarter 2021 Sewer Rents, Payroll Related Items, Vehicle Purchases, Westchester County Eastview Project Phase 1 Debt Service, and the UV Project Review Application Fee.

Approval of Claims: Trustee Murphy made a motion to approve 94 claims totaling \$1,951,753.00. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

Trustee Seligson requested that, in the future when WJWW needs to replace vehicles, they consider a hybrid or electric option. Trustee Seligson shared that the TOM finds that the savings in gasoline, offsets a higher vehicle price tag. Trustee Seligson also requested a quarterly update of fees associated with the services of the WJWW Special Counsel as well as those of the WJWW Labor Attorney.

General Administration:

- **Rye Lake Filtration Plant:** Lori Lee Dickson, General Counsel, explained that WJWW held a 30-day Public Comment period on the Draft Scope, a document that will eventually determine the breadth and depth of the Draft Environmental Impact Statement. WJWW decided to extend the Public Comment period by two weeks and will continue to accept written comments submitted by mail and email (at SEQR@wjww.com). The new deadline for written comments related to the Draft Scope, is May 10, 2021. General Counsel shared that there have been substantive comments received already and the WJWW team is excited to take them into consideration and incorporate them into a revised Draft Scope, which will then be presented to the Board for consideration. All appropriate parties who were notified of the original comment period, such as Involved and Interested agencies, have been notified of the extension.

Lori Lee Dickson, General Counsel, presented two Nelson Pope Voorhis proposals related to Phase 1 Environmental Site Assessments required for the transfer of the two properties for the Filtration Plant. It was explained that Phase 1 is a first step in the process and provides the necessary due diligence required for these transactions to take place once SEQR is completed. General Counsel also explained that some preliminary Phase 1 work had been done on the Westchester County land, but will be updated as the County has requested. The proposals are similar in terms of the assessments to be done, except one is for the property to be acquired from Westchester County and the other is for the property currently owned by WJWW, adjacent to the airport. It was noted that both properties are of equal acreage.

Trustee Murphy made a motion to approve the Nelson, Pope and Voorhis proposal for Phase 1 Environmental Site Assessments related to the Westchester County Property (Project Site Parcel), in the estimated amount of \$2,400. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

Trustee Murphy made a motion to approve the Nelson, Pope and Voorhis proposal for Phase 1 Environmental Site Assessments related to the WJWW Property (Exchange Parcel), in the estimated amount of \$1,900. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

Paul Kutzy, Manager, stated that a postcard will be sent out to alert/notify customers about the filtration plant microsite and the SEQR process. WJWW has taken steps to inform the public, but the postcards will reiterate that the microsite has been created, contains factual information and that it is a good source of information with regard to the SEQR process.

- **UV Facility:** Lori Lee Dickson, General Counsel, reported that the UV Facility has been placed on this evening's TVOH Planning Board meeting agenda. The Planning Board has requested that the WJWW team reintroduce this project to them, due to the long hiatus. It was explained that WJWW's goal for tonight's presentation is to have the Planning Board set a public hearing date for next month.

Old Business

Frank Arcara, General Superintendent, updated the Board on the following:

- Purchase Booster Pump Station Upgrades and PRV: This joint capital project has been placed on this evening's TVOH Planning Board meeting agenda for approval of generator pads which need to be installed.
- Over the last two weeks, WJWW Distribution staff have done six service line renewals and have been busy pre-paving in the TVOH and VOM. It is expected that this pre-paving work will be done in the TOM soon. Operations staff took 141 samples, checking for various parameters and all results have come back within normal ranges.

Manager's Report

No Manager's Report needed at this time.

New Business

No New Business to discuss at this time.

Executive Session

At 3:52 p.m., Trustee Murphy made a motion to go into Executive Session to discuss employee discipline matters of a particular individual. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

At 4:10 p.m., Trustee Murphy made a motion to leave Executive Session and return to the regular Board meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

Date of Next Meeting

The next Board of Trustees meeting is scheduled for May 11, 2021 at 3:30 p.m.

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

Trustee Seligson	"aye"
Trustee Belmont	unable to participate
Trustee Murphy	"aye"

The meeting adjourned at 4:11 p.m.

[illegible][illegible]

