

WESTCHESTER JOINT WATER WORKS

Board of Trustees Meeting

Tuesday, April 25, 2017 at 12:00 p.m.

The meeting was called to order at 12:02 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 Rosenblum made a motion to approve the minutes from the April 11, 2017 Board meeting.

Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“not present”

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 116 claims & 108 checks in the amount of \$972,220. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“not present”

Trustee Seligson joined the meeting.

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:

- Local Capital Projects
 - VOM, 2017 Water Infrastructure Replacements Related to Planned Paving, estimated amount of \$300,000. Trustee Rosenblum made a motion to approve the VOM local capital project. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
 - TOM, 2017 Water Infrastructure Replacements Related to Planned Paving, estimated amount of \$300,000. Trustee Seligson made a motion to approve the TOM local capital project. Trustee Rosenblum seconded the motion, all in favor:

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

- TOH, 2017 Water Infrastructure Replacements Related to Planned Paving, estimated amount of \$300,000. Trustee Rosenblum made a motion to approve the TOH local capital project. Trustee Seligson seconded the motion, all in favor:

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

- PFK O’Connor Davies 2017 Audit Services Agreement. Trustee Rosenblum made a motion to approve the 2017 agreement for audit services. Trustee Seligson seconded the motion, all in favor:

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

Trustee Seligson recommended that an RFP for Audit Services be issued next year (2018).

- Proposed 2017 Disbursements of 2016 WJWW General Fund Proposed Distribution Amounts:

VOM	\$ 1,206,624.00
TOM	\$ 989,645.00
T/VH	\$ <u>2,365,120.00</u>
Total	\$ 4,561,389.00

Trustee Rosenblum made a motion to approve the 2016 Proposed Distribution Total to be made during the course of 2017 and the Proposed Disbursement schedule to the 3 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.

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 March, 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 water main break on Colonial Court.
 - Replaced curb valve at 607 Fayette Ave.

- TOM
 - Repaired water main break at the intersection of Forest Ave. and Holly Pl.
 - Replaced Hydrant #2036 and installed two 6" valve clusters on Cooper La.
 - Replaced Hydrant #2323 on Fairway Dr.
 - Repaired service connection at 21 Kolbert Dr. damaged by contractor.
- TOH
 - Replaced Hydrant #5098 on Century Ridge Rd.
 - Replaced Hydrant #3364 on Ramapo Trail.
 - Replaced Hydrant #3464 on West St.
 - Replaced curb valve at 76 Haviland Rd.
 - Re-tapped service connection at 129 Park Ave.

c. Improvements to Storage Tanks and Distribution Lines:

- WJWW staff have made some of the needed repairs that were identified in the 2016 inspection report.
- H2M has started evaluating options/costs for a new tank and/or rehabilitation of the existing 80 year old tank at Kenilworth.

d. Meter Reading and Billing Status:

- Meter reads/billing for TOH (6,000 +/-) has been completed.
- Monthly meter reads for the TOM are about to begin.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
 - VOM 182 (Total 75% Drive-by)
 - TOM 707 (Total 98% Drive-by)
 - TOH 1,176 (Total 95% Drive-by)
 - TOTAL 2,065
- TOM meter replacement: a \$100 fee will be charged walk-ons - 8 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
 - One VOM resident has refused to have his water meter replaced and WJWW has responded to the resident.
- 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: 14,663
 - Potential Problem Read Count: April 2017 – 1,056 (7%)
- The Manager updated the Board members on WJWW's Backflow Prevention Program.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - New gas chlorinator equipment has been approved for use by WCDOH.
- Emergency Back Up Mobile Chlorinator:
 - D&B has submitted revised plans per WCDOH and WJWW has received approval. WJWW will proceed to the bidding process.
- Park Lane Booster Pump:
 - H2M has submitted responses to WCDOH comments and updated plans and awaiting approval.

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 are being installed.
- New 16" Water Transmission Line
 - Plans and specs. are completed
 - Gannett Fleming is finalizing bidding documents, advertising, bid reviews and other related activities.
- New Macy Rd-Osborne Rd. Pump Station:
 - Limited preliminary engineering work has begun.
 - HDR has prepared visual/photo renderings for possible locations near TOH Town Hall near Macy Rd. – Sunnyside Ave.

b. As a follow-up to the meeting on March 20th 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 - WJWW is awaiting a response.

c. Concern/Problems with Requests for Additional Water:

- 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</u> MG	<u>16</u> MG
Total	21.9 MG	36 MG
- Option to Address Additional Demands/Requests
 - Larger Pump(s) at Rye Lake w/UV Disinfection (+2 MGD)
 - Booster Pump Station on 30" Transmission by Cemetery Ln./Stratton Rd. (+4 MGD) and postpone consideration of the Macy Rd. Pump Station for the time being.

- Short-Term:

Option A- Change Macy Rd. Pump Station engineering scope to 30” Booster Pump Station by Cemetery Ln./Stratton Rd.

Option B – Disapprove requests for more flow.

Option C – Institute system-wide irrigation controls: odd-even irrigation, early evening irrigation, smart controls, etc.

Executive Session

At 12:55 p.m., Trustee Rosenblum made a motion to go into Executive Session to discuss a personnel matter. Trustee Seligson seconded the motion, all in favor:

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

At 1:10 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, May 9th at 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 1:10 p.m.