

## **WESTCHESTER JOINT WATER WORKS**

### **Board of Trustees Meeting Tuesday, June 13, 2017 at 3:00 p.m.**

The meeting was called to order at 3:05 p.m. with the following members present:

#### Present:

- Trustees Ron Belmont and Norman Rosenblum
- TOM Dept. Supv., Jaine Elkind Eney
- 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 May 24, 2017 Board meeting.

Trustee Belmont seconded the motion, all in favor,

Trustee Belmont	“aye”
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Trustee Rosenblum	“aye”
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TOM Deputy Supv. Eney	“aye”
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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 216 claims & 203 checks in the amount of \$2,289,009. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
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Trustee Rosenblum	“aye”
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TOM Deputy Supv. Eney	“aye”
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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:

- The status of the New York City rate increase – a proposed rate increase has not yet been proposed.
- WJWW General Fund Distributions for the 3 member municipalities:

VOM: \$ 291,246.50

TOM: \$ 407,730.25

T/VOH: \$ 568,824.25

\$1,267,801.00

Trustee Rosenblum made a motion to approve the distributions. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
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Trustee Rosenblum	“aye”
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TOM Deputy Supv. Eney	“aye”
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Trustee Seligson inquired as to why the TOM's distribution is larger than the VOM. The Business Director reported that earlier in the process of determining the distributions, there was an issue with a report that provides gallons sold data to determine the level of WJWW income to be distributed to each member municipality. The report was corrected and the distribution was recalculated, the second distribution of the year to the TOM is higher as a result of this correction and those to the other members lower. The second disbursement is a true-up for the first half of the year. Year-to-date, each municipality will now have received 50% of its corrected proposed distribution for the year.

- 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 May 2017 was 1,489.2 MG compared to 1,710.0 MG through the end of May 2016 indicating a year-to-date decrease in water use of 220.8 MG or 13% less water used than 2016. Rye Lake water totaled 118.5 MG which represented 34.7% of total water production year-to-date versus 48.8% in 2016, trend representative of the increased distribution of UV treated water in non-peak months.
- b. Water Main Repairs and Facilities Improvements:
  - VOM
    - Replaced a service connection at 226 Mount Pleasant Ave.
    - Replaced a curb valve at 436 Halstead Ave.
    - Repaired water main break at 884 Palmer Ave.
  - TOM
    - Installed a fire hydrant on Overlook Terr.
    - Repaired water main break on Overlook Terr.
    - Repaired water main break at 11 Edgewood Ave.
    - Repaired a leaking valve at the intersection of Glen Eagles and South Dr.
    - Re-tapped and replaced service connections at 265 and 150 W. Garden Rd.
    - Replaced a 6" control valve at the intersection of West Dr. and South Dr.
  - TOH
    - Repaired water main break at 218 Columbus Ave.
    - Replaced a curb valve in front of 44 Rye Ridge Rd.
- c. Improvements to Storage Tanks and Distribution Lines:
  - Two Purchase Tanks have been power-washed.
  - H2M is continuing to evaluate options and costs with respect to a new tank and/or rehab the existing 80 yr. old tank at the Kenilworth site.

- Flagler Dr. engineering report and construction cost estimate has been completed by GHD.
    - Project has been approved as a local capital project.
    - Awaiting VOM approval as a local capital project for \$3.3 million. Trustee Rosenblum noted a concern that was discussed at a VOM Board Meeting that this project is on private property. VOM attorney to discuss this further with WJWW General Counsel.
- Please note the following:
- This project has WJWW approval.
  - DOH approval is pending.
  - GHD has submitted plans/specs. and engineering report to WCDOH for approvals.
- BRIXMOR, 805 Mamaroneck Ave. – Rotfeld Engineering is currently performing engineering work for WCDOH approvals.

d. Meter Reading and Billing Status:

- Meter billing for VOM (4,000 +/-) is completed.
- Status of drive-by meter reads:
  - VOM 83% Drive-by
  - TOM 99% Drive-by
  - TOH 98% Drive-by
  - Currently, there are 85 appointments for changing meters.
- VOM Meter Replacement Program:
  - Approximately 782 old meters to be replaced by mid-to-end of October in the following sections of the Village:
    1. Harbor Heights & Washingtonville
    2. Orienta & Palmer/Heathcote
    3. Rye Neck & Greenhaven
- TOM meter replacement: a \$100 fee will be charged walk-ons: end of 2017 for VOM & TOH.
- Continuing to work on resolving problems with: zero, low and estimated reads.
  - Total Accounts: 14,662
  - Potential Problem Read Count:
    - May 2017: 1,063 (7.2%)
- WJWW Backflow Prevention Program:
  - Status of BPD.
  - Approximately 236 properties will be receiving Notices of Violation with a \$200 fee for ignoring a WJWW written order to install a backflow device.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
  - New gas chlorinator equipment has been approved by WCDOH and is in use. WJWW attended a hearing on May 9<sup>th</sup> regarding issues/citation related to start-up and WCDOH's inspection.
  - SITES is preparing an engineering submittal for WCDOH approval to replace old/undersized Pump #1 from 3.5 MGD to 5.5 MGD to match the other 4 pumps which are 5.5 MGD.
- Emergency Back Up Mobile Chlorinator:
  - Received WCDOH approval. WJWW will move forward to the bidding process.
- Larchmont-Weaver Street Plant Upgrade Improvements:
  - WJWW Joint Capital Project - \$3.3 million. Trustee Rosenblum made a motion to approve the Joint Capital Project. Trustee Belmont seconded the motion, all in favor:  
Trustee Belmont "aye"  
Trustee Rosenblum "aye"  
TOM Deputy Supv. Eney "aye:"
  - WJWW to apply for NYS Water Infrastructure Improvement Grant by June 23, 2017 deadline.
  - \$150 million is available. The potential grant is 40% of \$3.3 million project costs or \$1.3 million.
  - Grant Application must include SEQRA Determination-Exempt Under Part 617.5 (c) (1) and (2) Type II, Actions "Repair of existing facility and rehabilitation of structure on same site". Trustee Belmont made a motion to approve the SEQRA Determination, Trustee Belmont seconded the motion, all in favor:  
Trustee Belmont "aye"  
Trustee Rosenblum "aye"  
TOM Deputy Supv. Eney "aye"
  - D&B has completed Task 1 (Modeling) and Task 2 (Draft Basis of Design Report).
  - D&B is currently working on Task 3 (Design and Permitting for the Upgrade/Improvements to the pump station).
- Park Lane Booster Pump:
  - H2M has submitted responses and updated plans to WCDOH and still awaiting approval.
  - H2M has requested a meeting with WCDOH but they declined indicating that the review is almost complete.

