

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

The meeting was called to order at 3:39 p.m. with the following members present:

- Trustees Valerie O’Keeffe, Joan Walsh and Norman Rosenblum
- Anthony O. Conetta, Manager
- David Birdsall, Business Director
- Doris Lechner, Accountant
- Paul Noto, Esq.

By Invitation – Representatives from Hudson Valley Bank

- Nick Mucilli, Vice President-Cash Management
- Rose Silvestro, Vice President-Branch Manager
- Lisa Etre, Vice President

Also Present:

- Joseph Sacks, City of Rye resident, Councilman

The representatives from Hudson Valley Bank were invited to attend the Board meeting to discuss WJWW’s current/future services with Hudson Valley regarding the following:

- Billing WJWW’s customers on a monthly basis instead of quarterly billing.
- WJWW currently has approximately 15,000 water customers/accounts. While some water customers are billed monthly, the majority of customers are billed on a quarterly basis.
- At the present time, WJWW may only start monthly billing for approximately 50 % to 60% of its customers. Additional customers will be added as WJWW’s moves forward in automating its meter reading capability.
- WJWW would like to set up e-billing instead of sending out a paper bill.
- WJWW would like to set up accepting credit/debit card payments.

Mr. Mucilli presented an overview of procedures currently in place at Hudson Valley:

- WJWW water customers mail their payments to a lockbox located at the White Plains Post Office.
- A representative from the bank picks up the payments at the post office and processes each payment the same day and the customer’s water account is credited the same day also.
- At the current time, WJWW is not being charged service fees on any of the accounts at the bank.

In order to research the numbers for moving forward to monthly billing, Mr. Mucilli requested financial data for customer billing/payments for the years 2007 through 2009. The Manager and Mr. Birdsall will forward the requested information to Mr. Mucilli. Once Mr. Mucilli works out the figures, he will come back to the Board and give an update.

Approval of Minutes

Trustee Rosenblum made a motion to approve the minutes as presented for the August 30, 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 the 75 claims to the Board for approval. After reviewing the claims, Trustee Rosenblum made a motion to approve the 75 claims in the amount of \$1,813,881. Trustee Walsh seconded the motion, all in favor:

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

The Manager reviewed the current status of the disbursement table for the 2010 earnings. The next disbursement payments will be made to the Village of Mamaroneck and Town of Mamaroneck at the September 27th Board meeting.

The Manager gave a status update of the 2011 budget.

The Manager also reviewed a summary of overdue customer invoices/payments.

The Manager reported that the contract to sell water to the Village of Larchmont is about to expire. The Manager and Mr. Noto will work on the new water rate to be charged to Larchmont and then Mr. Noto will send a letter to Larchmont.

Operations Reports

The Manager presented the following:

- Springdale Road – site preparation work has begun.
- WJWW system-wide remote meter reading capability is up to 60% for overall service area. Meter reading is usually done at the beginning of the month, service calls are done during the middle of the month and then MXU installations at the end of the month. WJWW staff members are utilizing Blackberry's to communicate via phone calls and/or emails while out in the field.

Operations Report (cont'd)

- USEPA Grant Project – received verbal approval from USEPA to award project for construction services to Petrillo Contracting – contract documents are being prepared for signatures.
- Status update on York Road water main project, GHD (engineering consultant) has their engineer on site for start up of construction.
- A press release was sent to the newspapers asking them to publish the information about WJWW's upcoming water main improvements projects. An automated phone message will also go out to residents within the area of the water main improvements. There is also an automated message when you contact WJWW informing callers of the areas that may be affected during the water main improvements.
- Replacement pumps are now in full use at Purchase Booster Station. "As Built" drawings are being finalized and will be submitted to WCDOH.
- Tank Integrity Reports, WJWW has submitted tank integrity reports to WCDOH for the Winged Foot Tank, Park Lane #1 and Woodside tanks. Staff is currently reviewing tank integrity reports for Purchase #1 and #2, Park Lane #2 and Kenilworth tanks. Once the reports are finalized, they will be submitted to WCDOH. After reports are submitted to the WCDOH. Moving forward with maintenance of WJWW's water tanks, H2M will prepare a report on the seven (7) existing tanks on what tasks are routine tank maintenance versus capital improvements. The Manager also reported that an additional storage tank may be needed in the future.
- SCADA improvements Project – Phase I, five (5) contractor bids were received. Woodard & Curran reviewed the lowest responsible bidder, J&J Sass Electric, Inc. and the Manager recommended the bid be awarded to J&J Sass Electric from Kingston, NY. Trustee Rosenblum made a motion to award the bid for SCADA Improvements Project – Phase I to J&J Sass Electric Inc., the lowest responsible bidder, for the amount of \$223,120. Trustee Walsh seconded the motion, all in favor:
 - Trustee O'Keeffe "aye"
 - Trustee Rosenblum "aye"
 - Trustee Walsh "aye"
- Manager and Paul Noto to arrange a meeting with the Town of North Castle representatives to establish billing procedures and moving forward with supplying additional customers on Old Orchard Street with water.

Operations (cont'd)

- A meeting was held with the Upstate Water Coalition on September 12th, the previous meeting was to discuss the need for the Delaware Aqueduct to be shut down for repair – the repairs will last approximately 6 to 18 months. The coalition will need to formulate a strategy so that water restrictions can be monitored – smart meters can be used, low flush toilets can be installed and the 3 member municipalities will need to put restrictions on water use for irrigations systems. There is a greater need for irrigation companies that install/maintain irrigation systems to be licensed by NYSDEP.

Greenhaven Service Area

Manager reported that he has not yet received details from City of Rye concerning taxes charged to water utilities.

The Board and Manager explained to Mr. Sacks the history of WJWW's distribution system and how water rates are established for Greenhaven customers. Last year, the Manager met with Scott Pickup and George Mottarella and explained the breakdown of how WJWW's bills the customers of Greenhaven. The Manager reported to the Board that all future bills to Greenhaven customers will list the breakdown of charges on their water bill, i.e. 1. Basic Surcharge, 2. Water Use Charges and 3. Local Entity Charges (taxes). The Manager also asked that in the future, WJWW is notified of all tax increases in the City of Rye.

The Manager will contact Steve Davis, Esq., to inquire how much money WJWW will be reimbursed for the tax certiorari with the City of Rye.

County UV Alternative

The Manager discussed NYSDOH's response to WJWW's Revised May 2011 Basis of Design Report that was submitted May 31, 2011. The Manager will forward NYSDOH's response to John Hall (Hall & Associates) and Mike Principe (HDR) to prepare a response to NYSDOH. The Manager will also meet with Paul Rush, Deputy Commissioner of NYCDEP to discuss NYSDOH's comments requesting WJWW's water to be filtered.

Union Update

The Manager reported that the Union is preparing for elections and a meeting should be scheduled soon. The Manager will update the Board on the status of union elections.

Next Board Meeting

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

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee Walsh seconded the motion, all in favor "aye". The meeting adjourned at 5:33 p.m.