

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, September 13, 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 and Nancy Seligson
- Paul Noto, Esq., Counsel
- Anthony Conetta, Manager
- David Birdsall, Business Director

Absent:

- Norman Rosenblum, Trustee

Approval of Minutes

Trustee Seligson made a motion to accept the minutes for the August 30, 2016 Board meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“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 121 claims & 112 checks in the amount of \$1,238,586. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Seligson	“aye”

The Manager discussed the status of the operating budget, capital projects and general administration with the Board. He also discussed the following:

- WJWW website upgrade – first phase to be implemented late -September.
- General fund disbursements were presented to the Board for approval: VOM-\$177,588.38; TOM-\$126,197.38 and TOH-\$308,969.38. Trustee Belmont made a motion to approve the disbursements to the member municipalities. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Seligson	“aye”
- There was also a discussion of implementing monthly billing for the Town of Mamaroneck beginning January 1st.

The Manager reviewed the overall status of customer accounts.

Operations Status Reports

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production through the end of August, 2016 was 3.40 billion gallons compared to 3.53 billion gallons through the end of August, 2015 indicating a year-to-date decrease in water use of 0.13 billion gallons or 3.7% less than 2015.

The Board was reminded that New York State Department of Environmental Conservation has issued a drought watch for New York and WJWW has asked customers with irrigation systems, on a voluntary basis, to water their lawns on an odd-even day cycle.

- b. Water Main Repairs and Facilities Improvements:

- VOM & Greenhaven
 - Replaced service connection at 422 Delancey Ave.
 - Repaired water main break on Shore Acres Dr.
 - Continued asbestos water main replacement on Douglas Circle / Neil Pl.
- TOM
 - Repaired service connection at 5 Normandy Dr.
 - Repaired curb valve at 5 Orsini Dr.
 - Replaced valve box hydrant on Daymon Ter. & Colonial Ave.
 - Replaced curb valve at 835 Grove St.
 - Replaced curb valve at 110 Murray Ave.
 - Repaired curb valve at 58 Vine Rd.
 - Replaced curb valve at 21 Valley Rd.
 - New 1" tap at 1179 Old White Plains Rd.
 - Replaced curb valve at 190 Murray Ave.
 - Repaired curb valve at 28 Mountain Ave.
- TOH
 - New 1 ½" tap at 3700 Purchase St. (existing service connection to be removed and plugged in Fall after Summer demand).
 - Repaired 8" water main break on North St.
 - Repaired Fire Hydrant 3221 at the intersection of Pleasant Ridge Rd. and West St.
 - Repaired service connection at 297 Halstead Ave.

- 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 and billing for VOM (4,000 +/-) is completed.
- Meter reading and billing for the TOM (3,000 +/-) is completed.
- Meter replacement Plan Phase I in the Town of Mamaroneck is in progress. Approximately 39 (1%) 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 119
 - TOM 662*
 - TOH 139
 - TOTAL 920

*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% +/-).
- Meter replacement appointments are being scheduled for TOH-Purchase customers. Approximately 111 (11%) meters out of 999 Purchase accounts will be replaced.
- 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:
 - Backflow prevention device application fee is being waived effective August 15, 2016 through June 30, 2017 for existing residential properties (new construction and major renovations are not exempted).
 - Fees will still apply for backflow prevention devices over 2 inches and for commercial/ industrial/institutional properties and apartment buildings.
 - Retroactive waiver of some backflow prevention device fees to be discussed.
 - 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 units. 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:
 - A submittal has been made to WCDOH and comments are being directed to D&B.
 - D&B submitted a proposal for additional engineering services. Trustee Seligson made a motion to accept the proposal for not-to-exceed fee of \$6,800. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Seligson	“aye”
- Town of North Castle request for water – additional meetings are being scheduled.

f. Security/Vulnerability

- H2M submitted a proposal for engineering services regarding the Emergency Response Plan and Vulnerability Assessment – Cybersecurity Addendum. Trustee Belmont made a motion to accept the proposal for a lump sum fee of \$9,800. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Seligson	“aye”

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, system modifications status update.
 - Target start up early 2017.
 - D&B submitted a proposal for additional hydraulic modeling services for H2M’s pump station Design. Trustee Belmont made a motion to accept the proposal for an additional cost of \$1,950. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Seligson	“aye”
- New 16” Water Transmission Line
 - Water grant application has been deferred to round 3.
- New Macy Rd-Osborne Rd. Pump Station:
 - Consultants are performing initial engineering work.
- Received WCDOH 2016 Annual Sanitary Survey:
 - Discussions with Westchester County are ongoing to obtain clarification on violations.

b. Town of Greenburgh:

- Discussions between WJWW and TOG engineers continues.

c. Suez/United Water:

- Scheduling follow-up meeting to discuss long-term alternative.

Executive Session

At 4:17 p.m., Trustee Belmont 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 Seligson	“aye”

At 4:25 p.m., Trustee Belmont 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 Seligson	“aye”

Date of Next Meeting

The next Board meeting is scheduled for Tuesday, September 27, 2016 at 4:00 p.m.

Due to the Jewish Holiday, the following Board meeting is scheduled for Tuesday, October 18, 2016 at 4:00 p.m.

With no further business to discuss, Trustee Belmont made a motion to adjourn the meeting. Trustee Seligson seconded the motion, all in favor: “aye”. The meeting adjourned at 5:42 p.m.