

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, March 27, 2018 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, Thomas Murphy and Nancy Seligson
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Guy Parisi, Esq. WJWW Counsel

Absent:

- Terry O'Neill, Chief Water Treatment Pl. Op. IB

Guests:

- Alan Kassay, PKF O'Connor Davies
- Larry Feldman, PKF O'Connor Davies

Approval of Minutes

Trustee Murphy made a motion to accept the minutes as presented for the March 13, 2018 Board meeting.

Trustee Belmont seconded the motion, all in favor:

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

Financial Reports and Approvals

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

- Approval of Claims: Trustee Belmont made a motion to approve the 141 claims in the amount of \$3,722,189. Trustee Murphy seconded the motion, all in favor:

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

- General Administration:
 - Representatives from PKF O'Connor Davies presented WJWW Financial Audit:
 - Alan Kassay reviewed the General Fund financial statements and comparative financial statements.
 - Larry Feldman reviewed water sales and statement of operations. Recommendations are to improve the general ledger and inventory control. The Business Director reported that these recommendations are in the process of being implemented this year.

Mr. Kassay and Mr. Feldman left the meeting.

- The Business Director presented the 2017 General Fund Income Distributions for the 1st Quarter to the 3 member municipalities for approval: VOM-\$192,509.25; TOM-\$198,712.00; T/V Harrison-\$329,737.25. Trustee Belmont made a motion to approve the distributions to the 3 member municipalities for a total of \$720,958.50. Trustee Murphy seconded the motion, all in favor:

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

The Business Director also presented the 2017 Capital Fund Income Distributions to the 3 member municipalities for approval: VOM-\$6,645.00; TOM-\$4,503.00; T/V Harrison-\$9,438.00. Trustee Murphy made a motion to approve the Capital Fund distributions to the 3 member municipalities for a total of \$20,586.00. Trustee Belmont seconded the motion, all in favor:

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

- Extension of the 2017 Grounds Maintenance Contract – the Business Director reported that Perfection Plus has agreed to offer a 1 year extension as per the terms of their contract with WJWW. Trustee Murphy made a motion to approve a 1 year extension on the Grounds Maintenance Contract with Perfection Plus for \$10,080. Trustee Belmont seconded the motion, all in favor:

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

Old Business

- The Manager reported 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.

- Advanced Metering Infrastructure (AMI) Project Update:
 - The Manager reported that WJWW had a conference call with NYCDEP to discuss the Water Demand Management Plan.
 - Reviewed with the Board the document received from NYCDEP staff on the Demand Management Plan budget.
 - The Manager reported on the new piece of equipment that will assist WJWW in finding service line breaks. NYCDEP will help with the cost of making repairs as part of the Demand Management Plan.
 - AMI program costs are approximately \$2.1 M, NYCDEP is expected to fund approximately 85% or \$1.8 M.
 - A conference call with NYCDEP is to be scheduled for early April to further discuss the program.

Guy Parisi presented the Resolution changing the Public Records Appeal Officer from the Chairperson of the Board of Trustees to the Manager of WJWW. After discussion, Trustee Murphy made a motion to approve the Resolution as presented. Trustee Belmont seconded the motion, all in favor:

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

New Business

- Approval of Gannett Fleming's proposal for additional Engineering Design Services to modify the 16 Inch Water Transmission Line crossing at N. Barry Ave. Bridge/Macy Rd. Project. The Manager reported that WJWW asked for some design changes. Trustee Belmont made a motion to approve the proposal for \$13,500. Trustee Murphy seconded the motion, all in favor:

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

- Approval of SITES proposal for Engineering Design and Construction Services for Installation of three (3) PRVs at Mamaroneck Ave., N. Barry Ave., and Purchase St. Trustee Murphy made a motion to approve the proposal for \$33,250. Trustee Belmont seconded the motion, all in favor:

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

The Manager and Business Director reported that SITES proposal includes a detailed cost estimate and that the new figures must be amended by the member municipalities. Trustee Murphy made a motion to amend the project cost estimates: Purchase St. PRV-\$420,000; N. Barry Ave. PRV-\$391,000; Mamaroneck Ave. PRV-\$444,000. The Business Director will contact the 3 member municipalities about the amended estimated cost and funding for these projects.

- SITES will submit the Project Cost Estimate for the Kenilworth Tank project at the next Board meeting.

Trustee Murphy left the meeting at 5:18 p.m.

Date of Next Meeting

The regular Board of Trustees meetings for April are scheduled for:

- Tuesday, August 10, 2018 at 4:00 p.m.
- Tuesday, August 24, 2018 at 4:00 p.m.

The Board asked the Business Director to look into additional ways for recovering costs for work that is done in the Greenhaven section of the City of Rye.

With no further business to discuss, Trustee Seligson made a motion to adjourn the meeting. Trustee Belmont seconded the motion, all in favor: “aye”. The meeting adjourned at 5:25 p.m.