WESTCHESTER JOINT WATER WORKS
CLAIMS LISTING FOR APPROVAL BY BOARD OF TRUSTEES
TUESDAY, MAY 11, 2021

DATE OF MEETING	01/12/21	01/26/21	02/09/21	02/23/21	03/09/21	03/23/21	04/13/21	04/27/21	05/11/21	TOTAL
TOTAL NUMBER OF CLAIMS:	167	92	149	141	150	94	152	94	117	1156
TOTAL NUMBER OF CHECKS:	150	83	140	133	141	86	140	86	107	1086
AMOUNT OF CLAIMS & CHECKS	\$1,187,044	\$519,856	\$1,610,918	\$1,356,134	\$1,202,300	\$409,957	\$1,644,722	\$1,951,753	\$1,204,959	\$11,087,643
MAJOR CATEGORIES										
PAYROLL & BENEFITS	\$233,314	\$180,176	\$140,582	\$134,878	\$131,105	\$116,978	\$175,277	\$130,048	\$140,263	\$1,382,621
CHEMICALS, MATERIALS, PARTS	\$45,226	\$98,919	\$70,668	\$85,832	\$64,659	\$74,140	\$76,267	\$122,587	\$30,012	\$688,310
PERMITS/INSURANCES	\$99,466	\$5,400	\$0	\$89,508	\$14,924	\$108,869	\$107,673	\$10,319	\$14,430	\$450,589
PROFESSIONAL/ENGINEERING/LEGAL	\$69,267	\$2,838	\$14,272	\$86,017	\$17,502	\$39,231	\$45,763	\$101,642	\$32,158	\$408,690
NYC WATER BOARD/UNITED WATER	\$510,524	\$0	\$0	\$468,005	\$455,060	\$0	\$415,018	\$0	\$0	\$1,848,607
OFFICE & COMPUTER	\$11,495	\$320	\$25,493	\$9,095	\$10,524	\$27,371	\$6,278	\$11,144	\$13,952	\$115,672
UTILITIES & TELEPHONES	\$37,100	\$3,527	\$35,139	\$32,548	\$9,394	\$33,039	\$12,107	\$30,383	\$4,725	\$197,962
EMPLOYEE EDUCATION/EXPENSE	\$4,538	\$0	\$0	\$132	\$10,254	\$0	\$150	\$0	\$0	\$15,074
MEDICARE REIMBURSEMENTS	\$0	\$0	\$0	\$0	\$18,444	\$0	\$0	\$0	\$0	\$18,444
CUSTOMER REFUNDS	\$653	\$62,785	\$10,042	\$39	\$621	\$50	\$3,219	\$2,842	\$0	\$80,251
BLDGSG/ROUNDS IMPROVEMENTS	\$19,741	\$9,704	\$3,600	\$2,063	\$48,851	\$1,160	\$2,310	\$971	\$15,761	\$104,161
TAXES	\$0	\$33,809	\$4,030	\$0	\$7,642	\$0	\$67,349	\$0	\$0	\$112,830
AUTHORIZATIONS	\$155,720	\$122,204	\$45,550	\$79,608	\$338,502	\$3,449	\$722,601	\$92,708	\$443,805	\$2,004,147
O/S CONTRACTORS	\$0	\$174	\$980,693	\$388,409	\$74,818	\$5,670	\$10,710	\$0	\$509,853	\$1,630,327
TOTAL CLAIMS/CHECKS:	\$1,187,044	\$519,856	\$1,010,069	\$1,356,134	\$1,202,300	\$409,957	\$1,644,722	\$502,644	\$1,204,959	\$9,037,685
REIMB. FOR SEWER RENTS	\$0	\$0	\$900,849	\$0	\$0	\$0	\$0	\$484,068	\$0	\$1,084,917
DISTRIBUTIONS TO MUNIS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$965,041	\$0	\$985,041
GRAND TOTAL:	\$1,187,044	\$519,856	\$1,610,918	\$1,356,134	\$1,202,300	\$409,957	\$1,644,722	\$1,951,753	\$1,204,959	\$11,087,643

DATE OF MEETING	TOTAL
TOTAL NUMBER OF CLAIMS:	0
TOTAL NUMBER OF CHECKS:	0
AMOUNT OF CLAIMS & CHECKS	\$0
MAJOR CATEGORIES	
PAYROLL & BENEFITS	\$0
CHEMICALS, MATERIALS, PARTS	\$0
PERMITS/INSURANCES	\$0
PROFESSIONAL/ENGINEERING/LEGAL	\$0
NYC WATER BOARD/UNITED WATER	\$0
OFFICE & COMPUTER	\$0
UTILITIES & TELEPHONES	\$0
EMPLOYEE EDUCATION/EXPENSE	\$0
MEDICARE REIMBURSEMENTS	\$0
CUSTOMER REFUNDS	\$0
BLDGSG/ROUNDS IMPROVEMENTS	\$0
TAXES	\$0
AUTHORIZATIONS	\$0
O/S CONTRACTORS	\$0
TOTAL CLAIMS/CHECKS:	\$0
REIMB. FOR SEWER RENTS	\$0
DISTRIBUTIONS TO MUNIS	\$0
GRAND TOTAL:	\$0

**WESTCHESTER JOINT WATER WORKS
GENERAL FUND ACCOUNTS
TUESDAY, MAY 11, 2021**

CASH BALANCE IN STERLING NATIONAL BANK:

GENERAL FUND	5/1/2021	\$	3,318,873.84
MONEY MARKET	5/1/2021	\$	1,207,223.13
TOTAL:		\$	4,526,096.97

**NET ACTIVITY: FROM 5/1/2021 TO 5/11/2021
STERLING NATIONAL BANK**

\$ (264,204.88)
\$ (264,204.88)

CASH AVAILABLE TO PAY CLAIMS:

GENERAL FUND:	5/11/2021	\$	3,054,668.96
MONEY MARKET	5/11/2021	\$	1,207,223.13
TOTAL:		\$	4,261,892.09

LESS: UNAPPROVED CLAIMS:

\$ (1,076,612.34)

OUTSTANDING CHECKS PRIOR PERIODS:

\$ (1,348,435.94)

CASH BALANCE AFTER PAYING CLAIMS: \$ 1,836,843.81

CLAIMS PAYABLE:

DATE	FROM	TO	
29-Apr-21	2104205	2104240	\$ 77,909.06
Check Nos.	61787	61822	
6-May-21	2105006	2105073	\$ 998,703.28
Check Nos.	61823	61891	
TOTAL CLAIMS PAYABLE:			\$ 1,076,612.34

PAYROLL CLAIMS

(ZERO BALANCE CHECKING ACCOUNT)

DATE	FROM	TO	
28-Apr-21	2104200	2104204	\$ 63,887.89
Check Nos.	2261	2261	
5-May-21	2105001	2105005	\$ 64,458.90
Check Nos.	2262	2262	
TOTAL PAYROLL CLAIMS:			\$ 128,346.79

