

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, February 14, 2017, 2017 at 4:00 p.m.**

The meeting was called to order at 4:03 p.m. with the following members present:

Present:

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- 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 January 26, 2017 Board meeting and the February 7, 2017 Special Board meeting. Trustee Seligson 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 278 claims & 265 checks in the amount of \$2,559,774. Trustee Rosenblum seconded the motion, all in favor:

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

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

- NYS Water Project Funding – The Manager will attend a workshop on February 16<sup>th</sup> on NYS Water Grants that will be available to municipalities.
- Water Demand Management. 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.
- 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 moving forward on this upgrade.
- Auditors – The Business Director reported that the auditors have almost completed their audit. The Business Director reviewed the preliminary financials with the Board members.
- Officially appoint Guy Parisi as WJWW General Counsel. Trustee Rosenblum made a motion to appoint Guy Parisi as WJWW General Counsel for \$50,000/year. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”
- Trustee Rosenblum made a motion to approve the Officers of the Board: Norman Rosenblum, Chairperson; Nancy Seligson, Vice Chairperson and Ron Belmont at Clerk/Treasurer. Trustee Belmont 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 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
    - Replaced 6” fire line valve and abandoned the 2” water main that was connected to it at 805 Mamaroneck Ave.
    - Replaced curb stop at 621 Halstead Ave.
    - Replaced lead service connection at 313 Stanley Ave.

- TOM
  - Completed installation of 845' of new 8" ductile iron water main (including taps & service connections) on Bonnie Way and Briar Close to replace A/C water main. New water main has been activated and temporary water services have been removed.
  - Repaired curb valve at 6 Ridgeway Rd.
  - Replaced lead service connection at 139 N. Chatsworth Ave.
- TOH
  - Repaired/replaced/retapped service connection leak at 141 Park Ave.
  - Repaired 8" water main break near 2 Ironwood La.
  - Installed 1" taps and service connections for 164-166-168-170 Underhill Ave.
  - Replaced two (2) 2" control valves and installed 2" blow off at Bradford Pl.
  - Replaced 1.5" curb stop at 8 Cayuga.
  - Repaired 2" water main near 624 Anderson Hill Rd.

c. Improvements to Storage Tanks and Distribution Lines:

- The annual tank inspections report was 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 +/-) was completed late-January.
- Meter reading for VOM (4,000 +/-) began February 1<sup>st</sup>.
- Meter reading for VOM (4,000 +/-) expected to be completed mid-February.
- Next meter reads for TOM (3,000 +/-) will be late-February.
- Meters replaced since late Feb '16 to allow for drive-by meter reads
  - VOM        155        (Total 75% Drive-by)
  - TOM        694        (Total 98% Drive-by)
  - TOH        917        (Total 91% Drive-by)
  - TOTAL    1,766
- TOM meter replacement: a \$100 fee will be charged walk-ons - 16 remaining meters to be replaced due to lack of customer response.
- TOH Meter Replacement Program is nearly completed:
  - Purchase: 21 accounts remain to be replaced.
  - West Harrison: 88 accounts remain to be replaced.
  - Downtown: 249 accounts remain to be replaced.
- 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:
  - a. Residential Properties:
    - 1,846 of a total of 12,952 residential properties (classified 1/2/3 family) have BPD's on file: 14% in compliance.
    - 1,846 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.
  - b. Commercial/Industrial/Institutional Properties:
    - 307 of a total of 823 properties classified as industrial/commercial/institutional have BPD's on file: 37% in compliance.
    - 332 of a total of 823 properties classified as industrial/commercial/institutional without BPD's on file have responded to WJWW letters requesting compliance: 40% in process of complying.
    - 230 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: 27% not in compliance.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
  - Emergency standby generators – (3) 500 KW units are installed and running.
  - Site work is being completed.
  - The Business Director is currently in the process of requesting reimbursement from NYS.
- Emergency Back Up Mobile Chlorinator:
  - D&B has submitted revised plans per WCDOH. Approval is expected shortly.
  - New gas chlorinator equipment has been delivered and installation has begun.
- 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.
  - Pre-fab Kenilworth Pump Station is part of operations scheme and fully functional.
  - WJWW is moving towards 100% UV treated water to all customers, reached mid-80% range at times during early-January.
- New 16" Water Transmission Line
  - Plans and specs. are completed and nearing WCDOH approval.
  - NYSDOH comments are currently being addressed by GHD.
- New Macy Rd-Osborne Rd. Pump Station:
  - Engineering work is progressing by HDR/D&B.

b. 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. Initial meeting held with engineer and representatives of the University to discuss details, including the need for hydraulic modelling.
5. A number of proposed subdivisions in the Town of Harrison.
6. WJWW has informed all the above that hydraulic modelling is required to determine needed improvements

**Executive Session**

At 5:15 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 5:25 p.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"
Trustee Seligson	"aye"

**Date of Next Meeting**

The Board meeting is scheduled for Tuesday, February 28, 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 5:25 p.m.