

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, January 23, 2018 at 4:00 p.m.

The meeting was called to order at 4:07 p.m. with the following members present:

Present:

- Trustees Ron Belmont, Thomas Murphy and Nancy Seligson
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Terry O'Neill, Chief Water Treatment Pl. Op. IB
- Guy Parisi, Esq. WJWW Counsel

Approval of Minutes

Trustee Murphy made a motion to accept the minutes as presented for the January 9, 2018 Board meeting.

Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Murphy	"aye"
Trustee Seligson	"aye"

Trustee Murphy made a motion to accept the Amended 2018 WJWW Water Distribution System Materials Bid Sheet, (footnote) "Item Submitted Does Not Meet Specifications". Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Murphy	"aye"
Trustee Seligson	"aye"

Financial Reports and Approvals

- Bank Balances:
 - The Business Director reviewed and discussed the bank balances and claims with the Board members.
- Approval of Claims: Trustee Belmont made a motion to approve the 112 claims in the amount of \$864,816. Trustee Murphy seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Murphy	"aye"
Trustee Seligson	"aye"
- General Administration:
 - The Business Director confirmed that WJWW did not receive a grant for the proposed \$3.3 million upgrade to the Larchmont Plant.
 - The Manager discussed Capital Projects and would like to defer the Larchmont Plant upgrade in favor of a higher priority storage tank project. Will discuss in greater detail under Manager's Report.

Old Business

The Manager reported on the following:

- Flagler Drive Project Update:
 - WCDOH approval of plans expected by end of month.
 - Causeway/loop will be connected to the Bay Head spur and by doing so, Flagler Dr. will no longer be under fire watch.
- Macy Road Project Update:
 - No night work is going on at this point. However, night work will begin again in approximately 1-2 weeks. Customers will be notified. Night work takes place from 6:00 p.m. to 2:00 a.m.
 - Revised traffic patterns were created near the Rye Racquet Club to accommodate customers.
 - There will be one lane on Barry Ave. beginning January 24th as ELQ will begin saw cutting the road to install the 16" water main. Signs have been posted.
- Advanced Metering Infrastructure (AMI) Project Update:
 - WJWW is awaiting a proposal from Neptune, a proposal from Sensus has already been received.

Manager's Report

- System production capacity versus demand and storage capacity needs:
 - The Manager reported that during irrigation season, the Larchmont Plant operates at maximum capacity.
 - H2M has recommended replacing the 80 year old Kenilworth tank due to its poor condition and limited capacity. Currently WJWW Plant Operators, through use of PRV valves, are able to balance out system demands, but there is a critical need for additional water storage capacity.
 - The Manager is requesting that the proposed upgrade of the Larchmont Plant for \$3.3 million be deferred and the funding be reallocated for a new 2 million gallon water storage tank at Kenilworth at a cost of approximately \$3 million.
 - Two PRVs will be required in addition to the already approved Purchase St. PRV which relate to the new 16" water transmission main N. Barry Ave./Macy Rd.
 - An additional consideration, that will be discussed in greater detail at the next meeting, the installation of a UV treatment facility in the vicinity of the Purchase tanks. This is a treatment enhancement that will be required regardless of the long term compliance option pursued by WJWW.

- Staff training needs:
 - EAP (Employee Assistance Program) has already given a workshop for supervisors to all WJWW staff that have a Civil Service title that includes supervision.
 - The Manager received a proposal from Peter McDonough for OSHA 10 Hour Training for WJWW staff. Terry O'Neill and Frank Arcara worked with Peter McDonough to develop comprehensive safety courses for staff. That will address personal protective equipment and a variety of other safety topics.
 - Sexual Harassment – WJWW is working with Tom McDonough from Jackson Lewis to prepare a training workshop for WJWW employees and to update WJWW's Sexual Harassment Policy.

New Business

- H2M submitted a proposal for a Basis of Design Report for the Replacement of the Kenilworth Storage Tank. Trustee Murphy made a motion to accept the proposal for \$17,500. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”
- A proposal was submitted by Peter T. McDonough, MS, On-Site Safety Training, for two (2) OSHA 10 hour Construction Health & Safety courses for WJWW employees for \$7,500. Trustee Belmont made a motion to accept the proposal. Trustee Murphy seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”

Executive Session

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

Trustee Belmont	“aye”
Trustee Murphy	“aye”
Trustee Seligson	“aye”

At 5:20 p.m., Trustee Murphy 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 Murphy	“aye”
Trustee Seligson	“aye”

During Executive Session the Board discussed the appeal of a FOIL request that was sent to Guy Parisi, as the Appeals Officer. Counsel reported that he is not the Appeals Officer, the Chairperson of WJWW Board of Trustees is. Guy Parisi will respond to the requestor and inform that person to direct their appeal to the WJWW Chairperson who is the FOIL Appeals Officer.

Date of Next Meeting

The next regular Board of Trustees meeting is scheduled for Tuesday, February 27, 2018 at 4:00 p.m.

With no further business to discuss, Trustee Murphy made a motion to adjourn the meeting. Trustee Belmont seconded the motion, all in favor: "aye". The meeting adjourned at 5:25 p.m.