

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, January 10, 2017 at 2:30 p.m.

The meeting was called to order at 2:30 p.m. with the following members present:

Present:

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- David Birdsall, Business Director

At 2:30 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 4:15 p.m., Trustee Rosenblum made a motion to leave Executive Session. Trustee Belmont seconded the motion, all in favor:

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

During Executive Session, the Board began initial round of General Counsel interviews.

At 4:20 p.m., the regular Board meeting began.

Approval of Minutes

Trustee Rosenblum made a motion to approve the minutes from the December 27, 2016 Board meeting. Trustee Belmont seconded the motion, all in favor:

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

The Business Director reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Seligson made a motion to approve the 135 claims & 130 checks in the amount of \$2,652,930. Trustee Rosenblum seconded the motion, all in favor:

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

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

- D&B submitted a proposal for hydraulic modelling for Sheldrake Lofts. WJWW will sign the agreement and we will be reimbursed for the cost by the developer. Trustee Rosenblum accepted the proposal for a not to exceed fee of \$6,000. Trustee Seligson seconded the motion, all in favor:

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

- On-line payments – technical information has been provided to Sterling National Bank. Anticipate on-line payments will be ready by late-February/early-March.
- The Business Director reviewed the accounts receivables balances over 60 days with the Board.

Operations Status Reports

The Business Director 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
 - Repaired a service connection leak at 407 Orienta Ave.
 - Installed 6" tees and 6" valve clusters at Grove St. and Wood St. and Grove St. and Hampshire Rd.
 - Installed 6" ductile iron pipe at 1017 Grove St.
 - TOM
 - Repaired 4" water main leak on Well House Close.
 - Installed a new 8" tee and valve cluster on Bonnie Way and Weaver St.
 - Began replacement of 845' of A/C water main with 8" ductile iron pipe on Bonnie Way/Briar Close.
 - TOH
 - Replaced/repaired leaking curb box at 137 Lincoln Ave.
- c. Improvements to Storage Tanks and Distribution Lines:
 - The annual tank inspections have been completed and the report is currently being reviewed.
- d. Meter Reading and Billing Status:
 - Meter reading for TOH (7,000 +/-) began January 3rd.
 - Billing for TOH (7,000 +/-) expected to be completed by mid-January.
 - Next meter reads for TOM (3,000 +/-) will be late-January and billing will be done monthly moving forward.
 - Meters replaced since late Feb '16 to allow for drive-by meter reads
 - VOM 143 (Total 75% Drive-by)
 - TOM 691 (Total 98% Drive-by)
 - TOH 732 (Total 88% Drive-by)
 - TOTAL 1,566

- TOM meter replacement: a \$100 fee will be charged walk-ons - 16 remaining meters to be replaced. Unable to make remaining 16 appointments due to lack of customer response.
- TOH:
 - Purchase-Meter Replacement Action Plan is in progress. - Approx. 26 (3%) out of 980 Purchase accounts remain to be replaced at this time with 0 appointments scheduled.
- Town of Harrison – West Harrison – meter replacement program in progress. Approx. 126 (8%) out of 1,549 West Harrison accounts are remaining to be replaced at this time with 24 appointments scheduled.
- Town of Harrison – Downtown – meter replacement program has been initiated with 637 residents being sent letters requesting that they schedule meter change appointments. There are now 372 (10%) out of 3,688 left to be changed with 51 appointments scheduled.
- Trustee Belmont requested a list of customers that have not responded so he can send out a letter to them.
- 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: 14,655
 - Problem Read Count:
 - April 2016: 1,054 (7%)
 - Dec. 2016: 602 (4%)
 - % Resolution since April: 42%
- WJWW's Backflow Prevention Program:
 - Residential Properties:
 - 1,815 of a total of 12,950 residential properties (classified 1/2/3 family) have BPD's on file: 14% in compliance.
 - 1,815 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.
 - Commercial/Industrial/Institutional Properties:
 - 296 of a total of 823 properties classified as industrial/commercial/institutional have BPD's on file: 36% in compliance.
 - 125 of a total of 823 properties classified as industrial/commercial/institutional without BPD's on file have responded to WJWW letters requesting compliance: 15% in process of complying.
 - 402 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: 49% not in compliance.

e. Improvements to Pump Stations

- Rye Lake Pump Station:
 - Emergency standby generators – (3) 500 KW units are in place
 - Site and electrical work is nearly completed.
 - Generators have been started up.
 - Preparing to move the portable generator from Rye Lake to the Kenilworth Pump Station when the standby generators are up and running.
 - The Business Director will need to prepare paperwork to send to NYS in order for WJWW to be reimbursed.
- Emergency Back Up Mobile Chlorinator:
 - D&B has submitted a letter to WCDOH responding to their comments along with an Engineering Report.
- Park Lane Booster Pump:
 - H2M is in the process of responding to WCDOH comments.

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.
 - Kenilworth Pump Station has been activated and integration into WJWW's operational scheme is currently in progress.
 - With the activation of the Kenilworth Pump Station, WJWW now has a key component to begin the process of providing 100% UV treated water to all customers during the non-irrigation season.
- New 16" Water Transmission Line
 - Basis of Design Report/Application has been completed and submitted to NYSDOH and WCDOH – awaiting their comments/approvals.
- New Macy Rd-Osborne Rd. Pump Station:
 - Engineering work is progressing.

b. Town of Greenburgh

- TOG and WJWW engineers are evaluating alternative layouts regarding joint/shared facility at Shaft 20 of the Delaware Aqueduct.
- TOG is moving on it's Rumbrook Catskill Pump Station and pipeline to Shaft 20 of Delaware Aqueduct, asked if WJWW is interested in participation, however, WJWW's position is that it cannot make a decision at this time while the source intake option is being chosen (i.e. Shaft 20 vs. Rye Lake)
- Awaiting a response from TOG on the status of project.

c. Suez/United Water:

- WJWW is awaiting Suez's response to participating in an alternate solution to the Shaft 20 connection and related 7-mile pipeline.

d. Five (5) 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.
5. A number of proposed subdivisions in the Town of Harrison.
6. WJWW has informed all the above that:
 - WJWW has sufficient water to meet the requested demand only during non-irrigation months.
 - Currently, existing summer demand is at the limit of WJWW's hydraulic pumping capacity and disinfection contact time, therefore their requests cannot be accommodated.
 - WJWW's Shaft 22 capacity cannot be increased since the pipe size of the 30 inch line is fixed, therefore, no additional water can be drawn through that source. It would need to come from the Rye Lake source.
 - WJWW's Rye Lake withdrawal, disinfection and contact time capacity are currently at their limits.
 - Rye Lake's capacity could be increased with larger pumps with NYCDEP approval, however, disinfection contact time could only be met with the use of UV treatment with chlorination. These expenses would only be reasonable if WCDOH and NYSDOH allowed continued limited summer use of Rye Lake water.
 - Preliminary meeting and discussions have been held with WCDOH and they understand the existing limitation and WJWW's position.
 - A meeting was held on December 12th with Westchester county Dept. of Public Works and Transportation which oversee the airport to discuss WJWW's future needs.
 - WJWW is discussing next steps internally.
 - Follow-up meetings to be scheduled with the various parties.

Date of Next Meeting

The Board meeting is scheduled for Thursday, January 26, 2017, 12:00 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 4:50 p.m.