

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, December 27, 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
- David Birdsall, Business Director

Absent:

- Anthony Conetta, Manager

Approval of Minutes

The Board unanimously accepted the minutes of December 13, 2016 as presented.

The Business Director reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Seligson made a motion to approve the 154 claims & 146 checks in the amount of \$1,180,436. Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| 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:

- Status/Approval of various bids:
 - Water Treatment Chemicals:
3” Calcium Hypochlorite Tablets (Accutabs)-Trustee Seligson made a motion to award the bid to Coyne Chemical, the lowest responsible bidder for \$2.6588/lb. Trustee Rosenblum seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | “aye” |
| Trustee Rosenblum | “aye” |
| Trustee Seligson | “aye” |

Liquid Chlorine – Trustee Rosenblum made a motion to award the bid to Jones Chemical, the lowest responsible bidder for \$0.5866/lb. Trustee Seligson seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | “aye” |
| Trustee Rosenblum | “aye” |
| Trustee Seligson | “aye” |

50% Caustic Solution- Trustee Rosenblum made a motion to award the bid to Jones Chemical, the lowest responsible bidder for \$1.9400/gal. Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | “aye” |
| Trustee Rosenblum | “aye” |
| Trustee Seligson | “aye” |

Blended Orthophosphate-Trustee Belmont made a motion to award the bid to Carus Corp., the lowest responsible bidder for \$1.0160/lb. Trustee Rosenblum seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

- Paving & Fill Materials 2017:

Controlled Density Fill (K-Crete)-Trustee Rosenblum made a motion to award the bid to Concrete Express, the lowest responsible bidder for \$98.00 CY (4 CY or more) and Dakota Supply will be used as job conditions, quantities and availability warrant it for a bid amount of \$119.50 CY (4 CY or more). Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

Hot Mix Blacktop, Hot Mix Binder Blacktop, Concrete Mix and High Performance Cold Patch – The Business Director reported that no bids were received for these items, therefore, WJWW will try and purchase these materials from the vendor(s) that won last year's bid as close the same price as last year. Trustee Rosenblum made a motion to approve using last year's bid winner/supplier. Trustee Seligson seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

Virgin Item 4 (Bluestone) Delivered and Trap Rock (Various Sizes) Delivered-Trustee Rosenblum made a motion to award the bid to RAV Trucking for the bid amounts specified in the WJWW 2017 Paving & Fill Materials Bid Summary. Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

Mixed Fill Loading, Removal, Disposal -Trustee Rosenblum made a motion to award the bid to Quality Materials, the lowest responsible bidder for \$17.50/cy. Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

Water Distribution System Materials-Trustee Seligson made a motion to award the bid to the lowest responsible bidders by category as per the WJWW 2017 Water Distribution System Materials Bid Summary. Trustee Belmont seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

- TOM Local Capital Project: Replace 845' of A/C water main on Bonnie Way and Briar Close – cost estimate \$575,000. Trustee Rosenblum made a motion to approve the local capital project. Trustee Seligson seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | “aye” |
| Trustee Rosenblum | “aye” |
| Trustee Seligson | “aye” |

The Business Director reported that the repair will be done after the Holiday.

- SITES Remediation & Technologies, Inc. submitted a proposal for engineering design and associated construction services for a not to exceed fee of \$27,260. In reviewing the proposal, the Scope of Services needs to be updated. Trustee Seligson made a motion to accept the proposal after the Scope of Services is updated. Trustee Rosenblum seconded the motion, all in favor:

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|-------------------|-------|
| 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 \$575,000. Also, Trustee Seligson requested that the updated cost estimate be forwarded to Steve Altieri.

- 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 and the TOM Tax Levy. Trustee Seligson made a motion to approve the TOM Tax Levy as presented. Trustee Rosenblum seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | “aye” |
| Trustee Rosenblum | “aye” |
| Trustee Seligson | “aye” |

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
 - Replacement of 420' A/C water main and installation of multiple valves on Claflin Ave. completed and activated.
 - Replacement of 800' A/C water main on Constable Dr. South completed and activated.
 - Repaired/replaced lead service connection at 217-219 Halstead Ave.
 - Installed two tees and control valves for domestic and fire service at 120 Madison Ave.
 - Two new 1" taps were made at 201 Grand St.

