

## **WESTCHESTER JOINT WATER WORKS**

### **Board of Trustees Meeting**

**Tuesday, October 24, 2017 at 4:00 p.m.**

The meeting was called to order at 4:00 p.m. with the following members present:

#### **Present:**

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Guy Parisi, Esq. WJWW Counsel

#### **Executive Session**

At 4:03 p.m., Trustee Rosenblum made a motion to go into Executive Session for advice of counsel.

Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
-----------------	-------

Trustee Rosenblum	“aye”
-------------------	-------

Trustee Seligson	“aye”
------------------	-------

At 4:54 p.m., Trustee Rosenblum made a motion to end Executive Session and return to the regular Board meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
-----------------	-------

Trustee Rosenblum	“aye”
-------------------	-------

Trustee Seligson	“aye”
------------------	-------

#### **Approval of Minutes**

Trustee Rosenblum made a motion to approve the minutes from the October 10, 2017 Board meeting.

Trustee Seligson seconded the motion, all in favor,

Trustee Belmont	“aye”
-----------------	-------

Trustee Rosenblum	“aye”
-------------------	-------

Trustee Seligson	“aye”
------------------	-------

Trustee Seligson made a motion to approve the minutes from the October 12, 2017 Special Board meeting. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
-----------------	-------

Trustee Rosenblum	“aye”
-------------------	-------

Trustee Seligson	“aye”
------------------	-------

#### **Financial Reports & Approvals**

The Manager and 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 149 claims and 141 checks in the amount of \$649,091. There were no claims for Pilgrim Rd. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	“aye”
-----------------	-------

Trustee Rosenblum	“aye”
-------------------	-------

Trustee Seligson	“aye”
------------------	-------

The Manager and Business Director discussed the operating budget, capital projects and general administration with the Board. They also discussed the following:

- WJWW is working with H2M to update its Emergency Response Plan and Vulnerability Assessment as well as Cybersecurity Assessment – expected to be completed by the end of the year.
- The Business Director handed out a Premium Summary for WJWW’s Insurance Renewal which was prepared by Arthur J. Gallagher Risk Management Services, Inc. (WJWW’s insurance agent). The Manager explained that in order to reduce engineering costs on emergency repairs, WJWW’s future engineering needs will be done in-house, so there may be a need to increase Public Officials/Employment Practices Liability. After review and discussion, Trustee Seligson made a motion to approve Arthur J. Gallagher’s Proposed Renewal Program for \$190,745 with new proposed carriers. Trustee Rosenblum seconded the motion, all in favor:

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

Trustee Belmont inquired if WJWW’s current insurance carriers were informed about Pilgrim Rd. The Business Director reported that if the mark-out was mismarked, that would fall under WJWW’s general liability insurance.

Trustee Rosenblum inquired on the status of the Con Edison lawsuit. Following up with Mike Ingham (attorney) for update.

- The Fall hydrant flushing began October 23<sup>rd</sup> and is expected to end on November 8<sup>th</sup>. There will be no hydrant flushing Halloween afternoon and evening.
- The Business Director reviewed the accounts past due over 60 days.
- The Town of Harrison Tax Levy was distributed to the Board. Trustee Rosenblum made a motion to approve the TOH Tax Levy as presented. Trustee Seligson seconded the motion, all in favor:

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

### **Operations Status Reports**

The Business Director presented the following operational information:

Water Production Report as of September 30th:

- 2017 YTD Total Water Production
  - YTD Sept. ‘17: 3,423.3 MG
  - YTD Sept. ‘16: 3,945.6 MG
  - 522.3 MG decrease
  - 13% less than 2016 YTD
- YTD Breakdown of Total Water Use

<u>Source</u>	<u>2016</u>	<u>2017</u>
Rye Lake	1,908.5 MG	1,466.0 MG
Shaft 22	<u>2,037.1 MG</u>	<u>1,957.3 MG</u>
Total	3,945.6 MG	3,423.3 MG

Use of: Rye Lake: YTD 2016 = 48%  
Rye Lake: YTD 2017 = 43%  
Change = -6%

- Month of Sept.:

<u>Source</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Rye Lake	274.3 MG	284.7 MG	285.4 MG
Shaft 22	303.2 MG	254.7 MG	184.8 MG
Total	577.5 MG	539.4 MG	470.2 MG

% of Total			
Rye Lake	47.5%	52.8%	60.7%

The Board requested that the Water Production Report be updated on a quarterly basis moving forward.

Water Line Repairs:

- VOM/Greenhaven
  - Removed and plugged old corp. at 414 Union Ave.
  - Replaced service connection at 25 Hilltop Pl.
  - Repaired curb valve at 1325 Stoneybrook Ave.
  - Repaired 6" water main at 1 Walden Ln.
  - Repaired curb valve at 12 Breevort Ln.
  - Repaired curb valve at 1422 Sunnyside Ave.
  - Repaired curb valve at 1604 Mamaroneck Ave.
  - Repaired service connection at 538 Third St.
  - Repaired curb valve at 606 Third St.
- TOM
  - Repaired water main break, lead service connection replacement and retap to 1" at 30 Greystone Rd.
  - Repaired water main break, replaced lead service connection and retap 1" corp. at 86 Valley Rd.
    - Repaired service connection and curb valve at 288 Murray Ave.
    - Repaired curb valve at 4 Cabot Rd.
- TOH
  - Installed service connections for 194-198 Anderson Hill Rd. Relocated fire hydrant #3652 which was a comingled fire and domestic water line off hydrant #3652.
  - Repaired 6" water main break on 62 Hyatt Ave.
  - Repaired service connection at 56 Hyatt Ave.
  - Service connection replacement at 45 Rigene Rd.
  - Repaired massive 24" water main break on North St. and Kenilworth Rd – rerouting of water without significant consequences.
  - Installing a 1 1/2 tap and running service lines and installing curb box valve at new subdivision at 590 Harrison Ave.

