

# **WESTCHESTER JOINT WATER WORKS**

## **Board of Trustees Meeting**

**Tuesday, March 8, 2016 at 4:00 p.m.**

The meeting was called to order at 4:04 p.m. with the following members present:

### **Present:**

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- Paul Noto, Esq., Counsel
- Anthony Conetta, Manager
- David Birdsall, Business Manager

### **Approval of Minutes**

Trustee Belmont made a motion to accept the minutes for the February 23, 2016 Board meeting. Trustee Seligson seconded the motion, all in favor:

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

### **Financial Reports and Approvals**

The Manager reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Rosenblum made a motion to approve the 127 claims & 119 checks in the amount of \$1,025,823. Trustee Belmont seconded the motion, all in favor:

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

The Manager discussed the status of the operating budget, capital projects and general administration and reviewed the base 2016 Budget with the Board. The following items were also approved:

- Board gave permission to proceed with the order of two vehicles.

Trustee Seligson made a motion to approve a one-year extension (under existing pricing and terms) of the Grounds Maintenance contract with Perfection Plus. Trustee Belmont seconded the motion, all in favor:

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

Trustee Rosenblum made a motion to approve the proposed disbursement schedule for the 2015 General Fund Distributions to the member municipalities in 2016 in the amount of \$4,902,041. Trustee Seligson seconded the motion, all in favor:

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

Trustee Rosenblum made a motion to approve the partial disbursement of the 2015 General Fund Distribution to the Town of Harrison of \$617,938.75 equal to 25% of its proposed annual total. Trustee Seligson seconded the motion, all in favor:

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

The Manager reviewed and discussed overdue customer accounts that are currently more than 60 days past due.

### **Operations Status Reports**

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production through the end of February 2016 was 0.63 billion gallons compared to 0.62 billion gallons through the end of February 2015 indicating a year-to-date increase water use of 0.01 billion gallons or 1.6% more than 2015.
  - Rye Lake water consumption **decreased** by 3% compared to the same period in 2015.
  - Rye Lake water consumption **decreased** by 5% compared to the same period in 2014 (vs 2015).
- b. Water Main Repairs and Facilities Improvements:
  - VOM & Greenhaven
    - Continued work on Pirates Cove and Greacen Point asbestos water main replacement.
    - Trustee Rosenblum made a motion to approve the proposal submitted by SITES Remediation & Technologies, Inc. for engineering design and construction services related to Greacen Point Rd/Pirates Cove asbestos water main replacement for a not to exceed amount of \$9,390. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"
    - Repaired curb stop at 124 Spruce St.
    - Repaired service connection at 1230 Greacen Point.
    - Repaired service connection at 1064 Bayhead Dr.
    - Repaired service connection at 63 Rye Rd.

- TOM
  - Repaired curb stop at 38 Howell Rd.
  - Repaired 6" water main break on Beresford Lane.
- TOH
  - Repaired curb at 194 Lakeview.
  - Repaired 6" water main break on Lawrence Lane.

c. Storage Tank Rehabilitation/Repairs:

- Woodside Tank:
  - Received WCDOH approval to put tank back in service. Tank refilled and active on February 24<sup>th</sup>.
  - Meeting with NUCO scheduled for March 9<sup>th</sup> to begin outside painting ASAP in order to complete work by mid-May.
- Winged Foot tank discharge altitude valve/lines have experienced freezing. A temporary heater is being used. Received permanent heating enclosure, which will be installed shortly.
- Woodside Zone Old Lake St. PRV work is ongoing.
- WJWW Outline of Requirements for Subdivisions & Public Water System Improvements – A Guide for Developers & Engineers. The Board members requested that the approval be deferred until after information is reviewed by municipalities.

d. Meter Reading and Billing Status:

- Meter reading for TOM (3,000 +/-) began March 1st.
- Billing for TOM (3,000 +/-) expected to be completed mid-March.
- Meter Replacement Plan Phase I in the Town of Mamaroneck has begun. Since last meeting, 9 meters were replaced in TOM, 7 in the VOM and 6 in the TOH.
- Continuing to work on resolving problem reads/bills.
- WJWW's Backflow Prevention Program:
  - Current estimated properties not in compliance is roughly 5,500 +/- of which 80% are residential irrigation and 20% are commercial/institutional.
  - Letters and questionnaires were mailed out to approximately 436 customers of commercial/institutional properties regarding backflow prevention status.
  - Letters being mailed to 2,500 +/- customers that have water use indicative of having irrigation systems.

e. Improvements to Pump Stations:

