

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

The meeting was called to order at 4:14 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

Approval of Minutes

Trustee Rosenblum made a motion to accept the minutes as presented for the October 24, 2017 Board meeting and the November 8, 2017 Special Board meeting. Trustee Seligson seconded the motion, all in favor:

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

Financial Reports and Approvals

The Business Director reviewed the bank balances and claims with the Board members.

Trustee Seligson inquired as to why the number of claims to be approved was so high. The Business Director explained that vendors have been behind in submitting invoices for payment and that WJWW staff have been and continue to follow-up with vendors to make sure current year invoices are submitted on a timely basis prior to end of the year.

Trustee Seligson inquired about claims related to soil/debris removal. The Business Director reported that excess soil/debris from WJWW repair projects is generally taken directly from the work site to a disposal site by the WJWW contractor and incorporated into the invoice for the repair work. At times, due to larger scale projects and high numbers of repairs, the contractor may sometimes stockpile the soil/debris at WJWW's maintenance yard and remove it for disposal at a later time resulting in a separate invoice.

Trustee Rosenblum inquired as to who owns the soil/debris – WJWW or the member municipality? WJWW Counsel responded that WJWW has to remove the soil/debris, however, whoever physically owns the land is responsible, which would be the member municipality.

Trustee Seligson inquired as to whether Orienta Beach Club has been billed for the work that was necessary to repair the WJWW asbestos water main that was broken by their contractor. The Business Director and WJWW's consulting engineer are reviewing the costs associated with the repair work and will then create an invoice to be reviewed by WJWW Counsel before it is sent.

Trustee Seligson made a motion to approve the 234 claims in the amount of \$899,384 minus the claims for Pilgrim Road. Trustee Rosenblum seconded the motion, all in favor:

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

The Business Director also reviewed/discussed the following:

- WJWW financial summary to date relative to budget and prior years.
- Hydrant flushing has been completed. Almost no customer complaints due to improved communications with customers and better control of flushing schedule.
- H2M is progressing with the update of the Emergency Response Plan and Vulnerability Assessment – needs to be finalized by the end of the year.
- Customer accounts overdue 60 days or more.

Old Business

The Manager reported on the following:

- Flagler Road Project Update:
 - Revised plans are 95% complete and will be submitted to WCDOH for approval.
 - ELQ to complete 1,800' of the 16" water main extension during Winter 2017/2018 due to urgency for fire protection.
 - The remaining 3,000' will be done during the Fall/Winter 2018 (no work will be done during the Summer).
- Macy Road Project Update:
 - Meeting was held with TOH Board to discuss project.
 - Pre-construction meeting is scheduled for November 21st with Gannett Fleming and ELQ.
 - December 1st – project is scheduled to begin.
- Winged Foot Tank Rehab:
 - Meeting scheduled on November 16th to discuss time of rehab project and US Open.
- Advanced Metering Infrastructure (AMI) Project Update:
 - WJWW will be meeting with staff from Scarsdale, Larchmont and Yorktown Water Depts. to discuss their experience with their AMI systems. After the meetings, WJWW will make a decision as to which AMI system best fits its needs and develop an implementation plan. AMI will allow WJWW to move from vehicle based meter reads to a system that will allow for the central collection of remote meter reads on a near real time basis. Aside from improving the efficiency of meter reading, AMI will allow for quicker detection of potential water leaks and help facilitate the move to monthly billing. NYCDEP Water Demand Management Program will likely provide financial assistance for this initiative.
 - NYCDEP Water Demand Management Program – met with NYCDEP to discuss our initiatives to better manage water consumption and reduce water loss due to leaks. NYCDEP has allocated \$2.3 M to WJWW – these funds would primarily be used for the AMI initiative with any residual going toward SCADA system improvements and other leak detection methodologies. WJWW is reviewing agreement documents.
- Westchester County Airport Future Water Needs and Facility Siting Update:
 - Need to schedule a meeting with the new DPW staff in January 2018.
 - WJWW needs to confirm assumptions regarding pumping capacity, storage, fire protection and contact time requirements.

- UV facility at airport or at Purchase Booster Station to reduce the need for contact time – WJWW will use less chlorine and have more water available during peak hourly demand and for fire protection.
- Manager to meet with NYSDOH before December 1st to discuss planned projects to address consent order.
- Cross-Connection Control Program Update:
 - A staff meeting is scheduled to review the current program and application process.

Manager's Report

- 2017 YTD Total Water Production Report:
 - Through October total water production is 3.8 billion gallons, 4% (200 MG) less than budget and 13% less than 2016 (550 MG).
- Meter replacement program is nearing completion, approximately 350 meters remain to be replaced.
- Capital Projects Update:
 - The Manager reviewed the Capital Projects Spreadsheet with the Board.

New Business

Nothing to report at this time.

Executive Session

At 5:12 p.m., Trustee Rosenblum made a motion to go into Executive Session to further discuss Union negotiations, personnel issues and legal/regulatory matters. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

At 5:50 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"

During Executive Session Trustee Rosenblum made a motion to hire Nicholas Santoro to the position of Engineering Technician (Civil) at a salary to be determined. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

Date of Next Meeting

The next regular Board of Trustees meeting is scheduled for Tuesday, November 28, 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 5:51 p.m.