

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, December 13, 2016 at 4:00 p.m.

The meeting was called to order at 4:09 p.m. with the following members present:

Present:

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- Paul Noto, Esq., Counsel
- David Birdsall, Business Director

Absent:

- Anthony Conetta, Manager

Approval of Minutes

Trustee Rosenblum made a motion to accept the minutes for the November 22, 2016 Board meeting. Trustee Belmont seconded the motion, all in favor:

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

The Business Director reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Rosenblum made a motion to approve the 230 claims & 217 checks in the amount of \$2,461,003. Trustee Belmont seconded the motion, all in favor:

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

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

- VOM Local Capital Project: Amend Claflin Ave. A/C water main replacement cost estimate from \$150,000 to \$210,000 due to increase in scope of work from 300’ to 420’. Trustee Rosenblum made a motion to approve the additional cost estimate. Trustee Seligson seconded the motion, all in favor:

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

The Business Director reported that all the pipe is in the ground and should be back in service by the middle of next week. Trustee Rosenblum requested that the financial information be forwarded to Rich Slingerland so that the VOM can authorize the additional cost.

- VOM Local Capital Project: Replace 800' of A/C water main and add multiple control valves on Constable Dr. South – cost estimate \$500,000. Trustee Rosenblum made a motion to approve the local capital project. Trustee Seligson seconded the motion, all in favor:

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

The Business Director reported that the water main is scheduled to be reactivated by Christmas.

- SITES Remediation & Technologies, Inc. submitted a proposal for engineering design and associated construction services for a not to exceed fee of \$26,025. Trustee Rosenblum made a motion to accept the proposal. Trustee Seligson seconded the motion, all in favor:

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

The Business Director reported that SITES Remediation & Technologies fee is included in the total cost estimate of \$500,000.

- Trustee Rosenblum asked for an update on Flagler Dr. The Business Director reported that a meeting is scheduled with the engineers from GHD.
- The Business Director handed out the Disbursement Schedule for approval of disbursements to the member municipalities. After review, Trustee Belmont made a motion to approve the distributions. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Status/Approval of various bids: several bids were received for various items, however, the approval will be deferred until the next Board meeting pending full review.
- On-line payments – technical information has been provided to Sterling National Bank. Anticipate on-line payments will be ready by end of First Quarter 2017.

The Business Director reviewed the overall status of customer accounts.

Operations Status Reports

The Business Director reported on the following WJWW operational items:

- a. The year-to-date water production through the end of November, 2016 was 4.72 billion gallons compared to 4.80 billion gallons through the end of November, 2015 indicating a year-to-date decrease in water use of 0.08 billion gallons or 1.7% less water used than 2015.

b. Water Main Repairs and Facilities Improvements:

- VOM & Greenhaven
 - Replaced and reactivated 200' section of A/C water main on S. Barry Ave.
 - Work progressing on replacement of 420' A/C water main and installation of multiple valves on Claflin Ave.
 - Repaired service connection at 307 Wagner Ave.
 - Mobilized for replacement of 800' A/C water main on Constable Dr. South.
 - Repaired service connection at 1131 E. Boston Post Rd.
 - Installed two 6" x 4" tees for domestic and fire services for 120 Madison St.
 - Trustee Seligson asked that WJWW staff look into options to recover Greenhaven Capital projects costs.
- TOM
 - Replaced fire hydrant 2156 on Campbell La.
 - Repaired 8" water main break at 2 McKenna Pl.
 - Plugged old service connection at 91 N. Chatsworth Ave.
- TOH
 - Made 1.5" tap on Hilltop Pl. Trustee Belmont asked that the steel plates be removed before the end of the week since snow is expected.
 - Plugged two old water service connections on Underhill Ave.

c. Storage Tank Rehabilitation/Repairs:

- Woodside Tank: Project completed.

d. Meter Reading and Billing Status:

- Meter reading and billing for TOM (3,000 +/-) has been completed.
- Next meter reads for TOM (3,000 +/-) will be late-January and billing will be done monthly moving forward.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
 - VOM 137 (Total 74% Drive-by)
 - TOM 691 (Total 98% Drive-by)
 - TOH 592 (Total 88% Drive-by)
 - TOTAL 1,420