- TOM
 - Repaired A/C water main break on Bonnie Way.
 - Customers on temporary water on Bonnie Way, Briar Close, Parkhill La. and Addee Circle, pending replacement of approximately 845' of A/C water main.
- TOH
 - Repaired/replaced lead service connection at 39 Park Ave.
 - Repaired an 8' section of the 10" water main at 37 Park Dr. S. that was damaged by a contractor.

c. Improvements to Storage Tanks and Distribution Lines:

- The annual tank inspections have been completed and H2M is preparing the report.

d. Meter Reading and Billing Status:

- Meter reading for TOH (7,000 +/-) to begin January 3rd.
- Billing for TOH (7,000 +/-) expected to be completed by mid-January.
- 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 143 (Total 75% Drive-by)
 - TOM 691 (Total 98% Drive-by)
 - TOH 695 (Total 88% Drive-by)
 - TOTAL 1,529
- TOM meter replacement: a \$100 fee will be charged walk-ons - 16 remaining meters to be replaced. 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. 26 (3%) out of 980 Purchase accounts remain to be replaced at this time with 0 appointments scheduled.
- Town of Harrison – West Harrison – meter replacement program in progress. Approx. 145 (9%) out of 1,549 West Harrison accounts are remaining to be replaced at this time with 20 appointments scheduled.
- 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 400 (11%) left to be changed with 44 appointments scheduled.
- Trustee Belmont requested a list of customers that have refused to have their meter changed so that he can send out a letter to them.
- The Business Director reported that meter replacement program will soon shift to the VOM. Trustee Rosenblum requested a statement from WJWW explaining the meter replacement program so that he can advise the residents in the VOM.
- 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:
 - Residential Properties:
 - 1,813 of a total of 12,948 residential properties (classified 1/2/3 family) have BPD's on file: 14% in compliance.
 - 1,813 of a total of approximately 6,000 residential properties (classified 1/2/3 family) and assumed to have irrigation systems have BPD's on file: 30% in compliance.
 - Commercial/Industrial/Institutional Properties:
 - 296 of a total of 823 properties classified as industrial/commercial/institutional have BPD's on file: 36% in compliance.
 - 270 of a total of 823 properties classified as industrial/commercial/institutional without BPD's on file have responded to WJWW letters requesting compliance: 33% in process of complying.
 - 257 of a total of 823 properties classified as industrial/commercial/institutional without BPD's on file that have yet to respond to WJWW letters requesting compliance: 31% not in compliance.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – (3) 500 KW units are in place
 - Site and electrical work is nearly completed.
 - Start-up is expected on January 3, 2017.
 - The portable generator will be moved from Rye Lake and brought to Kenilworth Pump Station when the standby generators are up and running.
- Emergency Back Up Mobile Chlorinator:
 - D&B has submitted a letter to WCDOH responding to their comments along with an Engineering Report.
- Park Lane Booster Pump:
 - H2M is in the process of responding to WCDOH comments.

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.
 - Kenilworth Pump Station has been activated and integration into WJWW's operational scheme is currently in progress.

- With the activation of the Kenilworth Pump Station, WJWW now has a key component to begin the process of providing 100% UV treated water to all customers during the non-irrigation season.
- 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.

Miscellaneous – Westchester County Airport

Trustee Belmont stated that we are still awaiting the survey from the airport. The Business Director will follow-up with the airport.

The Business Director reported that hydraulic modelling will need to be done by D&B and additional information is also needed from Hazen and Sawyer.

Executive Session

At 5:11 p.m., Trustee Seligson made a motion to go into Executive Session to discuss personnel history of a particular person. Trustee Rosenblum seconded the motion, all in favor:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

At 5:34 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:

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|-------------------|-------|
| Trustee Belmont | "aye" |
| Trustee Rosenblum | "aye" |
| Trustee Seligson | "aye" |

Date of Next Meeting

The Board meetings for January 2017 are as follows:

1. Tuesday, January 10, 2017, 2:30 p.m.
2. Wednesday, January 11, 2017, 12:00 p.m. - Special Meeting
3. Thursday, January 26, 2017, 12:00 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 5:35 p.m.