TOTAL ALL CLAIMS: \$ 1,204,959.13

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
002104205	AIRGAS, INC	215.69	((4) CYLINDERS LEASE
002104206	AAA EMERGENCY SUPPLY C	306.00	(6) PYROLITE ADAPTERS
002105006	ALL MAKES PUMP & MOTOR	3,600.00	PURCHASE ST PUMP STATION/INST TEMP 2MGD PUMP
002104207	B & A AUTOMOTIVE INC	767.83	3/24 14 FORD F350SD/TRANS HT2;OIL SERV;MOUNT TIRES
002104208	CARMEL WINWATER WORKS	1,250.00	(5) DT 100 1 DRILL TAP
002104209	CARMEL WINWATER WORKS	1,998.00	6 MJ DUAL PURP SLV; 6 MEGALUG W/ACC/INVENTORY
002104210	CARMEL WINWATER WORKS	1,503.00	A1367 JOINT WESTCHESTER AVE PRV/SEAL;SADDLE;GALV
002105007	CARMEL WINWATER WORKS	3,175.00	BALL VALVE;CORPORATION;COUPLING/SERVICE
002105008	CARMEL WINWATER WORKS	2,057.50	18" ADAPTER;VALVE BOX; LID/WATER MAINS
002105009	CENTURY BUILDING SERVI	1,659.88	APRIL 2021 CLEANING SERVICE
002105010	CITY OF YONKERS	7,171.00	DECEMBER 2020 MONTHLY BACTERIOLOGICAL WATER SAMPLE
002105011	CON EDISON GARAGE	1,264.13	3/24/21-4/21/21 GAS HEAT GARAGE
002105012	CONNECTICUT BUSINESS S	233.27	1/19/21-4/18/21 CONTRACT OVERAGE CHARGES/XEROX
002104211	CON EDISON -PRV DISTR	38.47	3/22/21-4/20/21 STRATTON RD PUMP ELECTRICITY
002105013	CON EDISON -PRV DISTR	39.24	3/24/21-4/21/21 PRV PURITAN RD ELECTRICITY
002105014	CON EDISON -PRV DISTR	208.40	3/24/21-4/21/21 PRV TIMBER TRAIL ELECTRICITY
002105015	CON EDISON -PRV DISTR	129.07	3/24/21-4/22/21 PRV 1 ANDERSON HILL RD PUMP
002105016	CON EDISON -PRV DISTR	128.80	3/25/21-4/22/21 676 PURCHASE ST PUMP ELECTRICITY
002105017	CON EDISON	373.06	3/24/21-4/21/21 OFFICE GAS HEAT
002105018	CON EDISON	95.14	3/24/21-4/22/21 1ST. PRV ELECTRICITY
002105019	CON EDISON	101.16	3/24/21-4/22/21 1200 MAMARONECK AVE PRV ELECTRICIT
002104212	DAKOTA SUPPLY CORP	2,680.97	(99.85) TN OF ITEM 4 FOR DISTRIBUTION
002105020	DAKOTA SUPPLY CORP	8,240.00	KCRETE FOR ROAD REPAIRS/VARIOUS LOCATIONS V/M;T/H
002105021	DAKOTA SUPPLY CORP	3,022.00	KCRETE ROAD REPAIRS VARIOUS LOCATIONS T/M & T/H
002105022	ETRE ASSOCIATES LTD	75,705.79	A1373 JOINT PURCHASE BOOSTER STATION & PRV MODIFIC
002105023	ETRE ASSOCIATES LTD	4,031.35	12/11/20 WJWW YARD HAULING OUT ASPHALT FROM YARD
002105024	ETRE ASSOCIATES LTD	12,274.60	12/16/20 WJWW YARD/JOHN DEERE 310 G BACKHOE REP
002105025	ETRE ASSOCIATES LTD	4,488.74	2/21/21 WJWW YARD/STERLING DUMP TRUCK REPAIRS
002105026	ETRE ASSOCIATES LTD	296,482.07	A1376 T/M DUDLEY LN TRANSITE WATER MAIN REPL1/8/21
002105027	ETRE ASSOCIATES LTD	156,953.08	12/4/20 T/H FLAGLER DR. 8"WATER MAIN REPAIR
002105028	ETRE ASSOCIATES LTD	2,583.55	1/7/21 T/H UNION AVE & HARRISON AVE/REPL VALVE BOX
002105029	ETRE ASSOCIATES LTD	6,438.46	1/11/21 T/M 83 WEST BROOKSIDE LN/CURB VALVE REP
002105030	ETRE ASSOCIATES LTD	7,197.33	1/8/21 V/M 1 DEPOT PLAZA/LEAD SERV CONNECTION
002105031	ETRE ASSOCIATES LTD	44,419.68	2/12/21 T/M DEAN PL/REPLACE HYDRANT;TEE;VALVE
002105032	ETRE ASSOCIATES LTD	2,007.15	1/15/21 T/H 32 BUCKOUT RD/REMOVAL OF 2 CORPS
002105033	ETRE ASSOCIATES LTD	1,989.61	1/15/21 V/M 501 BOSTON POST RD/6" WATER MAIN REP
002105034	ETRE ASSOCIATES LTD	14,796.38	1/15/21 V/M TAYLORS LN/SHADOW LN/WATER MAIN
002105035	ETRE ASSOCIATES LTD	7,176.36	1/14/21 T/H PURCHASE HILLS GUARD HOUSE/REPL PLASTI
002105036	ETRE ASSOCIATES LTD	11,130.63	1/27/21 T/M 17 CAMPBELL LN/6 WATER MAIN REPAIR
002105037	ETRE ASSOCIATES LTD	8,245.39	1/27/21 T/M 43 EDGEWOOD AVE/1" COPPER & COUPLING
002105038	ETRE ASSOCIATES LTD	9,260.52	1/27/21 V/M HILLSIDE AVE/REPLACE SERV CONNECTION
002105039	ETRE ASSOCIATES LTD	1,998.16	1/20/21 V/M 521 ENGLISH PL/CURB VALVE REPLACE
002105040	ETRE ASSOCIATES LTD	8,846.63	1/22/21 T/H 4 ORCHARD DR/REPL PLASTIC SERV CONNECT
002105041	ETRE ASSOCIATES LTD	10,930.93	1/27/21 T/M 34 PRYER MANOR/LEAK REPAIR 6" CLAMP
002105042	ETRE ASSOCIATES LTD	5,546.03	1/21/21 V/M 250 PROSPECT/10 MAIN REPAIR
002105043	ETRE ASSOCIATES LTD	21,362.80	1/29/21 V/M FENIMORE & PROSPECT/REPAIR 10" VALVE
002105044	ETRE ASSOCIATES LTD	16,424.52	1/27/21 T/H CRICKLEWOOD/6" WATER MAIN REPAIR
002105045	ETRE ASSOCIATES LTD	12,237.62	1/29/21 T/M 48 VALLEY RD/REPL LEAKING LEAD SERVICE
002105046	ETRE ASSOCIATES LTD	5,419.21	1/29/21 T/H WEGMANS REPLACE BROKEN VALVE BOX
002105047	ETRE ASSOCIATES LTD	5,754.96	2/8/21 V/M 511 JEFFERSON AVE/REPL RE TAP LEAD SRV
002105048	ETRE ASSOCIATES LTD	7,864.72	3/11/21 V/M 308 JEFFERSON AVE/REPL LEAKING CURB
002105049	ETRE ASSOCIATES LTD	14,631.39	1/29/21 V/M 860 RUSHMORE AVE/MAIN REPAIR 6" CLAMP
002105050	ETRE ASSOCIATES LTD	4,484.32	1/29/21 T/H 285 HALSTEAD AVE/CONED PULLED OLD SERV
002105051	ETRE ASSOCIATES LTD	13,298.98	3/11/21 T/M JASON LN/SERV CONNECTION LEAK REPAIR

