

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Friday, March 17, 2017 at 9:15 a.m.**

The meeting was called to order at 9:25 a.m. with the following members present:

Present:

- Trustees Norman Rosenblum and Nancy Seligson
- Anthony Conetta, P.E. Manager
- David Birdsall, Business Director
- Guy Parisi, Esq. WJWW Counsel

**Approval of Minutes**

Trustee Rosenblum made a motion to approve the minutes from the February 28, 2017 Board meeting.

Trustee Seligson seconded the motion, all in favor:

Trustee Rosenblum	“aye”
Trustee Seligson	“aye”

The Manager reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Seligson made a motion to approve the 118 claims & 109 checks in the amount of \$659,640. Trustee Rosenblum seconded the motion, all in favor:

Trustee Rosenblum	“aye”
Trustee Seligson	“aye”

The Manager and Business Director discussed the status of the operating budget, capital projects and general administration with the Board. They also discussed the following:

- NYS Water Project Funding – The NYS funding agency seemed particularly interested in projects with regional benefits.
- Water Demand Management - There may be a need to establish water restrictions for the Village of Mamaroneck and Town of Harrison and expand upon the restrictions that have already been put in place Town of Mamaroneck as WJWW pumping capacity is being maxed out during peak demand periods during the summer months. A conference call was held with NYCDEP to discuss this topic among others.

- On-line payments – Vendor and WJWW are now testing the on-line payment system, anticipate that it will be available late-March.
- Financials – The Business Director reported that the auditors have completed their audit and the 2016 Financial Statements have been finalized.
- The Manager reviewed the accounts receivables balances over 60 days with the Board.

### **Operations Status Reports**

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production as of February 2017 was 601.3 MG compared to 623.5 MG through the end of February, 2016 indicating a year-to-date decrease in water use of 22.2 MG or 4% less water used than 2016. Water production for February 2017 was 272.3 MG of which Rye Lake water represented 22.1% versus 30.1% in 2016 and 31.1% in 2015, trend representative of the increased distribution of UV treated water in non-peak months.
- b. Water Main Repairs and Facilities Improvements:
  - VOM & Greenhaven
    - Removed and plugged old service connection on Old White Plains Rd.
    - Installed new taps and service connections at 1017, 1019, 1021 Grove St.
    - Repaired 6" water main break at intersection of Rye Rd. and Anchor Dr. caused by Con Ed contractor.
    - Installed three 6" control valves at intersection of Fern Rd. and Valley Rd.
  - TOM
    - Repaired 6" water main break at intersection of Mulberry La. and High Ridge Rd.
  - TOH
    - Installed new tap and service connection at 550 Halstead Av.
    - Replaced lead service connection at 182 Park Av.
    - Installed three 6" control valves at intersection of White St. and Crotona Av.
    - Replaced fire hydrant damaged by car at intersection of Pleasant Ridge Rd. and North St.
- c. Improvements to Storage Tanks and Distribution Lines:
  - WJWW staff has reviewed the latest tank inspection report and has begun some needed repairs/actions.
  - WJWW and H2M are evaluating whether it is more cost effective to rehab the 80 year old existing tank or replace it with a new one.

d. Meter Reading and Billing Status:

- Monthly meter reads for TOM (3,000 +/-) will be done in late-March.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
  - VOM        164        (Total 75% Drive-by)
  - TOM        698        (Total 98% Drive-by)
  - TOH        1,108        (Total 94% Drive-by)
  - TOTAL    1,970
- TOM meter replacement: a \$100 fee will be charged walk-ons - 12 meters are left to be replaced. This is due to lack of customer response.
- TOH Meter Replacement Program is nearly completed:
  - Purchase: 11 accounts remain to be replaced.
  - West Harrison: 56 accounts remain to be replaced.
  - Downtown: 144 accounts remain to be replaced.
- VOM Meter Replacement Program: approximately 1,100 old meters are expected to be replaced between May and October – letters have been sent.
- Continuing to work on resolving problems with: zero, low and estimated reads.
- WJWW service workers are continuing to make progress on resolving problem reads/bills.
- Resolving/Troubleshooting Problem Reads:
  - Total Accounts: 14,662
  - Potential Problem Read Count: March 2017 - 872 (6%)
- WJWW's Backflow Prevention Program:
  - a. Residential Properties (Total 12,957):
    - 1,850 residential properties (classified 1/2 family) have BPD's on file: 14% of total in compliance, assuming only 50% of properties have irrigation systems then the level of compliance rises to 30%.
  - b. Commercial/Industrial/Institutional Properties (Total 1,000+/-):
    - 350+/- or 35% in compliance;
    - 300+/- or 30% have been sent notices and are in process of complying;
    - 350+/- or 35% WJWW has sent notices to "non-responders" requiring them to install backflow devices – they have not responded to 2 to 3 previous WJWW letters.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
  - Emergency standby generators – (3) 500 KW units are active and site work is completed and reimbursement is being requested from NYS grant/loan program.
  - New gas chlorinator equipment has been delivered and installation work is almost completed.
- Emergency Back Up Mobile Chlorinator:
  - D&B has submitted revised plans per WCDOH and WJWW has received approval. Will now proceed to the bidding process.
- Park Lane Booster Pump:
  - H2M has submitted responses to WCDOH comments and updated plans and awaiting approval.

**UV Alternative Status to Rye Lake Source**

a. Maximize Use of Shaft 22 UV Treated Water:

- Kenilworth Pump Station Upgrade:
  - Use has increased to almost 90% +/- in early March. This level was achieved in spite of the additional demand for Rye Lake water from Suez to offset the drought impact on its alternative supply in Connecticut.
  - Pre-fab Kenilworth Pump Station is operational and assisting WJWW to reach the 80%-90% use of UV treated water. Brick exterior and roof to be installed in the next 3-4 weeks.
- New 16" Water Transmission Line
  - Plans and specs. are completed and nearing NYSDOH final approval.
  - The remaining NYSDOH comments have been addressed by Gannett Fleming.
  - Proposal submitted by Gannett Fleming for (yet to be approved) out-of-scope work related to bidding package, advertising, bid reviews and related activities (estimated cost \$28,000). Trustee Rosenblum made motion to approve proposal. Trustee Seligson seconded the motion, all in favor:

Trustee Rosenblum	"aye"
Trustee Seligson	"aye"
- New Macy Rd-Osborne Rd. Pump Station:
  - Engineering work is proceeding by HDR/D&B.
  - Currently evaluating possible locations near TOH Town Hall in the vicinity of Macy Rd – Sunnyside Ave.

- b. Recent requests for/expressions of interest in additional WJWW Rye Lake Water have been brought to the attention of County representatives. Meeting that had been scheduled for March 15, 2017 with Westchester County representatives to discuss these various requests was cancelled by Westchester County, however, the meeting is rescheduled for Monday, March 20, 2017.

**Executive Session**

At 9:45 a.m., Trustee Rosenblum made a motion to go into Executive Session to discuss a personnel matter. Trustee Seligson seconded the motion, all in favor:

Trustee Rosenblum	“aye”
Trustee Seligson	“aye”

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

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”

**Date of Next Meeting**

The Board meeting is scheduled for Tuesday, March 28, 2017, 4:00 p.m.

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee Seligson seconded the motion, all in favor: “aye”. The meeting adjourned at 10:10 a.m.