

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, March 13, 2018 at 4:00 p.m.

Trustee Seligson called the meeting to order nunc pro tunc at 4:04 p.m. Trustee Murphy seconded the motion with the following members present:

Present:

- Trustees Thomas Murphy and Nancy Seligson
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Terry O'Neill, Chief Water Treatment Pl. Op. IB
- Guy Parisi, Esq. WJWW Counsel

Approval of Minutes

Trustee Murphy made a motion to accept the minutes as presented for the February 27, 2018 Board meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	"not present"
Trustee Murphy	"aye"
Trustee Seligson	"aye"

Financial Reports and Approvals

The Business Director presented the claims to the Board and asked if there were any questions:

At the last meeting, Trustee Seligson inquired about the NYCDEP Revocable Land Use Permit Fee. The Business Director explained that the permit fees relate to WJWW's facilities that are located on NYC owned land at Shaft 22 in Yonkers and at Rye Lake.

Trustee Belmont joined the meeting at 4:08 p.m.

The Business Director also reported that Woodard and Curran has an annual SCADA maintenance/operations assistance contract. The annual fee varies depending on the various types of work that are planned to be done during the year.

- Approval of Claims: Trustee Belmont made a motion to approve the 288 claims in the amount of \$1,124,222. Trustee Murphy seconded the motion, all in favor:

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

- General Administration – The Business Director reported that there is a need to upgrade the computer server, associated peripheral devices and related software. The approximate cost is \$50,000. This expense has been included in the budget. He also reported that there is a need to replace the a/c system at WJWW. There are two separate units that are extremely old and in need of constant repairs. WJWW will be looking into purchasing a more energy efficient system.

Old Business

- Terry O'Neill reported on the following:

Flagler Drive Project Update:

- GHD is in the process of preparing bid documents for Flagler Dr.

Macy Road Project Update:

- Work is ongoing.
- Currently working at Calvert St. – continuing to chip rock. Approaching the borderline of TOH/VOM.

- Advanced Metering Infrastructure (AMI) Project Update:

- The Manager reported that WJWW will be meeting with NYCDEP this week to further discuss the Water Demand Management Plan - WJWW is working with NYCDEP staff on updating documents.
- Currently discussing options with Sensus and Neptune to see which program better fits WJWW's needs.

Manager's Report

- Monthly Meter Reading scheduled to begin:
 - TOH in May 2018 for April water use
 - VOM in June 2018 for May water use

Trustee Belmont inquired about customer use of on-line payments. The Business Director reported that the ability to make on-line payments has been available to customers for nearly one year. The Business Director will provide statistics on how many customers are using the on-line bill payment feature and update the Board.

Notices will be sent out to customers in the TOH and VOM informing them that WJWW is transitioning to monthly readings/billing. We will also inform the customers of the "Kicknpay" option, which allows them to set up automatic payments and pay bills on-line.

The Manager reported that Bob Wasp is currently updating cost estimates for each active capital project. The Business Director will meet with each of the member municipalities to give them updated figures and advise when the funding for the projects will be needed.

The Board inquired about infrastructure improvements for Greenhaven customers that are located in the City of Rye. The Business Director reported that costs for infrastructure improvements are factored into the water rates. There are 350 homes located in the Greenhaven section and the Board has asked the Business Director to look into whether the level of funding of these improvements is adequate.

Private Service Line Leak Detection – we received a complaint of water on the ground by a customer’s driveway – WJWW performed leak detection and found that the customer had a service line leak before their meter, so the water was leaking and not going through the meter, therefore it was not being registered. WJWW has ordered equipment that will allow for the measurement of water loss in these instances so that that usage can be billed to the customer.

New Business

- Approval of H2M’s proposal for engineering services – review of proposed Lightpath installation at Winged Foot Tank - \$1,700. Trustee Belmont made a motion to approve the proposal as presented. Trustee Murphy seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”
- Approval of Woodard & Curran proposal for SCADA improvements and procurement of control panels for three (3) new PRV sites - \$118,000. Trustee Murphy made a motion to approve the proposal as presented. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”

Executive Session

At 4:59 p.m., Trustee Murphy made a motion to go into Executive Session to further discuss Union negotiations, personnel issues and legal/regulatory matters. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”

At 5:13 p.m., Trustee Murphy made a motion to leave Executive Session and return to the regular meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”

Date of Next Meeting

The next regular Board of Trustees meeting is scheduled for Tuesday, March 27, 2018 at 4:00 p.m.

With no further business to discuss, Trustee Seligson made a motion to adjourn the meeting. Trustee Murphy seconded the motion, all in favor: “aye”. The meeting adjourned at 5:15 p.m.