

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, December 13, 2011 at 3:30 p.m.

The meeting was called to order at 3:34 p.m. with the following members present:

- Trustees Valerie O’Keeffe, Joan Walsh and Norman Rosenblum
- Anthony O. Conetta, Manager
- Paul Noto, Esq.
- Nancy Seligson, Supervisor Elect, Town of Mamaroneck

Approval of Minutes

Trustee Rosenblum made a motion to approve the minutes as amended for the November 17, 2011 Board meeting. Trustee Walsh seconded the motion, all in favor:

Trustee O’Keeffe	“aye”
Trustee Rosenblum	“aye”
Trustee Walsh	“aye”

Financial Reports and Approval

The Manager reviewed the current bank balances with the Board.

The Manager presented 175 claims to the Board for approval. After reviewing the claims, Trustee Walsh made a motion to approve the 175 claims in the amount of \$1,558,004. Trustee Rosenblum seconded the motion, all in favor:

Trustee O’Keeffe	“aye”
Trustee Rosenblum	“aye”
Trustee Walsh	“aye”

The Manager reported that all disbursements payments have been made to the member municipalities for the 2010 earnings.

The Manager gave a status update of the 2011 budget.

The Manager reviewed the overdue customer accounts table with the Board. Staff continues to make phone calls and letters are being sent out to customers with a past due balance. The tax levy will be prepared for the Town of Mamaroneck and will need to be approved at the December 27, 2011 Board meeting.

The Manager presented the 2011 insurance premium summary for WJWW’s workers compensation insurance renewal. After discussion, Trustee Rosenblum made a motion to accept the proposal received from PERMA for the amount of \$102,690. Trustee O’Keeffe seconded the motion, all in favor:

Trustee O’Keeffe	“aye”
Trustee Rosenblum	“aye”
Trustee Walsh	“aye”

The Manager and Business Director met with representatives from Hudson Valley Bank and Elavon Community Bank (credit card payment partner) on Thursday, December 8, 2011 to discuss offering online credit/debit card payments to WJWW's water customers.

The Manager presented 8 bids for the following routine services and supplies for 2012:

Janitorial Services: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Century Building Services, for a not to exceed amount of \$8,996. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Top Hot Mix Blacktop, Binder Hot Mix Blacktop: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Peckham Materials for the amount of \$82.00/ton. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

3" Accutabs Tablets: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Coyne Chemical for the amount of \$2.3890/lb. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Caustic Soda: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Duso Chemical for the amount of \$0.345/lb. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Sodium Silico Fluoride: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Fasey & Besthoff for the amount of \$0.54/lb. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Chlorine: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Jones Chemical \$110.00/cylinder. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Blended Orthophosphate: Trustee Rosenblum made a motion to award the bid to the lowest responsible bidder, Carus Corporation for the amount of \$1.21/lb. Trustee Walsh seconded the motion, all in favor:

Trustee O'Keeffe	"aye"
Trustee Rosenblum	"aye"
Trustee Walsh	"aye"

Operations Reports

The Manager presented the following regarding WJWW operations:

- The water production summary table was discussed with the Board. WJWW is selling approximately 15% less water than 2010.
- Springdale Road – D&B modified the plans and specifications to include a second booster pump as requested by WCDOH. The revised plans and specifications have been submitted to WCDOH for approval.
- WJWW system-wide drive-by remote meter reading capability is up to 60% for overall service area. The remaining 40% of meters are very old and need to be replaced. The Manager intends to replace these old meters with new meters that have no moving parts and the reads are sent electronically to a computer at WJWW. This would reduce the number of misreads, would register water usage accurately and would also be less labor intensive. WJWW will need to go through a procurement process to purchase the new water meters.
- 2011 Permanent Paving Contract was awarded to PCI Corp – work is moving slowly.
- USEPA Grant Project Water Main Improvements (Lundy Lane-514 ft., Taylor Lane-1,288 ft. and Davenport Road-218 ft.) Petrillo has begun work.
- York Road water main capital improvement project status: installation of main is completed - house connections have been made. David Birdsall reported that binder will be put down and the final paving of York Road is scheduled for the Spring.
- Replacement pumps at Purchase Booster Station – WJWW has received WCDOH approval.