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002105052	ETRE ASSOCIATES LTD	8,566.86	3/25/21 T/H STONEY CREST & ROCKY RIDGE/WATER MAIN
002105053	ETRE ASSOCIATES LTD	12,667.17	2/8/21 T/H WHITE STREET/6"MAIN REPAIR
002105054	ETRE ASSOCIATES LTD	12,696.30	2/12/21 T/H 2 PURITAN RD./6" MAIN REPAIR
002105055	ETRE ASSOCIATES LTD	2,037.91	1/28/21 T/H HANCOCK ST. & PARK AVENUE/EXPOSE CURB
002105056	ETRE ASSOCIATES LTD	2,543.71	1/15/21 V/M 501 EAST BOSTON POST RD/6" WATER MAIN
002105057	ETRE ASSOCIATES LTD	49,547.89	3/11/21 T/M HARRISON DR HYDRANT LEAKING
002105058	DORIS LECHNER	4,865.00	APRIL/APRIL 2021 CONSULTING SERVICES
002105059	FILINGERI ELECTRICAL	35,150.00	A1352 JOINT RYE LAKE UV FACILITY
002105060	FUTURE FENCE & PAINTIN	6,500.00	4/17/21 1625 MAMARONECK AVE/DISMANTLE FABRIC
002104213	GLOBAL MONTELLO GROUP	841.56	(400) GAL OF GASOLINE FOR WJWW VEHICLES 4/13/21
002105061	GLOBAL MONTELLO GROUP	741.90	4/6/21 (350) GALS OF GASOLINE WJWW VEHICLES
002105062	GREATAMERICA FINANCIAL	755.80	3/20/21-4/19/21 C8045 & C8035 COPIERS AGREEMENT
002104214	HACH COMPANY	1,065.96	CHEMICALS & REAGENT ALL PLANTS
002104215	HARPER HAINES FLUID CO	15,575.80	A1373 JOINT PURCHASE BOOSTER STATION PRV MODIF
002104216	H2M ARCHITECTS + ENGIN	6,933.00	A1352 JOINT RYE LAKE UV FACILITY 3/26/21
002104217	H2M ARCHITECTS + ENGIN	123.60	A1352 JOINT RYE LAKE UV FACILITY/3/26/21
002104218	H2M ARCHITECTS + ENGIN	1,809.85	A1352 JOINT RYE LAKE UV FACILITY/3/26/21
002104219	H2M ARCHITECTS + ENGIN	1,101.62	A1362 JOINT WINGED FOOT TANK REHABILITATION3/26/21
002104220	H2M ARCHITECTS + ENGIN	404.25	2021 OPERATION CONSULTING/RYE LAKE THROUGH3/26/21
002105063	HUNTINGTON POWER	2,497.04	16 SERIES CAM-TYPE SINGLE POLE MALE CONNECTOR/RYE
002104221	LANZA'S ELECTRICAL CON	270.00	4/9/21 PURCHASE BOOSTER/CHECKED GROUNDING/FLUORIDE
002104222	LANZA'S ELECTRICAL CON	540.00	A1367 JOINT WESTCHESTER AVE PRV/4/13/21
002104223	MATRIX IMAGING Solutio	7,500.00	APRIL 2021 POSTAGE
002105064	MATRIX IMAGING Solutio	2,443.09	JANUARY 2021 BASE & ADD. PACKAGE/2020 PUBLIC NOTIF
002104224	MCGUIRE'S MECHANICAL C	735.37	3/24/21-4/2/21 WEAVER ST PUMP/REPLACE THE STEM
002104225	MCGUIRE'S MECHANICAL C	2,698.97	3/23/21-4/6/21 LAKE ST. SUPPLY AND INST N/PUMPS
002104226	MCGUIRE'S MECHANICAL C	524.21	3/24/21-3/31/21 GARAGE /FAUCET CHECKED ON STEM
002104227	METLIFE	4,524.24	MAY 2021 DENTAL,LIFE & AD&D INSURANCE
002104228	MCI COMM SERVICE	39.04	APRIL 21 WEAVER ST PLANT LONG DISTANCE SERVICE
002104229	MCI COMM SERVICE	38.18	APRIL 2021 OFFICE LONG DISTANCE SERVICE
002104230	MCI COMM SERVICE	39.40	APRIL 21 RYE LAKE LONG DISTANCE SERVICE
002104231	MCCARTHY FINGAR LLP	1,560.00	A1352 JOINT RYE LAKE UV FACILITY/SERV THR 3/31/21
002104232	MCCARTHY FINGAR LLP	7,320.00	A1364 JOINT RYE LAKE FILTRATION FACILITY/3/31/21
002105075	NYS AND LOCAL RETIREME	5,122.82	MARCH 2021 NY STATE RETIREMENT SYSTEM
002105076	NYS AND LOCAL RETIREME	6,793.11	APRIL 2021 NY STATE RETIREMENT SYSTEM
002104233	OPTIMUM	176.44	4/23/21-5/22/21 OPTIMUM 200 INTERNET WJWW GARAGE
002104234	PENDRAGON LLC	3,220.90	RYE LAKE 4/6/21-4/12/21 SR. ENG SERVICES
002104235	PENDRAGON LLC	2,400.00	SHAFT 22 3/1/21-4/1/21;PURCHASE BOOSTER 2/16-2/18
002104236	SIGNS PLUS CORP	59.90	RYE LAKE STATION/SIGN-HARRISON PLANNING BOARD
002104237	SPRAGUE OPERATING RESO	50.00	WEAVER ST PLANT DELIVERY CHARGE /BIOHEAT
002105065	TOTAL TECHNOLOGY Solut	3,700.00	N20-20 HOUR NETWORK TIMEBLOCK
002105066	TOWN OF MAMARONECK	6,400.00	1/1/21-3/31/21 STREET OPENING PERMITS
002105067	TOWN OF MAMARONECK	1,920.00	4/6/21 TRAFFIC DETAIL 5TH AVENUE & LESTER PL
002105068	TOWN OF HARRISON	400.00	ZONING BOARD OF APPEALS APPLICATION FEE
002105074	US POSTMASTER	2,700.00	2021 POSTAGE FOR MAILING /RYE LAKE FILTRATION
002104238	U LINE	323.55	PAPER ROLL TOWEL;FOLD TOWEL;TISSUE;SOFTSOAP
002105069	U LINE	491.65	SEAT COVER;BROOM,DUST PAN,DRAWSTRING LINER
002105070	VEHICLE TRACKING Solut	319.84	APRIL 2021 (16) CELLULAR DATA USAGE
002105071	VERIZON WIRELESS	2,054.58	4/27/21-5/26/21 WJWW EMPLOYEE MOBILE PHONES
002105072	VILLAGE OF MAMARONECK	550.00	3/25/21 POLICE TRAFFIC CONTROL/CENTER AVE/OGDEN AV
002104239	VISION SERVICE PLAN	636.30	MAY 2021 VISION INSURANCE
002105073	WEST CTY DEPT OF LABS	1,760.00	FEBRUARY 2021 WATER SAMPLES/LAB TESTS
002104240	WOODARD & CURRAN INC.	8,636.96	2021 SCADA SERVICE & OPERATIONS TECH ASS/3/5/21

