

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, August 9, 2016 at 4:00 p.m.**

The meeting was called to order at 4:05 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 Rosenblum made a motion to accept the minutes for the July 26, 2016 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 81 claims & 75 checks in the amount of \$957,866. Trustee Rosenblum 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, bid reviews and general administration with the Board.

The Manager presented the General Fund Disbursements to the member municipalities. The disbursements are as follows: VOM: \$177,588.37, TOM: \$126,197.37 and TOH: \$308,969.37 for a total of \$612,755.11.

A proposal was submitted by SITES Remediation for \$23,365 for engineering work for the Douglas Circle asbestos water main replacement. Trustee Rosenblum made a motion to approve the proposal. Trustee Belmont seconded the motion, all in favor:

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

Capital Project – replacement of 1,000 ft. asbestos water main on Douglas Circle in Rye. Joint project cost of \$600,000. Trustee Seligson made a motion to approve the Joint Capital Project. Trustee Rosenblum seconded the motion, all in favor:

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

The Manager and Business Director reviewed the following bids:

- Emergency/Priority Services bid (2 Year Contract not to exceed \$4.5 million): Trustee Seligson made a motion to approve award of the bid to the lowest, qualified and responsible bidder Etre Associates (Bid – 6% combined overhead/profit percentage). Trustee Rosenblum seconded the motion, all in favor:

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

- Kenilworth Contract G (Site Work): Trustee Seligson made a motion to approve the bid based on original scope to the lowest, qualified and responsible bidder ELQ Industries (Bid - \$588,789). Trustee Rosenblum seconded the motion, all in favor:

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

- Kenilworth Contract E (Electrical): Trustee Rosenblum made a motion to reject the bids due to significant changes in project scope and to re-bid. Trustee Seligson seconded the motion, all in favor:

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

The Manager also reviewed the overall status of customer accounts relative to a number of items such as emails, meters, meter reading capabilities, overdue bills, payments, etc.

### **Operations Status Reports**

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production through the end of July 2016 was 2.84 billion gallons compared to 2.90 billion gallons through the end of July 2015 indicating a year-to-date decrease in water use of 0.06 billion gallons or 2.1% less than 2015. (Reflects revision subsequent to the meeting of estimated volume for July 2016 year-to-date).

Water production for the month of July was up significantly, +6% or 33 million gallons, from July 2015. (Reflects revision subsequent to the meeting of estimated volume for July 2016).

The New York State Department of Environmental Conservation has issued a drought watch for New York.

WJWW has asked customers with irrigation systems, on a voluntary basis, to water their lawns on an odd-even day cycle. The Board members have requested that the notice be resent to them. The Manager or Business Director will follow up.

b. Water Main Repairs and Facilities Improvements:

- VOM & Greenhaven
  - Repaired curb valve at 819 Mamaroneck Ave.
  - Repaired service connection leak at 915 W. Boston Post Rd.
  - Began repair of 6" ACP water main break on Douglas Circle.
- TOM
  - Repaired 6" water main break at 12 Rock Ridge Rd.
  - Repaired service connection leak at 10 Bonnie Briar La.
- TOH
  - Replaced lead service connection at 196 Park Ave.
  - Replaced fire hydrant #3200 at intersection of Belmont and Polly Park.
  - Repaired 10" water main at 233 Anderson Hill Rd.

c. Storage Tank Rehabilitation/Repairs:

- Woodside Tank:
  - Tank is back in service.
  - Resolving close-out/billing issues.

d. Meter Reading and Billing Status:

- Meter reading for VOM (4,000 +/-) expected to be completed by mid-August.
- Billing for VOM (4,000 +/-) expected to be completed by late-August.
- Meter replacement Plan Phase I in the Town of Mamaroneck is in progress. Approximately 183 (6%) out of the approximate 3,174 TOM accounts are left to be replaced at this time.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
  - VOM 99
  - TOM 495\*
  - TOH 111
  - TOTAL 705

\*targeted to be at 95% +/- by late-Sept. /early-Oct. 2016
- Meter replacement appointments are continuing to be scheduled for TOM customers; a \$100 fee will be charged after Sept. for walk-ons (est. 5% +/-).
- 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.
- WJWW's Backflow Prevention Program:
  - Current estimated properties to be brought in compliance is roughly 5,500 +/- of which an estimated:
    - \* 80% are residential irrigation and
    - \* 20% are commercial/institutional.
  - Of 436 letters and questionnaires sent to commercial/institutional properties regarding backflow prevention status, 170 responses have been received (39% response rate).
  - Of 1,200 +/- letters sent to residential customers regarding irrigation systems, 739 responses have been received (62% response rate). Of those responding, 652 (88%) indicate that they have an irrigation system.

- WJWW is taking an aggressive phased approach to backflow prevention devices. Letters will go out to approx. 1,300 TOH residential customers within 1-2 months.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
  - Emergency standby generators – Equipment order has been placed for three 500 KW instead of the 400 KW units. Expected delivery is 8-10 weeks (mid-late August). Site work bid will be issued shortly.
  - WCDOH approval has been received for the new gas chlorinators. Procurement in progress.
- Emergency Back Up Mobile Chlorinator:
  - Engineering work by D&B is nearing completion and submittal to WCDOH is expected shortly.

f. New York City Water Rate Increase:

- The NYC Water Board has not raised their water rate due to a legal proceeding, proposed water rate increase is 1.25%.
- NYC excess rates will also remain unchanged at this time.
- Member specific proposed rate changes to be presented to municipalities.
  - TOM, July 18<sup>th</sup>, approved 2.5% increase.
  - T/VOH, July 21<sup>st</sup>, approved 2% increase.
  - VOM, TBD.

g. NYSAWWA – Utility Member Legislative Alert – The Manager reviewed the alert with the Board members.

**UV Alternative Status to Rye Lake Source**

a. Maximize Use of Shaft 22 UV Treated Water:

- Updated Conceptual Plan being prepared by HDR, expected late-August to allow for the refinement of target completion dates.
- Kenilworth Pump Station Upgrade:
  - Pre-fabricated pump station is being assembled.
  - Site prep, delivery and connections/site restoration are expected Nov. '16.
  - Target start up early 2017.
  - Discussions are being held with Morgan Stanley regarding the tentative dates for the delivery/assembly activities.
- New 16" Water Transmission Line
  - Amended/increased bonding resolutions for VOM and TOM are completed, still awaiting TOH.
  - Updated State grant application has been submitted.
  - Follow-up underway with State regarding the application process.
- New Macy Rd-Osborne Rd. Pump Station:
  - Consultants are performing initial engineering work.
- Protection of the Rye Lake Intake
  - Hazen & Sawyer performing engineering for permanent boom and turbidity curtain.

- Received WCDOH 2016 Annual Sanitary Survey results. WJWW was cited for not having completed the filter plant. Three other items were also cited:
  - Backflow devices for commercial properties.
  - Water line repairs.
  - Plant coverage by an Operator Trainee.

b. Town of Greenburgh:

- Discussions and contact between staff and engineers is ongoing.

c. Suez/United Water:

- WJWW and Suez/United Water have a conference call scheduled for August 10<sup>th</sup> to discuss their participation in UV-Rye Lake Alternative.

**Executive Session**

At 5:25 p.m., Trustee Rosenblum made a motion to go into Executive Session to discuss personnel history of a particular person. Trustee Seligson seconded the motion, all in favor:

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

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

**Date of Next Meeting**

The next Board meeting is scheduled for Tuesday, August 30, 2016 at 4:00 p.m.

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