

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, February 28, 2017, 2017 at 4:00 p.m.**

The meeting was called to order at 4:10 p.m. with the following members present:

Present:

- Trustees Ron Belmont, 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 14, 2017 Board meeting.

Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
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 128 claims & 120 checks in the amount of \$771,968. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
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 Manager and General Counsel attended a workshop on February 16<sup>th</sup> on NYS Water Grants that will be available to municipalities. 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 meeting will also be held with NYCDEP to discuss this topic.

- On-line payments – Vendor is now testing the on-line payment system, anticipate that it will be available mid-March.
- Network Upgrade – Approval to proceed with Phase I of the network server upgrade and move to the cloud (\$2,500 set up cost and associated recurring monthly charges of \$1,359). Trustee Rosenblum made a motion to approve. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Financials & Budget – The Business Director reported that the auditors have substantially completed their audit. The Business Director reviewed the 2016 preliminary financials with the Board members as well as the 2017 provisional budget that WJWW is currently working under.
- Approval to increase limit of Woodard & Curran SCADA Maintenance/Operations Assistance contract by \$75,000 through transfer of unused approved limits under SCADA Phase III contract of \$16,000 and Kenilworth/Rye Lake contract of \$9,000 plus increase in limit specific to this contract of \$50,000. Trustee Rosenblum made a motion to approve. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- 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 through the end of December, 2016 was 5.06 billion gallons compared to 5.08 billion gallons through the end of December, 2015 indicating a year-to-date decrease in water use of 0.02 billion gallons or 0.4% less water used than 2015. Water production for January 2017 was 329.1 MG of which Rye Lake water represented 29.6% versus 32.4% in 2016 and 40.3% 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 the old service connection at 644 Wood St.

- TOM

- Repaired 8" cast iron water main break on Weaver St.
- Repaired service connection leak at 833 Fenimore Rd.

- TOH

- Replaced two leaking 2" control valves and installed 2" blow off on Bradford Pl.
- Installed 12" tee and valve cluster to tie in to new 16" water main going to Macy Rd.
- Replaced curb valve at 34 Oak St.
- Repaired service connection near 11 Canterbury South Rd.
- Installed 12" tee and 3 valve clusters on Sunnyside Ave.
- Repaired leak on the curb valve at 22 Griswold Rd.

c. Improvements to Storage Tanks and Distribution Lines:

- WJWW staff are reviewing the latest tank inspection reports and are developing a list of needed repairs/actions.

d. Meter Reading and Billing Status:

- Meter reading and billing for VOM (4,000 +/-) was completed mid-February.
- Meter reads for TOM (3,000 +/-) are in progress.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
  - VOM        156        (Total 75% Drive-by)
  - TOM        696        (Total 98% Drive-by)
  - TOH        980        (Total 92% Drive-by)
  - TOTAL    1,832
- TOM meter replacement: a \$100 fee will be charged walk-ons - 14 remaining meters to be replaced due to lack of customer response.
- TOH Meter Replacement Program is nearly completed:
  - Purchase: 17 accounts remain to be replaced.
  - West Harrison: 68 accounts remain to be replaced.
  - Downtown: 186 accounts remain to be replaced.
- 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: 14,663
  - Potential Problem Read Count: 1,036 (7%)

- WJWW's Backflow Prevention Program:
  - a. Residential Properties:
    - 1,846 of a total of 12,952 residential properties (classified 1/2/3 family) have BPD's on file: 14% in compliance.
    - 1,846 of a total of approximately 6,000 residential properties (classified 1/2/3 family) and assumed to have irrigation systems have BPD's on file: 30% in compliance.
  - b. Commercial/Industrial/Institutional Properties (Total 823):
    - 305 or 37% in compliance;
    - 309 or 38% in process of complying;
    - 209 or 25% are not in compliance and have not responded to 2-3 WJWW letters.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
  - Emergency standby generators – (3) 500 KW units are installed and running, site work is being completed and reimbursement is being requested from NYS grant/loan program.
  - Work on installation of new gas chlorination system has begun.
- Emergency Back Up Mobile Chlorinator:
  - D&B has submitted revised plans per WCDOH. Approval is expected shortly.
- Park Lane Booster Pump:
  - H2M has submitted responses to WCDOH comments and updated plans.

**UV Alternative Status to Rye Lake Source**

a. Maximize Use of Shaft 22 UV Treated Water:

- Kenilworth Pump Station Upgrade:
  - Use has increased to 60%+/- as irrigation systems have been shut down for the winter season 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 part of operations scheme and fully functional.
  - WJWW is moving towards 100% UV treated water to all customers, reached mid-80% range at times during January & February.
- New 16" Water Transmission Line
  - Plans and specs. are completed and nearing NYSDOH approval.
  - NYSDOH comments are currently being addressed by GHD.
  - WJWW staff met with Gannett Fleming on February 16<sup>th</sup> to review construction plan.
  - Proposal submitted by Gannett Fleming for out-of-scope work related to bridge crossing for estimated cost of \$7,500 – Trustee Rosenblum made motion to approve proposal, Motion seconded by Trustee Belmont. All in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

- New Macy Rd-Osborne Rd. Pump Station:
  - Engineering work is proceeding by HDR/D&B.

b. Recent Requests For/Expressions of Interest In Additional WJWW Rye Lake Water:

1. Town of North Castle -various properties interested in water.
2. Suez/United Water - condo growth in Rye Brook.
3. Westchester County Airport - airport hangar growth and need for higher fire protection flows.
4. SUNY Purchase College Advancement Corporation - to accommodate NYS Legislature's approved senior living community. Initial meeting held with engineer and representatives of the University to discuss details, including the need for hydraulic modelling.
5. A number of proposed subdivisions in the Town of Harrison.
6. WJWW has informed all the above that hydraulic modelling is required to determine needed improvements, scope of which is under preparation

**Executive Session**

At 5:30 p.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 Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

At 5:50 p.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 14, 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 5:50 p.m.