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1,076,612.34

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
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09 002104200	STERLING NATIONAL BANK	17,217.71 #17 P/E 4/24/21	FEDERAL PAYROLL TAX WITHHOLDING
09 002105001	STERLING NATIONAL BANK	17,234.25 #18 P/E 5/01/21	FEDERAL PAYROLL TAXES WITHHOLDINGS
09 002104201	NYS DEFERRED COMPENSAT	2,785.94 #17 P/E 4/24/21	NYS DEFERRED COMP
09 002105002	NYS DEFERRED COMPENSAT	2,848.36 #18 P/E 5/01/21	NYS DEFERRED COMP
09 002104202	NYS INCOME TAX	3,202.89 #17 P/E 4/24/21	NYS PAYROLL TAXES WITHHOLDING
09 002105003	NYS INCOME TAX	3,204.42 #18 P/E 5/01/21	NYS PAYROLL TAXES WITHHOLDING
09 002104203	PAYROLL	40,217.75 #17 P/E 4/24/21	PAYROLL SUMMARY
09 002105004	PAYROLL	40,708.27 #18 P/E 5/01/21	PAYROLL SUMMARY
09 002104204	UTILITY WORKER UNION L	463.60 #17 P/E 4/24/21	UNION DUES
09 002105005	UTILITY WORKER UNION L	463.60 #18 P/E 5/01/21	UNION DUES

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128,346.79

*

1,204,959.13

[405] 117 items listed out of 23509 items.