- Tank Integrity Reports for Purchase #1 and #2, Park Lane #2 and Kenilworth tanks – reports were submitted to WCDOH on November 14, 2011, before the March 1, 2012 deadline. The Manager discussed the two (2) proposals received for engineering services by H2M for:
 1. The first proposal for engineering services is \$183,300 for the full rehabilitation of Park Lane No. 1, and the tank rehabilitation cost is approximately \$1.6+/- million.
 2. The second proposal for engineering services is \$30,300 for tank improvements for the Purchase Tanks No. 1 & 2 and Kenilworth and the cost of improvements is approximately \$160,000. These tank improvements for the Purchase Tanks No. 1&2 and Kenilworth are needed due to the poor condition of the tanks and they also are OSHA non-compliant. Trustee Rosenblum requested that this item be tabled until the next Board meeting.
- The Manager and David Birdsall are preparing a capital improvement plan for maintenance and rehabilitation of the water storage tanks. Trustee Rosenblum asked the Manager to prepare the draft schedule/timetable for these capital improvements. The Manager reported that some engineering work would begin in 2012 and that the WJWW 2012 Capital improvement plan would have a 3-5 year scheduled for the various tank work. The engineer will need to prepare bids and specifications for these repairs/maintenance. The Manager estimates timeframe to perform the repairs/maintenance to be approximately 9 to 12 months. The first items to be addressed will be the tanks that are in poor condition and/or OSHA non-compliant.
- SCADA Improvements Project – currently in the middle of Phase I & II. Project is going well.
- Southern Westchester BOCES interconnection with WJWW – BOCES has received authorization from NYCDEP. WJWW is currently awaiting information from Dolph Rotfeld Engineering. WJWW needs to inspect the work that is being done.
- Town of North Castle Water District #6 service connection to homes along Old Orchard Street Update. Awaiting NYCDEP approval/authorization for homeowners to connect to WJWW's water main.
- WCDOH Permit to Operate Public Water Supply needs to be renewed by November 30, 2011. Draft mark up of the permit was forwarded to WCDOH for revision with the appropriate changes – awaiting response from WCDOH.
- Integrity inspection at Rye Lake raw water intake and screens – this work needs to be completed by March 1, 2012 as per the WCDOH annual sanitary survey. Hazen & Sawyer has hired divers to perform the inspections. Before the divers begin their inspections, NYCDEP has requested a Health & Safety Plan.

- Replacement boiler at the Rye Lake Plant – work is almost complete.
- Emergency Back-Up Generator needed at the Winged Foot Tank – work is moving forward.
- WJWW Press Release on winterizing irrigation systems and backflow devices was sent out and published in The Sound & Town Report, The Harrison Report, The Rye Sound Shore Review and in The Journal News Blog.
- Lead and copper sampling results for 2011 – WJWW water samples have all passed and monitoring can be reduced.
- Irrigation System Form - the Manager would like to send this form out to water customers that may have irrigation systems to inform them of WJWW's Rules and Regulations. The Manager has asked the Board to forward any changes to the form to him so he can revise it.
- The Manager reported that irrigation systems and backflow preventions devices should be included and enforced within each municipalities plumbing code. All water customers with irrigations are required to have a permit.
- Basic Water Facts – a table was created to inform residential water customers of typical water usage.
- RFP for upgrading WJWW's billing system. This item was included in the 2010/2011 budget. WJWW's server must also be upgraded. RFP are due December 15, 2011. The Board agreed that this item would be reviewed/approved at the December 27, 2011 meeting.

Village of Larchmont

The Manager has nothing new to report at this time.

Greenhaven Service Area

Manager reported that he has not yet received details from City of Rye concerning taxes charged and associated notices to WJWW.

County UV Alternative

The Manager received SEQRA documentation from Westchester County Department of Planning for the Eastview Water Meter Connection Chamber. The Manager will forward the SEQRA Lead Agency Response Form to Westchester County. The three member municipalities must also submit the response form.

Union Update

The Manager stated that there was nothing new to report.

Executive Session

At 5:00 p.m., Trustee O'Keeffe made a motion to go into Executive Session for advice of counsel. Trustee Rosbenblum seconded the motion, all in favor: "aye".

At 5:27 p.m., Trustee O'Keeffe made a motion to leave Executive Session and return to the regular meeting. Trustee Walsh seconded the motion, all in favor: "aye".

The Board authorized the Manager to enter into an agreement with United Water Westchester to discuss the possibility of UWW acquiring existing WJWW residential and commercial customers outside WJWW's service area in a small portion of the City of Rye in the Greenhaven section and a small portion of the City of New Rochelle by Springdale Road.

Next Board Meeting

The next Board of Trustees meeting is scheduled for Tuesday, December 27, 2011 at 3:30 p.m.

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee O'Keeffe seconded the motion, all in favor "aye". The meeting adjourned at 5:28 p.m.