- Emergency standby generators at Rye Lake Pump Station:
  - Building Permit applications are in process of being filed. Ordering of equipment, site prep and installation are pending.
- Emergency Back Up Mobile Chlorinator:
  - Engineering work by D&B is nearing completion and will be submitted to WCDOH.
- Park Lane Booster Pump Station:
  - Engineering is nearing completion, to be followed by discussions/meeting with the Town of North Castle.
  - Park Lane Booster Station Joint Capital Project: Trustee Rosenblum made a motion to increase the authorization by \$50,000 to cover the increased scope and associated costs for a revised total project estimated cost of \$700,000. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Potential four (4) emergency interconnections with the City of White Plains have been identified by WJWW. WJWW had a meeting on March 2<sup>nd</sup> and the City is interested in establishing 4 emergency interconnections with the existing system and potentially a 5<sup>th</sup> related to the future Shaft 20 project. Details to be worked out by both sides.
- WCDOH has returned the first round of comments and Hazen & Sawyer are revising and resubmitting engineering plans for new gas chlorinators for the Rye Lake Pump Station.
- Purchase Booster Station caustic bulk storage clean out was completed on March 1<sup>st</sup> and 2<sup>nd</sup>. Awaiting results of inspection.

f. WCDOH Sanitary Survey and Sampling:

- Sanitary Survey was conducted on February 17<sup>th</sup> and 18<sup>th</sup> and will be followed by WCDOH sending a formal written letter of findings.
- Hazen & Sawyer Proposal – Under recent changes to federal requirements a sampling plan update is required for total coliform. Trustee Rosenblum made a motion to approve the proposal submitted by Hazen & Sawyer for \$7,462. Trustee Seligson seconded the motion, all in favor:

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

## **UV Alternative Status to Rye Lake Source**

### **a. Maximize Use of Shaft 22 UV Treated Water:**

- Minimal use of Rye Lake continues to be down in the range of 25-30% of total water being used.
- Kenilworth Pump Station Upgrade:
  - TOH Building Dept. applications are being prepared.
  - WCDOH has submitted review and comments on permit application and specs that were submitted to them on December 22, 2015. Comments are being addressed by H2M so that final approval is received and bidding can begin so that operation is possible during Winter 2016-2017.
  - SITES Remediation & Technologies, Inc. has submitted a proposal for engineering design and construction services related to the water main, valves, PRV replacement and connections for the Kenilworth Booster Station. Trustee Rosenblum made a motion to accept the proposal for a not to exceed amount of \$29,810. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- New 16” Water Transmission Line (Mamaroneck Ave. to Macy Rd):
  - Surveying and other field work is ongoing.
  - The latest cost estimate is \$2.5 million – NYSDOH water grants assistance has been applied for and additional information to be submitted March 1<sup>st</sup> and April 15<sup>th</sup>.
  - Current schedule for submittal permit/application package to NYSDOH is June 2016.
  - Current target to start construction is late 2016 and end late 2017.
- Weaver Street Pump Station Upgrade:
  - D&B is proceeding with detailed engineering analysis and design.

### **b. Protection of Rye Lake Intake/Boom System:**

- Interim system is in place and H&S engineering work related to long-term solution is underway.

### **c. Village of Larchmont (VOL) Coordination:**

- WJWW has not received a response for a meeting to discuss future projects and Larchmont’s share of the associated costs.
- Village of Larchmont Water and % Share of WJWW’s Total:
  - Larchmont’s water use over the last five years has increased significantly by nearly 30% compared to WJWW’s total.
  - Larchmont’s 1957 Agreement indicated that Larchmont could take up to 2.5 MGD: at that rate Larchmont’s share of future projected total flows would be 15.3% in 2025 and 11.2% in 2065.
  - Larchmont’ financial share of WJWW’s \$190 million UV Alternative Concept Plans would be in the range of \$16 million to \$29 million.

d. Town of Greenburgh Coordination:

- WJWW and Town will meet on March 9<sup>th</sup> to discuss the need for coordinating and exchanging information regarding potential site for a Shaft 20 pump station and possibilities relative to joint/shared facilities.
- Progress needs to be made by WJWW relative to the proposed Shaft 20 connection to demonstrate WJWW's commitment to a long term alternative to the use of Rye Lake.

e. NYS DOH Interactions:

- Contact and discussion with the NYSDOH regarding WJWW have begun.
  - A draft Settlement Agreement/Stipulation has been received from NYSDOH and is currently under review.
  - More discussions/negotiations are expected.
- HDR has requested an additional allotment of \$50,000 related to the UV Alternative Conceptual Plan update. Trustee Belmont made a motion to approve HDR's request. Trustee Rosenblum seconded the motion, all in favor:

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

**Executive Session**

At 5:22 p.m., Trustee Rosenblum made a motion to go into Executive Session to discuss personnel history of a particular person. Trustee Belmont seconded the motion, all in favor: "aye"

At 5:35 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: "aye"

During Executive Session, Trustee Rosenblum made a motion to approve an offer of Engineering Technician (Civil) position, 0388-01, at a salary of \$55,000 to Vincent Salanitro. Trustee Belmont seconded the motion, all in favor:

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

**Date of Next Meeting**

The next Board meeting is scheduled for Tuesday, March 22, 2016 at 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 5:35 p.m.