

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, November 1, 2016 at 4:00 p.m.

The meeting was called to order at 4:00 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 Director

Approval of Minutes

Trustee Rosenblum made a motion to accept the minutes for the October 18, 2016 Board meeting.

Trustee Seligson 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 Rosenblum made a motion to approve the 136 claims & 128 checks in the amount of \$2,303,410. 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 with the Board. He also discussed the following:

- H2M submitted a proposal for the annual water storage tank inspections. After review, Trustee Seligson made a motion to accept the proposal for a lump sum fee of \$6,500. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Woodard & Curran submitted a proposal for SCADA assistance relative to the Kenilworth Pump Station. After review, Trustee Belmont made a motion to accept the proposal for a not-to-exceed fee of \$39,200. Trustee Seligson seconded the motion, all in favor:

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

- Kenilworth Pump Station – Electrical Contract re-bid (Contract E*). Trustee Belmont made a motion to award the bid to RLJ Electric with a bid of \$249,000. Trustee Seligson seconded the motion, all in favor:

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

*subject to verification of satisfactory references and bid evaluation by H2M.

- Insurance Premium Renewal/Summary. Arthur J. Gallagher submitted the 2017 insurance premium renewal/summary. Trustee Belmont made a motion to approve the insurance renewal for the 2017 year. Trustee Seligson seconded the motion, all in favor:

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

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 September, 2016 was 3.95 billion gallons compared to 4.11 billion gallons through the end of September, 2015 indicating a year-to-date decrease in water use of 0.16 billion gallons or 3.9% less water used than 2015.
- b. Water Main Repairs and Facilities Improvements:
 - VOM & Greenhaven
 - Repaired 8” water main break at 15 Wagon Wheel Rd.
 - Replaced 8” valve at intersection of Doris Rd. and Wagon Wheel Rd.
 - Replaced fire hydrant 2078 on Weaver St. between Bonnie Briar La. and Rockland Ave.
 - TOH
 - Repaired service connection damaged by Con Ed at 1515 Halstead Ave.
 - Installed automatic blow off device at 79 Westerleigh Rd.
 - Installed 1 ½” tap at 9 Belmont Ave.
 - Repaired 8” water main on Rockledge 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 and billing for TOH (7,000 +/-) is completed.
 - Meter reading for VOM (4,000 +/-) is expected to begin November 1st.
 - Meter billing for VOM (4,000 +/-) is expected to be completed mid-November.
 - Meters replaced since late Feb '16 to allow for drive-by meter reads
 - VOM 134 (Total 74% Drive-by)
 - TOM 690* (Total 98% Drive-by)
 - TOH 402 (Total 81% Drive-by)
 - TOTAL 1,226
- *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 36 (4%) meters out of 980 Purchase accounts remain to be replaced.
 - Town of Harrison-West Harrison meter replacement program has begun. Approximately 315 (20%) out of 1,549 West Harrison accounts remain to be replaced. A 2nd letter went out to 278 residents requesting that they schedule meter change appointments.
 - Town of Harrison – Downtown – meter replacement program has been initiated with 637 residents being sent letters requesting that they schedule meter change appointments.
 - 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.
 - Resolving/Troubleshooting Problem Reads:
 - Total Accounts: 14,655
 - Problem Read Count:
 - April 2016: 1,054 (7%)
 - Sept. 2016: 570 (4%)
 - % Resolution since April: 46%
 - WJWW's Backflow Prevention Program:
 - 2,474 (16.8%) of 14,654 total water accounts have backflow devices on file and are testing annually.
 - 2,007 (13.7%) have irrigation backflow devices on file.
 - 467 (3.1%) have commercial backflow devices on file.
 - 280 (1.9%) currently in the filing/processing phase.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – delivery of three 500 KW units are expected in December.
 - Site and electrical work is currently being scheduled.
 - A reminder was sent to the member municipalities regarding Capital Projects reimbursements.
- Emergency Back Up Mobile Chlorinator:
 - A submittal has been made to WCDOH and comments are being reviewed by D&B.
 - WCDOH wants an Engineering Report.
- Park Lane Booster Pump:
 - Received comments from WCDOH and H2M is currently reviewing them.

UV Alternative Status to Rye Lake Source

a. Maximize Use of Shaft 22 UV Treated Water:

- Kenilworth Pump Station Upgrade:
 - Use is increasing as irrigation systems are being shut down for the winter season.
 - Limitation to full use of 100% UV treated water to all areas is due to inability to move UV treated water north of the Kenilworth site.
 - Once the pre-fab Kenilworth Pump Station is installed and operational, 100% UV treated water will be delivered to all WJWW and Suez customers.
 - Delivery of the pre-fab Kenilworth Pump Station is expected November 18th followed by installation, connection and start up over a 2-3 week period.
- New 16" Water Transmission Line
 - Water grant application has been deferred to round 3 – need to follow up with Brock Rogers (NYSDOH).
 - Basis of Design Report/Application has been completed and submitted to NYSDOH and WCDOH.
- New Macy Rd-Osborne Rd. Pump Station:
 - Consultants are performing field evaluations and engineering work.

b. Town of Greenburgh

- A meeting was held between WJWW staff and engineers and TOG staff and engineers.
- Alternative layouts/approaches were discussed regarding joint/shared facility at Shaft 20.
 - TOG asked that WJWW indicate more formally on whether we will participate.
- TOG is moving quickly on it's Rumbrook Catskill Pump Station and pipeline to Shaft 20 of the Delaware Aqueduct and asked for a decision ASAP by WJWW regarding participation.

c. Suez/United Water:

- Sharing Rye Lake intake water quality data regarding any current and possible future use of Rye Lake intake.
- Held discussions relative to WJWW's discussions/plans with TOG and possible use of Shaft 20 of Delaware Aqueduct and associated 6-7 mile pipeline to WJWW's system.

c. Four (4) Recent Requests/Interest for Additional WJWW Rye Lake Water

- Town of North Castle properties are requesting/interested in additional water.
- Suez/United Water to accommodate condo growth in Rye Brook.
- Westchester County Airport is also interested in additional water to accommodate airport hangar growth and significantly high fire protection flows.
- SUNY Purchase College Advancement Corporation to accommodate NYS's Legislature approved senior living community.
- WJWW has informed all the above that:
 - WJWW has sufficient water to meet their requested demand only during non-irrigation months.
 - Currently, existing summer demand is at the limit of our hydraulic pumping capacity therefore their requests cannot be accommodated.
 - WJWW's Shaft 22 capacity cannot be increased since the pipe size of the 30 inch line is fixed, therefore, no additional water can be drawn.
 - WJWW's Rye Lake withdrawal capacity is currently at its limit hydraulically in terms of disinfection contact time.
 - Rye Lake's capacity could be increased with larger pumps with NYCDEP approval, however, disinfection contact time could only be met with the use of UV treatment with chlorination. These expenses would only be reasonable if NYSDOH allowed continued limited summer use of Rye Lake water.

Executive Session

At 4:50 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 4:55 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"

During Executive Session the following items were discussed:

Trustee Rosenblum made a motion to appoint Raymond Jovine, provisionally, to the title of Engineering Aide (Water Agency), (0392), Step I - \$60,179. Trustee Seligson seconded the motion, all in favor:

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

Trustee Rosenblum made a motion to appoint Liliya Balkova, probationary, to the title of Senior Account Clerk, (0710), Step II - \$58,621. Trustee Seligson seconded the motion, all in favor:

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

Date of Next Meeting

The Board meeting is scheduled for Tuesday, November 22nd 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 4:55 p.m.