For Billings As Of: 5/7/2021
For Cash Received As Of: 5/7/2021

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		
				Tax Levy April Arrears of Dec 31			Tax Levy November Arrears of Oct 31			Tax Levy October Arrears of Sept 30			No Tax Levy			No Tax Levy		
				# of Accts	Overdue Balance		# of Accts	Overdue Balance		# of Accts	Overdue Balance		# of Accts	Overdue Balance		# of Accts	Overdue Balance	
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		5	\$ 5,379	
10/22/20	21%	923	\$ 664,856	368	\$ 98,423		136	\$ 55,660		390	\$ 493,389		24	\$ 12,946		5	\$ 4,438	
11/05/20	26%	963	\$ 531,395	325	\$ 74,845		206	\$ 82,479		410	\$ 359,031		17	\$ 10,356		5	\$ 4,684	
11/19/20	22%	914	\$ 576,828	320	\$ 86,008		150	\$ 59,801		415	\$ 409,867		24	\$ 17,176		5	\$ 3,977	
12/10/20	33%	1,113	\$ 715,599	335	\$ 96,535		177	\$ 68,044		575	\$ 531,816		19	\$ 14,779		7	\$ 4,425	
01/08/21	49%	858	\$ 717,116	246	\$ 117,309		90	\$ 29,348		500	\$ 557,384		18	\$ 14,097		4	\$ (1,021)	
01/22/21	39%	974	\$ 729,309	372	\$ 138,995		54	\$ 20,011		509	\$ 553,650		39	\$ 18,005		1	\$ (1,352)	
02/05/21	43%	814	\$ 681,554	263	\$ 125,359		152	\$ 28,754		360	\$ 512,685		31	\$ 15,858		8	\$ (1,103)	
02/19/21	39%	941	\$ 703,002	362	\$ 142,086		98	\$ 10,975		447	\$ 540,133		29	\$ 11,124		5	\$ (1,317)	

Commercial Backflow Status

5/7/2021

("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	55		0		1		0		0		56
Industrial/Chemical Using Related Activities	High	118		4		1		0		0		123
Subtotal High Hazard		173	97%	4	2%	2	1%	0	0%	0	0%	179
Auto or Repair/Boat Servicing Activities	Medium	85		0		3		0		0		88
Restaurant/Food/Club Related Activities	Medium	158		0		8		0		0		166
Office/Retail/Warehouse Related Activities	Medium	320		8		48		0		0		376
Subtotal Medium Hazard		563	89%	8	1%	59	9%	0	0%	0	0%	630
Apartment Building (3+ Units)	Low	82		3		4		0		260		349
Subtotal Low Hazard		82	23%	3	1%	4	1%	0	0%	260	74%	349
Use To Be Determined/Identified		0		0		17		0		0		17
Subtotal Use To Be Determined/Identified Hazard	TBD	0	0%	0	0%	17	100%	0	0%	0	0%	17
Totals		818		15		82		0		260		1175
% of Total		70%		1%		7%		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	429	12%	9	0%	295	8%	2931	80%	3664
Town of Mamaroneck	524	17%	13	0%	486	16%	1972	66%	2995
T/V of Harrison	1432	25%	24	0%	150	3%	4217	72%	5823
City of Rye	56	17%	0	0%	5	1%	277	82%	338
City of New Rochelle	2	3%	0	0%	0	0%	69	97%	71
Totals	2443		46		936		9466		12891
% of Total	19%		0%		7%		73%		100%

NEW YORK CITY WATER BOARD

PUBLIC NOTICE IS HEREBY GIVEN that the New York City Water Board (the “Board”) will consider an increase in the rate charged for water supply made available to customers outside of New York City from either the Croton or Catskill and Delaware systems of the water supply system of the City of New York (the “City”). The basis for this increase is contained in a report prepared by the Amawalk Consulting Group LLC, rate consultant to the Board, which sets forth the cost of water supply provided to customers located north of New York City for the fiscal year beginning July 1, 2021. Due to the COVID-19 pandemic, the hearing will be held via teleconference.

It is proposed that the following rate changes become effective as of July 1, 2021:

- The regulated rate for water supply provided to users located north of New York City that is within the allowance quantities set forth in Section 24-360 of the Administrative Code of the City of New York will be increased by a percentage not to exceed 9.0% to a rate not to exceed \$2,057.98 per million gallons.
- The rate for water supply provided to users located north of New York City that exceeds the allowance quantities set forth in Section 24-360 of the Administrative Code of the City of New York will be increased by a percentage not to exceed 2.76% to a rate not to exceed \$5,355.07 per million gallons.

Therefore, in accordance with Section 1045-j(3) of New York Public Authorities Law, a public hearing will be held by teleconference at 12:00 p.m. on Thursday, June 3, 2021, accessible by telephone by dialing 347-921-5612 and entering access code 781 703 195 #.

An audio recording and written transcript of the hearing will be posted on the Board’s website following the hearing. Anyone may attend or register to speak. Those who wish to testify at the hearing should contact the Board by email: nycwaterboard@dep.nyc.gov, telephone: (718) 595-3594, or mail: New York City Water Board, 59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373, to register no later than 5:00 p.m. on June 2, 2021. A copy of any prepared or written statement may be submitted for the Board’s consideration at the above email or mailing address by 5:00 p.m. on June 2, 2021.

There is a meeting accessibility option for members of the public who have difficulty in hearing, or who would otherwise like to access the meeting using real-time text captioning.

The rate consultant’s report and information on accessibility options is available on the Board’s website at nyc.gov/waterboard.



