

WESTCHESTER JOINT WATER WORKS

Board of Trustees Meeting

Tuesday, March 28, 2017 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 and Norman Rosenblum
- Ernie Odierna, Town of Mamaroneck Councilman
- Anthony Conetta, P.E. Manager
- David Birdsall, Business Director
- Guy Parisi, Esq. WJWW Counsel

Absent:

- Trustee Nancy Seligson

Approval of Minutes

Trustee Rosenblum made a motion to approve the minutes from the March 17, 2017 Board meeting.

Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Councilman Odierna	“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 138 claims & 130 checks in the amount of \$2,051,158. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Councilman Odierna	“aye”

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

- Financials – Financial Statements are completed and a meeting has been scheduled with the auditors to review the statements.
- Proposed 2017 Disbursements of 2016 WJWW Net Distribution Amounts: The Manager discussed the proposed Disbursement Schedule for the 3 member municipalities. He also discussed the proposed initial disbursement:

Village of Mamaroneck	\$ 312,065.50
Town of Mamaroneck	87,092.25
T/V of Harrison	<u>617,735.75</u>
Total Disbursement	\$1,016,893.50

After discussion, Trustee Rosenblum made a motion to approve the initial distributions to the member municipalities. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Councilman Odierna	“aye”

- Approval of bids:
 - Grounds Maintenance Bid – Trustee Rosenblum made a motion to award the bid to Perfection Plus, the lowest responsible bidder for \$10,080. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Councilman Odierna	“aye”
 - Mixed Fill Removal – Trustee Rosenblum made a motion to award the bid to Gentile Construction for \$22.50/cubic yard subject to receipt of required bonds, etc. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Councilman Odierna	“aye”
- The Manager reviewed the accounts receivables balances over 60 days with the Board.

Operations Status Reports

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production as of February 2017 was 601.3 MG compared to 623.5 MG through the end of February, 2016 indicating a year-to-date decrease in water use of 22.2 MG or 4% less water used than 2016. Water production for February 2017 was 272.3 MG of which Rye Lake water represented 22.1% versus 30.1% in 2016 and 31.1% in 2015, trend representative of the increased distribution of UV treated water in non-peak months.
- b. Water Main Repairs and Facilities Improvements:
 - TOM
 - Repaired 6” water main break at intersection of Myrtle Blvd. and Preston St.
 - Repaired 6” water main break at the intersection of E. Brookside Dr. and Briarcliff Rd.
 - Repaired/replaced 6” valves at the intersection of Mulberry La. and Stoneyside Dr.
 - Repaired 6” water main at intersection of Mardon Rd. and West Hickory Grove Dr.
 - Repaired 6” water main break on Fernwood Rd.
 - TOH
 - Repaired 6” water main break at Kervan Rd.
 - Replaced broken 6” valves at intersection of Kervan Rd. and Highland Rd.
 - Replaced valve located near water main easement at 600 Purchase St. between Purchase St. and Griswold Rd.

c. Improvements to Storage Tanks and Distribution Lines:

- 2016 Annual Tank Inspections were completed in December:
 - WJWW staff has reviewed and has begun some needed repairs and actions.
 - H2M is preparing a proposal to evaluate cost effectiveness to rehab the 80 year old existing tank or replace it with a new one.

d. Meter Reading and Billing Status:

- Monthly meter reads for TOM (3,000 +/-) will be done in late-March.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
 - VOM 171 (Total 75% Drive-by)
 - TOM 698 (Total 98% Drive-by)
 - TOH 1,150 (Total 95% Drive-by)
 - TOTAL 2,019
- TOM meter replacement: a \$100 fee will be charged walk-ons - 12 meters are left to be replaced. This is due to lack of customer response.
- TOH Meter Replacement Program is nearly completed:
 - Purchase: 7 accounts remain to be replaced.
 - West Harrison: 50 accounts remain to be replaced.
 - Downtown: 123 accounts remain to be replaced.
- VOM Meter Replacement Program: approximately 1,100 old meters are expected to be replaced between May and October – letters have been sent.
- 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: 14,661
 - Potential Problem Read Count: March 2017 - 870 (6%)
- WJWW's Backflow Prevention Program:
 - a. Residential Properties (Total 13,000+/-):
 - 1,853 have BPD's on file: 14% of total in compliance, assuming only 50% of properties have irrigation systems then the level of compliance rises to 30%.
 - 740 are in process of complying: 6% of total.
 - b. Commercial/Industrial/Institutional Properties (Total 1,200+/-):
 - 385+/- or 33% in compliance by having backflow devices;
 - 382+/- or 33% have been sent notices by WJWW and are in the process of complying.
 - 400+/- or 34% WJWW has sent notices to "non-responders" requiring them to install backflow devices – they have not responded to 2 to 3 previous WJWW letters.
 - c. Seasonal accounts (Total 300+/-) are only turned on if BPD is in place – 100% compliance.
 - d. WCDOH was given a summary of BPD's status at the annual Sanitary Survey.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – (3) 500 KW units are active and site work is completed and WJWW is in the process of requesting reimbursement from NYS grant/loan program.
 - New gas chlorinator equipment has been delivered and installation work is almost completed.
 - WJWW is addressing WCDOH's start-up issues.
- Emergency Back Up Mobile Chlorinator:
 - D&B has submitted revised plans per WCDOH and WJWW has received approval. Will now proceed to the bidding process.
- Park Lane Booster Pump:
 - H2M has submitted responses to WCDOH comments and updated plans and awaiting approval within the next 1-2 weeks.
- WCDOH conducted the annual Sanitary Survey on March 23rd and 24th.

UV Alternative Status to Rye Lake Source

a. Maximize Use of Shaft 22 UV Treated Water:

- Kenilworth Pump Station Upgrade:
 - Pre-fab Kenilworth Pump Station is operational and helping WJWW maximize use of UV treated water. The brick exterior and roof to be installed shortly.
- New 16" Water Transmission Line
 - Plans and specs. are completed and nearing NYSDOH's final approval.
 - Gannett Fleming is beginning work related to bidding documents, advertising, bid reviews and other related activities.
- New Macy Rd-Osborne Rd. Pump Station:
 - Engineering work is proceeding by HDR/D&B.
 - Had a site visit to evaluate possible locations near TOH Town Hall in the vicinity of Macy Rd. – Sunnyside Ave.

- b. A meeting was held on March 20th with Westchester County representative to discuss various requests for additional water by the County Airport and others as well as potential locations and space needed for a disinfection/treatment plant on airport land.

Executive Session

At 4:40 p.m., Trustee Belmont made a motion to go into Executive Session to discuss a personnel matter. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
TOM Councilman Odierna	"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”
TOM Councilman Odierna	“aye”

Date of Next Meeting

The Board meeting is scheduled for Tuesday, April 11, 2017, 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 5:00 p.m.