

# WESTCHESTER JOINT WATER WORKS

## Board of Trustees Meeting

Tuesday, April 11, 2017 at 4:00 p.m.

The meeting was called to order at 4:07 p.m. with the following members present:

### Present:

- Trustees Ron Belmont, Nancy Seligson and Norman Rosenblum
- Anthony Conetta, P.E. Manager
- David Birdsall, Business Director
- Guy Parisi, Esq. WJWW Counsel

### Approval of Minutes

Trustee Seligson made a motion to approve the minutes from the March 28, 2017 Board meeting. Trustee Rosenblum 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 Seligson made a motion to approve the 78 claims & 69 checks in the amount of \$245,309. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“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 – Alan Kassay (Partner) and Larry Feldman (Senior Manager) of our audit firm PKF O’Connor Davies reviewed the WJWW 2016 Financial Statements with the Board.
- Proposed 2017 Disbursements of 2016 WJWW Capital Fund Distribution Amounts:

Village of Mamaroneck	\$ 6,646.00
Town of Mamaroneck	4,504.00
T/V of Harrison	<u>9,439.00</u>
Total Disbursement	\$ 20,589.00

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

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

- The Manager reviewed the accounts receivables balances over 60 days with the Board.

April 11, 2017

**Operations Status Reports**

The Manager reported on the following WJWW operational items:

- a. The year-to-date water production as of March 2017 was 881.8 MG compared to 935.4 MG through the end of February, 2016 indicating a year-to-date decrease in water use of 53.6 MG or 6% less water used than 2016. Rye Lake water totaled 248.1 MG which represented 28% of total water production year-to-date versus 33% in 2016, trend representative of the increased distribution of UV treated water in non-peak months.
- b. Water Main Repairs and Facilities Improvements:
  - VOM
    - Repaired leaking service connection near 195 Grand St.
  - TOM
    - Repaired 6" water main break and replaced service connection at 36 Lansdowne Dr.
    - Repaired water main break at 324 Weaver St.
    - Replaced hydrant #2102 on Valley Rd.
  - TOH
    - Repaired water main break on Oakland Ave. near Hydrant #3201.
    - Replaced Hydrant #5165 at the intersection of Old Well Rd. and Duxbury Rd.
    - Replaced Hydrant #5085 at the intersection of Old Well Rd. and Winsor Pl.
- 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.
    - WJWW & H2M have prepared and updated tank plan which was reviewed with the Board.
    - H2M's proposal to evaluate 3 options/costs with respect to a new tank and/or rehab of the 80 year old existing tank at Kenilworth for a not-to-exceed cost of \$14,500 was discussed with the Board. Following the discussion, Trustee Seligson made a motion to approve the proposal. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"
  - Manager reviewed Kenilworth site plan with Board.

d. Meter Reading and Billing Status:

- Monthly meter reads/billing for TOM (3,000 +/-) are in progress.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
  - VOM 178 (Total 75% Drive-by)
  - TOM 703 (Total 98% Drive-by)
  - TOH 1,169 (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.
- VOM Meter Replacement Program: approximately 1,003 old meters requiring walk-on reads are expected to be replaced by mid-to-end of October in the following sections of the Village:
  - Harbor Heights & Washingtonville
  - Orienta & Palmer/Heathcote
  - Rye Neck & Greenhaven
- 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 - 885 (6%)
- WJWW's Backflow Prevention Program – Manager discussed backflow status of residential and commercial accounts and explained categorization by level of potential hazard. Program is showing good progress and additional focus will be placed on high hazard commercial accounts.

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 inspected by WCDOH and placed in operation. Resolving WCDOH issues/concerns related to specifications and timing of WCDOH inspection.
- 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 and exit interview was held on March 31st.

## **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 finalizing bidding documents, advertising, bid reviews and other related activities.
- New Macy Rd-Osborne Rd. Pump Station:
  - Engineering work is proceeding by HDR/D&B.

### b. As a follow-up to the meeting on March 20<sup>th</sup> with Westchester County representatives to discuss various requests for additional water by the County Airport and others. WJWW has provided the County with confirmation of its space need and requested feedback on possible use of 4-5 acres of airport property for construction of a disinfection/treatment plant.

### c. Concern/Problems with Requests for Additional Water:

- Rye Lake Max. Pumping Capacity 22 MGD  
(All Pumps Running-No Spare)
- Shaft 22 Max. Sub-Flow through 30" Line 16 MGD  
(No less than 5-10 psi @ Stratton Rd)
- Total System Capability 38 MGD
- WCDOH Max Day 36 MGD

#### • Actual 2016 Max Flow Condition:

	<u>Peak Day</u>	<u>Peak Hour</u>
- Rye Lake	12.2 MG	20 MG
- Shaft 22	<u>9.7 MG</u>	<u>16 MG</u>
Total	21.9 MG	36 MG

- Option to Address Additional Demands/Requests
  - Larger Pump(s) at Rye Lake w/UV Disinfection
  - Booster Pump Station on 30" Transmission by Stratton Rd – Wilmot Rd.
  - Short-Term:
    - Option A- Disapproval requests for more flow
    - Option B – Institute system-wide irrigation controls: odd-even irrigation, early evening irrigation, smart controls, etc.

**Executive Session**

At 5:40 p.m., Trustee Seligson made a motion to go into Executive Session to discuss a personnel matter. Trustee Belmont seconded the motion, all in favor:

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

At 5:45 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, April 25, 2017 at Noon.

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 5:45 p.m.