Board of Directors

Steven A. Fangmann, P.E., BCEE
President & Chairman

Robert L. Raab, P.E., BCEE, CCM
Senior Vice President

William D. Merklin, P.E.
Senior Vice President

May 3, 2021

Paul Kutzy, Manager
Westchester Joint Water Works
1625 Mamaroneck Avenue
Mamaroneck, NY 10543

Re: Technical Scope of Work and Cost Proposal
2021 Chemical Bulk Storage Tank Annual Inspection and SPR Update
687 Weaver Street Station
Larchmont, New York

Dear Mr. Kutzy:

As requested, D&B Engineers and Architects (D&B) is pleased to submit this technical scope of work and cost proposal to provide technical assistance to Westchester Joint Water Works (WJWW) 687 Weaver Street Station located in Larchmont, New York, related to the New York State Department of Environmental Conservation (NYSDEC) Chemical Bulk Storage (CBS) regulations. The tanks to be included in this assignment include the 3,000-gallon and 200-gallon aboveground steel tanks utilized to store sodium hydroxide at the WJWW 687 Weaver Street Station facility.

In order to provide the appropriate level of effort necessary to complete this project, D&B has organized the project into the following tasks:

SCOPE OF WORK

Task 1 - Annual CBS Tank Inspections

The CBS tanks must be inspected on an annual basis in accordance with 6 NYCRR Part 598.7(b). Under this task, D&B will conduct the required annual inspection of the two regulated caustic tanks at the 687 Weaver Street Station. The annual inspection will consist of a thorough external visual inspection of the tank system, associated pumps and piping, secondary containment area and chemical transfer area.

D&B will document the results of the annual inspections in an inspection report for the facility. In accordance with the requirements of 6 NYCRR Part 598.8(b), the inspection reports will include:

- Facility Registration Number;
- Identification number for tank, piping or equipment tested or inspected;
- Date of test inspection;
- Results of tests and inspections, including a report on the condition of piping, tank and ancillary equipment, expected life of service and need for repair;

D&B ENGINEERS AND ARCHITECTS

Paul Kutzy, Manager
Westchester Joint Water Works
May 3, 2021

Page 2

- Test and inspection methods utilized;
- Certification by the engineer or technician that the test or inspection has been performed in a manner consistent with the requirements of 6 NYCRR Part 598;
- Statement of engineer or technician's qualifications;
- Name of engineer or technician;
- Business address of engineer or technician; and
- Signature of engineer or technician.

In addition, the inspection report will provide a list of concerns identified during the annual tank inspections, as well as recommended corrective actions. During the on-site inspection, D&B will be able to assist WJWW with immediately addressing deficiencies such as the correction of tank and fill port labeling. As part of Task 1, D&B will update the NYSDEC CBS Registration for the two tanks at the Weaver Street Station.

An electronic copy of the draft inspection report will be provided to WJWW for review and comment. Any technical comments provided by WJWW on the draft report will be incorporated into the final inspection report. Two copies of the final inspection reports will be prepared and submitted to WJWW.

Task 2 - Preparation of Update to Spill Prevention Report

In accordance with 6 NYCRR Part 598.1(k), WJWW is required to maintain a Spill Prevention Report (SPR) for each regulated facility. The report must be reviewed and updated at least annually, or whenever a significant release occurs or a substantial modification is made to the facility.

Under this task, D&B will update the existing SPR for the WJWW 687 Weaver Street Station. In order to update the SPR, D&B will conduct an on-site visual regulatory assessment of the tank system. The existing SPR will be reviewed for regulatory compliance and updated, as necessary, to conform to the NYSDEC revised chemical bulk storage regulations effective October 11, 2015, the document entitled, *DER-26/How to Prepare a Spill Prevention Report for a Chemical Storage Facility*, as well as the following elements:

- A copy of the registration application and certificate issued under 6 NYCRR Part 596.2;
- Management approval of the report evidenced by the signature of the principal executive officer or authorized representative;
- An up-to-date facility site map of sufficient detail to locate and identify tanks systems and transfer stations;
- The name, signature and license number of the Professional Engineer licensed in New York State who prepared the plan;
- A list of releases that have occurred during the past 5 years;

D&B ENGINEERS AND ARCHITECTS

Paul Kutzy, Manager
Westchester Joint Water Works
May 3, 2021

Page 3

- An identification and assessment of potential causes of spills, leaks and releases at the facility;
- Compliance status report for each chemical bulk storage tank located at the facility;
- Records which must be kept on-file and made available to NYSDEC;
- Evidence of financial responsibility, if required by 6 NYCRR Part 598.11; and
- A spill response plan.

An electronic copy of the draft SPR will be provided to WJWW for review and comment. Any technical comments provided by WJWW on the draft SPR will be incorporated into the final SPR. Two copies of the final SPR will be prepared and submitted to WJWW. The final SPR will be certified by a Professional Engineer licensed to practice in New York State.

Based upon the estimated level of effort required to undertake the scope of work described above, D&B will complete the project for the Not-To-Exceed amount of \$3,900. If you are in agreement with the above, please sign below and return a copy to my attention.

We appreciate the opportunity to submit this Technical Scope of Work and Cost Proposal and look forward to assisting WJWW on this assignment. If you have any questions and/or comments, please do not hesitate to contact me at (914) 467-5300, Ext. 19.