**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 work is completed and roof installation is almost completed.
- New 16" Water Transmission Line
  - Plans and specs. are completed by Gannett Fleming.
  - Bidding package is completed and 1<sup>st</sup> advertisement in The Journal News was on Wednesday, May 17<sup>th</sup>.
  - Pre-bid meeting is scheduled for June 28<sup>th</sup> and Bids are due August 31<sup>st</sup>.
  - Construction is expected to begin mid-late November, 2017.

- New Macy Rd-Osborne Rd. Pump Station:
  - Limited preliminary engineering started by HDR.
  - Visual/photo renderings have been prepared for locations near TOH Town Hall and the vicinity of Macy Rd. – Sunnyside Ave. The preferred location will be in the lower parking lot next to Town Hall.
- Woodard & Curran – SCADA
  - Submitted a proposal for Stratton Rd. SCADA Improvements. Trustee Rosenblum accepted the proposal. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Deputy Supv. Eney	“aye”
  - Trustee Seligson inquired as to why is there a need for improvements to the current SCADA system. The Business Director reported that the SCADA system is the key to WJWW’s monitoring and controlling water quality and components of our distribution system (treatment plants, pump stations, water tanks, etc.) This is key element to meeting regulatory requirements and promoting ongoing operating efficiencies. Given the nature of the system and its importance, it requires regular upgrades, maintenance and expansion. We are in the process of prioritizing various work that needs to be done to upgrade the system for new components such as the Kenilworth Booster Station and the upgrades to the pumps at Rye Lake. We are also working on the automated workflow with our engineers to streamline plant operations which involves changes in and links to the SCADA system.

b. WJWW-Westchester County Airport:

- WJWW has provided the County with confirmation of a space need for 4-5 acres of airport property for a possible disinfection/treatment plant on airport land and requested feedback.
- Latest meeting with County representatives was held May 15<sup>th</sup>.
- WJWW indicated continued desire to have the airport land set aside for future water facilities such as a need for an airport pump station/water tank, WJWW filter plant.
- WJWW indicated that to facilitate County’s set aside a feasibility study to be done by WJWW’s consultant to evaluate UV treatment of Rye Lake water at the Purchase Booster Station site.
- HDR has submitted an engineering proposal to conduct a feasibility analysis for a UV plant at the Purchase Booster Station site. Trustee Rosenblum made a motion to approve the proposal. Trustee Belmont seconded the proposal, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
TOM Deputy Supv. Eney	“aye”
- Trustee Seligson asked how the proposal for the UV plant at the Purchase Booster Station site fits into the big picture of water supply for WJWW. The Business Director explained that this will provide UV treated water at Rye Lake which will help meet regulatory requirements during non-offseason months as well as improving system redundancy. In the long term, will support disinfection needs related to either an alternate source pipeline (Shaft 20) or filtration of Rye Lake water, depending which option is pursued.

c. Rye Lake Turbidity Curtain/Boom

- Bathymetric Survey to be done to support final design of a permanent boom system.
- Need to use an outside contractor.
- Trustee Seligson asked why there is a need for an extensive bathymetry study for the boom curtain. The Business Director explained that the scope of the study is only meant to address NYCDEP requirements for this particular project and what information is required by the engineers and contractor to install the permanent boom and curtain system.
- WJWW received two quotes which have been revised as discussed at the June 13, 2017 Board meeting. Trustee Rosenblum made a motion to award the proposal from CR Environmental, Inc. for \$7,627.50. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
TOM Deputy Supv. Eney	"aye"

**Executive Session**

At 3:45 p.m., Trustee Rosenblum 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"
TOM Deputy Supv. Eney	"aye"

At 3:55p.m., Trustee Rosenblum made a motion to leave Executive Session and return to the regular meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
TOM Deputy Supv. Eney	"aye"

Following Executive Session the Board unanimously agreed to:

- Appoint Kristen Herzner to the title of Senior Account Clerk on a probationary basis.

**Date of Next Meeting**

The Board meeting is scheduled for Tuesday, June 27<sup>th</sup> at 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 4:00 p.m.