- TOM meter replacement: a \$100 fee will be charged walk-ons - 18 remaining meters to be replaced, with 2 appointments currently scheduled. Unable to make remaining 16 appointments due to lack of customer response. Trustee Seligson requested that the names/addresses for the remaining TOM meter replacements be forwarded to Steve Altieri.
- TOH:
 - Purchase-Meter Replacement Action Plan is in progress. - Approx. 29 (3%) out of 980 Purchase accounts remain to be replaced at this time.
- Town of Harrison – West Harrison – meter replacement program in progress. Approx. 201 (13%) out of 1,549 West Harrison accounts are remaining to be replaced at this time.
- Town of Harrison – Downtown – meter replacement program has been initiated with 637 residents being sent letters requesting that they schedule meter change appointments. There are now 493 (13%) left to be changed with 112 appointments scheduled.
- 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%)
 - Dec. 2016: 617 (4%)
 - % Resolution since April: 42%
- WJWW's Backflow Prevention Program:
 - 2,474 (16.8%) of 14,655 total water accounts have backflow devices on file and are testing annually.
 - 2,040 (13.9%) have irrigation backflow devices on file.
 - 472 (3.2%) have commercial backflow devices on file.
 - 280 (1.9%) currently in the filing/processing phase.
 - Letters have been sent and follow-up is in progress with commercial accounts that do not have a backflow on file and have not yet filed a backflow application.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – (3) 500 KW units are scheduled to be delivered on December 14th.
 - Completion of site, electrical work and start-up of generators expected by late-December and start-up after January 1st.
 - The portable generator will be moved from Rye Lake and brought to Kenilworth Pump Station.
- 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 has increased to 60%+/- as irrigation systems have been shut down for the winter season.
 - Work at the Kenilworth Pump Station is on-schedule. The pump station should be activated the week of December 12th in production by week of December 19th.
- New 16" Water Transmission Line
 - Basis of Design Report/Application has been completed and submitted to NYSDOH and WCDOH – awaiting their comments/approvals.
- New Macy Rd-Osborne Rd. Pump Station:
 - Engineering work is progressing.

b. Town of Greenburgh

- TOG and WJWW engineers are evaluating alternative layouts regarding joint/shared facility at Shaft 20 of the Delaware Aqueduct.
- TOG is moving on it's Rumbrook Catskill Pump Station and pipeline to Shaft 20 of Delaware Aqueduct, asked if WJWW is interested in participation, however, WJWW's position is that it cannot make a decision at this time while the source intake option is being chosen (i.e. Shaft 20 vs. Rye Lake)

c. Suez/United Water:

- WJWW is awaiting Suez's response to participating in an alternate solution to the Shaft 20 connection and related 7-mile pipeline.

d. Five (5) Recent Requests For/Expressions of Interest In Additional WJWW Rye Lake Water:

1. Town of North Castle -various properties continue to express interest.
2. Suez/United Water - condo growth in Rye Brook.
3. Westchester County Airport - airport hangar growth and need for significantly higher fire protection flows.
4. SUNY Purchase College Advancement Corporation - to accommodate NYS Legislature's approved senior living community.
5. A number of proposed subdivisions in the Town of Harrison.
6. WJWW has informed all the above that:
 - WJWW has sufficient water to meet the requested demand only during non-irrigation months.
 - Currently, existing summer demand is at the limit of WJWW's hydraulic pumping capacity and disinfection contact time, 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 through that source. It would need to come from the Rye Lake source.
 - WJWW's Rye Lake withdrawal, disinfection and contact time capacity are currently at their limits.

- 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 WCDOH and NYSDOH allowed continued limited summer use of Rye Lake water.
- Preliminary meeting and discussions have been held with WCDOH and they understand the existing limitation and WJWW's position.
- Preliminary meeting and discussions have been held with airport representatives and they understand the existing limitations and WJWW's position.
- On December 12th a meeting was held with Westchester County Dept. of Public Works and Transportation which has responsibility for the airport to discuss future needs.

Executive Session

At 4:47 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 5:05 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 Board meeting is scheduled for Tuesday, December 27th 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 5:05 p.m.