Very truly yours,



Brian M. Veith, P.E.
Senior Vice President

BMV/MRDt/kb
♦PV11034\BMV050321PK-Ltr_WeaverSt

ACCEPTED BY: Westchester Joint Water Works

Signature

Date

Paul Kutzy, Manager
Name

Board of DirectorsSteven A. Fangmann, P.E., BCEE
*President & Chairman*Robert L. Raab, P.E., BCEE, CCM
*Senior Vice President*William D. Merklin, P.E.
Senior Vice President

May 3, 2021

Paul Kutzy, Manager
Westchester Joint Water Works
1625 Mamaroneck Avenue
Mamaroneck, NY 10543

Re: Technical Scope of Work and Cost Proposal
2021 Chemical Bulk Storage Tank Annual Inspection and SPR Update
4195 Purchase Street Booster Station
Purchase, New York

Dear Mr. Kutzy:

As requested, D&B Engineers and Architects (D&B) is pleased to submit this technical scope of work and cost proposal to provide technical assistance to Westchester Joint Water Works (WJWW) 4195 Purchase Street Booster Station located in Purchase, New York related to the New York State Department of Environmental Conservation (NYSDEC) Chemical Bulk Storage (CBS) regulations. One 5,000-gallon fiberglass-reinforced plastic (FRP) aboveground storage tank (AST) utilized for the storage of sodium hydroxide at the WJWW 4195 Purchase Street Booster Station has been included for this assignment.

It should be noted that WJWW also operates a day tank associated with the 5,000-gallon CBS tank, a 150-gallon FRP AST, which is below the minimum threshold capacity that requires registration with the NYSDEC, utilized for the storage of sodium hydroxide.

In order to provide the appropriate level of effort necessary to complete this project, D&B has organized the project into the following tasks:

SCOPE OF WORK**Task 1 - Annual CBS Tank Inspection**

The CBS tank must be inspected on an annual basis in accordance with 6 NYCRR Part 598.7(b). Under this task, D&B will conduct the required annual inspection of the regulated caustic tank at the 4195 Purchase Street Booster Station. The annual inspection will consist of a thorough external visual inspection of the tank system, associated pumps and piping, secondary containment area and chemical transfer area.

D&B will document the results of the annual inspection in an inspection report for the facility. In accordance with the requirements of 6 NYCRR Part 598.8(b), the inspection reports will include:

- Facility Registration Number;
- Identification number for tank, piping or equipment tested or inspected;
- Date of test inspection;

Paul Kutzy, Manager
Westchester Joint Water Works
May 3, 2021

Page 2

- Results of tests and inspections, including a report on the condition of piping, tank and ancillary equipment, expected life of service and need for repair;
- Test and inspection methods utilized;
- Certification by the engineer or technician that the test or inspection has been performed in a manner consistent with the requirements of 6 NYCRR Part 598;
- Statement of engineer or technician's qualifications;
- Name of engineer or technician;
- Business address of engineer or technician; and
- Signature of engineer or technician.

In addition, the inspection report will provide a list of concerns identified during the annual tank inspection, as well as recommended corrective actions. During the on-site inspection, D&B will be able to assist WJWW with immediately addressing deficiencies such as the correction of tank and fill port labeling.

An electronic copy of the draft inspection report will be provided to WJWW for review and comment. Any technical comments provided by WJWW on the draft report will be incorporated into the final inspection report. Two copies of the final inspection reports will be prepared and submitted to WJWW.

Task 2 - Spill Prevention Report Review and Update

In accordance with 6 NYCRR Part 598.1(k), WJWW is required to maintain a Spill Prevention Report (SPR) for each regulated facility. The report must be reviewed and updated at least annually, or whenever a significant release occurs or a substantial modification is made to the facility.

Under this task, D&B will update the existing SPR for the WJWW 4195 Purchase Street Booster Station. In order to update the SPR, D&B will conduct an on-site visual regulatory assessment of the tank system. The existing SPR will be reviewed for regulatory compliance and updated, as necessary, to conform to the NYSDEC revised chemical bulk storage regulations effective October 11, 2015, the document entitled, *DER-26/How to Prepare a Spill Prevention Report for a Chemical Storage Facility*, as well as the following elements:

- A copy of the registration application and certificate issued under 6 NYCRR Part 596.2;
- Management approval of the report evidenced by the signature of the principal executive officer or authorized representative;
- An up-to-date facility site map of sufficient detail to locate and identify tanks systems and transfer stations;
- The name, signature and license number of the Professional Engineer licensed in New York State who prepared the plan;

D&B ENGINEERS AND ARCHITECTS

Paul Kutzy, Manager
Westchester Joint Water Works
May 3, 2021

Page 3

- A list of releases that have occurred during the past 5 years;
- An identification and assessment of potential causes of spills, leaks and releases at the facility;
- Compliance status report for each chemical bulk storage tank located at the facility;
- Records which must be kept on-file and made available to NYSDEC;
- Evidence of financial responsibility, if required by 6 NYCRR Part 598.11; and
- A spill response plan.

An electronic copy of the draft SPR will be provided to WJWW for review and comment. Any technical comments provided by WJWW on the draft SPR will be incorporated into the final SPR. Two copies of the final SPR will be prepared and submitted to WJWW. The final SPR will be certified by a Professional Engineer licensed to practice in New York State.

Based upon the estimated level of effort required to undertake the scope of work described above, D&B will complete the project for the Not-To-Exceed amount of \$3,900. If you are in agreement with the above, please sign below and return a copy to my attention.

We appreciate the opportunity to submit this Technical Scope of Work and Cost Proposal and look forward to assisting WJWW on this assignment. If you have any questions and/or comments, please do not hesitate to contact me at (914) 467-5300, Ext. 19.

Very truly yours,



Brian M. Veith, P.E.
Senior Vice President

BMV/MRDt/kb
♦PV11034\BMV050321PK-Ltr_PurchaseSt

ACCEPTED BY: Westchester Joint Water Works

Signature

Date

Paul Kutzy, Manager
Name