#### Improvements to Storage Tanks and Distribution Lines:

- WJWW and H2M are evaluating options and timing for a new tank at Kenilworth site that will allow WJWW to store more water.
- Winged Foot Tank:
  - WJWW staff are working with H2M to determine the scope and timing of the Winged Foot tank rehab – WJWW has asked for H2M to prepare updated engineering proposal.
  - WJWW is discussing the coordination of work with WFGC on the planned maintenance facility construction and the 2020 US Open.The Manager reported that he is currently re-evaluating the prioritization of WJWW projects.
- Flagler Dr.:
  - WJWW authorized it as a local capital project at an estimated cost of \$3.3 million on May 24, 2017.
  - VOM Board approved local capital project (\$3.3 million) on October 23, 2017.
- Cooper Pl.
  - Received WCDOH approval for construction for the replacement of 1 ½” water main.
  - Houses #4 and #5 are on temporary water.
  - Valve clusters have been installed, fire hydrant #3018 has been relocated at the intersection of Fenimore Rd. and Cooper Pl.
  - Work is approximately 50% complete.

#### Meter Readings, Billings and Replacements:

- Meter reads for TOM (3,000 +/-) to begin October 25th.
- Meter reading and billing for TOH (7,000+/-) are completed.
- Status drive-by meter reads:
  - VOM: 93% Drive-by
  - TOM: 99% Drive-by
  - TOH: 99% Drive-by
  - Currently there are 26 appointments for changing meters.
- VOM meter replacement:
  - Approximately 307 old meters to be replaced by early-December in the following sections:
    1. Harbor Heights & Washingtonville
    2. Orienta & Palmer/Heathcote
    3. Rye Neck & Greenhaven
- Meter replacement: a \$100 fee will be charged for walk-on meter reads – now for TOM; end of 2017 for VOM & TOH.
- Continuing to work on solving problem reads with zero, low and estimated reads:
  - Total Accounts: 14,658
  - Potential Problem Read Count:  
September 2017: 643 (4.4%)
- Monthly reading for all districts in the three (3) member municipalities expected to begin January 2018.

- All seasonal accounts have been turned off.
- WJWW's Backflow Prevention Program:
  - Status of BPD.
  - Refining overall program. The Manager explained that WJWW needs to continue to focus on commercial/industrial/institutional properties and identify level of hazards.

#### Improvements to Pump Stations

- Rye Lake Pump Station
  - New gas chlorinator – Work is almost completed. Hazen & Sawyer will submit as-builts for WCDOH completed work certification.
  - Approval from WCDOH of SITES revised submittal related to the replacement of old/undersized Pump #1 from 3.5 MGD to 5.5 MGD to match other 4 pumps which are each 5.5 MGD expected shortly.
- Emergency Back Up Mobile Chlorinator:
  - Bid documents and specifications completed. The Bid Notice will be advertised October 25<sup>th</sup> and bids are due November 15, 2017.
- Larchmont-Weaver Street Plant Upgrade/Improvements:
  - D&B has finalized the BODR.
  - D&B now working on detailed design.
  - NYS IMG Water Grant application – project did not receive grant award from this round of the program.
- Park Lane Booster Pump:
  - WCDOH has approved H2M's updated plans related to Option A (smaller pump upgrade).
  - Work is 75% complete – electrical work is pending.
- WJWW Maintenance Garage:
  - Repair and upgrade of electrical service – currently waiting for Con Edison to switch over to new service and remove old transformers.

#### **UV Alternative to Rye Lake Source Status**

The Manager and Business Director presented the following operational information:

- Pre-fab Kenilworth Pump Station is now operational and helping WJWW maximize use of UV treated water. Work is complete and the final walk-through is scheduled.
- New 16" Water Transmission Line:
  - Bid has been awarded to ELQ Industries.
  - Construction is expected to begin mid-late November, 2017.
  - Project was not awarded a grant from the current round of NYS WIIA Grant program, should be eligible next round.
- New Macy Rd. Osborne Rd. Pump Station:
  - Preliminary engineering by HDR is progressing.
- Woodard & Curran – SCADA:
  - Work has begun on Stratton Rd. SCADA improvements that will allow for an increase in water supply to help in meeting the peak demand.
  - SCADA monitoring is expecting to be operational mid-November.

- WJWW-Westchester County Airport:
  - WJWW is awaiting a response from Westchester County on the possibility of the use of 4-5 acres of airport property for future water facilities.
  - WJWW continues to indicate the desire to have airport land set aside for future water facilities: airport need for a pump station or water tank, WJWW filter plant, if needed.
  - HDR: meeting was held with WJWW staff and HDR to progress feasibility analysis for a UV plant at WJWW's existing Purchase Booster Station. HDR working on BODR.
- Rye Lake Turbidity Curtain/Boom
  - Hazen & Sawyer is coordinating with NYCDEP and contractor on the installation of permanent turbidity curtain and boom system.

### **Miscellaneous:**

The Manager advised the Board that he is currently reviewing the WJWW Rules and Regulations and inquired if the Board of Trustees needs to approve changes and/or revisions. WJWW Counsel will look into WJWW By-Laws and report back to the Board and Manager.

The Manager is currently working on:

- Projects associated with Court Order;
- Critical Infrastructure and
- Redundancy/Water Quality

Trustee Seligson inquired again about the status of a table listing all planned WJWW Capital projects and costs associated with them. The Manager is preparing an update.

### **Date of Next Meeting**

The next Board of Trustees meeting is scheduled for Tuesday, November 14, 2017 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 5:30 p.m.