

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Thursday, January 26, 2017 at 12:00 p.m.

The meeting was called to order at 12:10 p.m. with the following members present:

Present:

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- David Birdsall, Business Director

Approval of Minutes

Trustee Seligson made a motion to approve the minutes from the January 10, 2017 Board meeting and the January 11, 2017 Special Board meeting. Trustee Rosenblum 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 98 claims & 90 checks in the amount of \$641,327. 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:

- D&B submitted a proposal for hydraulic modelling for Westchester County Airport related to its need for increased fire protection. Approval of the proposal is contingent on an agreement with Westchester County for the reimbursement for these services for a not to exceed fee of \$4,900. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Water Demand Management. The Business Director informed the Board that there may be a need to establish water restrictions for the Village of Mamaroneck and Town of Harrison and expand upon the restrictions that have already been put in place Town of Mamaroneck as WJWW pumping capacity is being maxed out during peak demand periods during the summer months.

- On-line payments – Anticipate on-line payments will be available to customers by late-February/early-March.
- Cyber Security and Network Upgrade – WJWW's computer network is reaching capacity and is in need of an upgrade as well as security enhancements. Total Technology, WJWW's computer services vendor, will be assisting in the process of moving to a cloud based solution.
- The Business Director reviewed the accounts receivables balances over 60 days with the Board.

Operations Status Reports

The Business Director reported on the following WJWW operational items:

- a. The year-to-date water production through the end of December, 2016 was 5.06 billion gallons compared to 5.08 billion gallons through the end of December, 2015 indicating a year-to-date decrease in water use of 0.02 billion gallons or 0.4% less water used than 2015.
- b. Water Main Repairs and Facilities Improvements:
 - VOM & Greenhaven
 - Installed 6" tees and 6" valves clusters at Grove St. and Wood St. and Grove St. and Hampshire Rd. Preparing for the replacement of 70' of water main between Wood St. and Hampshire Rd.
 - TOM
 - Installation of a new 8" ductile iron water main on Bonnie Way and Briar Close to replace 845' of A/C water main is in progress.
 - Repaired service connection leak near curb valve at 8 Barnum Rd.
 - TOH
 - Replaced fire hydrant 5325 on White Plains Ave. near High St.
 - Replaced curb valve at 120 Beverly Rd.
 - Replaced curb valve at 3 Doreen Pl.
 - Reinstalled fire hydrant 5326 at the intersection of Taylor Ave. and Preston Ave.
 - Repaired leaking air valve on 20" water main near 4330 Purchase St.
 - Replaced service connection at 49 Woodside Ave.
- c. Improvements to Storage Tanks and Distribution Lines:
 - The annual tank inspections report were completed in December and are currently being reviewed by WJWW staff and a list of action items is being developed.

d. Meter Reading and Billing Status:

- Meter reading and billing for TOH (7,000 +/-) expected to be completed late-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 151 (Total 75% Drive-by)
 - TOM 693 (Total 98% Drive-by)
 - TOH 801 (Total 89% Drive-by)
 - TOTAL 1,645
- 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.
- TOH:
 - Purchase-Meter Replacement Action Plan is in progress. - Approx. 22 (2%) out of 980 Purchase accounts remain to be replaced at this time with 4 appointments scheduled.
- Town of Harrison – West Harrison – meter replacement program in progress. Approx. 104 (7%) out of 1,549 West Harrison accounts are remaining to be replaced at this time with 40 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 330 (9%) out of 3,688 left to be changed with 114 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: 14,658
 - Problem Read Count:
 - April 2016: 1,054 (7%)
 - Dec. 2016: 672 (5%)
 - % Resolution since April: 36%
- WJWW's Backflow Prevention Program:
 - Residential Properties:
 - 1,819 of a total of 12,952 residential properties (classified 1/2/3 family) have BPD's on file: 14% in compliance.
 - 1,819 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.
 - The Business Director reported that these numbers should pick up late-March/early-April.
 - Commercial/Industrial/Institutional Properties:
 - 299 of a total of 823 properties classified as industrial/commercial/institutional have BPD's on file: 36% in compliance.
 - 122 of a total of 823 properties classified as industrial/commercial/institutional without BPD's on file have responded to WJWW letters requesting compliance: 15% in process of complying.
 - 402 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: 49% not in compliance.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – (3) 500 KW units are installed and tested but not running.
 - Site work is being completed.
 - Trailered generator has been moved to the Kenilworth Pump Station.
 - The Business Director is in the process of requesting reimbursement from NYS.
- Emergency Back Up Mobile Chlorinator:
 - D&B has submitted a letter to WCDOH responding to their comments along with an Engineering Report.
 - Most of the new gas chlorinator equipment has been delivered. Installation work to begin shortly.
- Park Lane Booster Pump:
 - H2M has submitted responses to WCDOH comments and updated plans.

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 in spite of the additional demand for Rye Lake water from Suez to offset the drought impact on its alternative supply in Connecticut.
 - Kenilworth Pump Station has been integrated into WJWW's operational scheme and is fully functional.
 - 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. Adjusting for increased demand by Suez, UV distribution reached the mid-eighty percent range at times during early January.
- New 16" Water Transmission Line
 - NYSDOH comments are currently being reviewed by GHD.
- 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)
- Follow-up discussions have been held with TOG Engineer – they are moving forward.

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.
 - A meeting was held on December 12th with Westchester county Dept. of Public Works and Transportation which oversee the airport to discuss WJWW's future needs.
 - WJWW is discussing next steps internally.
 - Follow-up meetings to be scheduled with the various parties.

Executive Session

At 1:05 p.m., Trustee Rosenblum made a motion to go into Executive Session to discuss a personnel matter regarding General Counsel. Trustee Belmont seconded the motion, all in favor:

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

At 1:15 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 Board unanimously agreed to proceed with making an offer to Lori Lee Dickson, for the position of WJWW General Counsel for \$40,000/year.

Date of Next Meeting

The Board meeting is scheduled for Thursday, February 14, 2017, 4:00 p.m.

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee Seligson seconded the motion, all in favor: “aye”. The meeting adjourned at 1:20 p.m.