

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, May 26, 2020 at 3:30 p.m.**

The meeting was called to order at 3:31 p.m. with the following members present (via video conference):

**Present:**

- Trustees: Ron Belmont, Tom Murphy, Nancy Seligson
- Lori Lee Dickson, General Counsel
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Terrence O'Neill, General Superintendent
- Frank Arcara, Chief Water Treatment Plant Operator 1-B

**Approval of Minutes**

Trustee Murphy made a motion to approve the minutes of the May 12, 2020 Board Meeting. Trustee Belmont seconded the motion, all in favor:

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

**Financial Reports and Approvals**

The Business Director reviewed bank balances and presented claims to the Board highlighting significant items, among them: Various repairs to distribution system, payroll costs and engineering fees related to several projects.

Approval of Claims: Trustee Belmont made a motion to approve 96 claims totaling \$691,103. Trustee Murphy seconded the motion, all in favor:

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

**General Administration:**

- Fenimore & Hoyt (VOM): The General Superintendent explained to the Board that although this project has been very challenging and complicated in nature, it is now complete. The repair/replacement of sections of watermain and appurtenances that run along Fenimore to Hoyt was necessary due to significant deterioration, which had resulted in numerous leaks and failures.
- Rye Lake Distribution System Modifications (Project A-1363): The Business Director requested that the Board approve the amended construction costs for this Joint Capital project (A-1363). The adjustment of \$150,000 to the cost of the project, revised from \$500,000 to \$650,000, is primarily

the result of the extensive dewatering that was ultimately required at the site which involved specialized equipment and processes to facilitate work and to properly filter water runoff to the reservoir. Additional work was also required to accommodate future process changes planned at the site. Trustee Murphy made a motion to approve the amended construction costs for this Joint Capital project (A-1363) increasing the estimated cost for the project by \$150,000 to \$650,000.

Trustee Belmont seconded the motion, all in favor:

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

- **Emergency/Priority Services Contract:** The Business Director explained that WJWW counsel had circulated a resolution to extend the current Emergency/Priority Services contract with Etre Associates / ELQ Industries, in the not-to-exceed amount of \$500,000, which is due to expire on May 31<sup>st</sup>, 2020. The 60-day extension is requested in light of the ongoing implications of the COVID-19 pandemic and the need to further prioritize public safety in subsequent contract bidding documents. The bid process is expected to be completed within the 60-day timeframe. Trustee Belmont made a motion to approve the proposal to extend the current Emergency/Priority Services contract with Etre Associates / ELQ Industries to July 29, 2020, an additional 60-days. Trustee Murphy seconded the motion, all in favor:

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

- **Level One Assessment / H2M:** The Manager and Chief Water Treatment Plant Operator explained that WJWW would like to secure the support services of H2M Architects and Engineers to perform an independent engineering assessment of WJWW protocols and procedures, as a result of four total coliform positive samples within a one-month period (May, specifically). This scenario triggers a Level One Assessment, which is mandated by the WCDOH. WJWW is taking prudent steps to have an outside engineering firm do the assessment. Trustee Murphy made a motion to secure the support services of H2M Architects and Engineers to perform a third-party Level One assessment and submit a report summarizing findings in the amount of \$6,500.00. Trustee Belmont seconded the motion, all in favor:

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

- **Annual Water Quality Report:** The Business Director explained that WJWW’s Annual Water Quality Report has been approved by WCDOH. Postcard notices will be mailed out to all customers directing them to the report which will be posted on the WJWW website.
- **Rye Lake Filtration Plant:** The Manager reported that Hazen and Sawyer submitted the final Basis of Design Report to WJWW. General Counsel explained that WJWW extended the period for lead agency status consideration, once again. An updated Notice of Intent was sent out last week, informing all Involved agencies of the need to extend the deadline to June 22, 2020. WJWW is optimistic that as Covid-19 restrictions are eased, the process will continue to move forward.

## **Old Business**

The General Superintendent reported to the Board on the following projects:

- Wegman's / TOH: This project is 99% complete. A guardrail and a bypass for the fire service line are expected to be installed.
- 104 Corporate Park Drive / TOH: This project has now been completed and the crane that has been in place at this site is scheduled to be removed.
- Brevoort / Rye: The final blacktop paving has been done and this project is now completed.
- Richardson Lane / TOH: Valves are to be installed at this 5/6 lot subdivision, with no disruption of service to any customers expected.

The Chief Water Treatment Plant Operator reported to the Board on the following projects:

- Lead and Copper Line Testing: On June 1<sup>st</sup>, WJWW will hand out water collection bottles to various residents throughout the three member municipalities to test for lead and copper residuals. These residential sampling sites are the same every year and have been selected as they all have either lead service lines or plumbing with lead solder. Sampling, required by WCDOH, is to take place every three years, at 30 sampling sites. In an effort to be thorough, however, WJWW performs these tests every year, at 84 sampling sites.
- Pressure Regulators: The important task of assessing and servicing pressure regulators throughout the WJWW system has started up once again. Three inspections have been completed in the last week and the remainder of the inspections are to begin on June 3<sup>rd</sup>.

## **Manager's Report**

- Coronavirus COVID-19: The Manager reported that staffing arrangements have remained unchanged since the last Board meeting, but that these arrangements will be relaxed a bit in the coming weeks. The field staff will all report back to work on Monday June 1<sup>st</sup> and will no longer perform their duties as two crews that rotate between reporting to WJWW facilities and working from home. All sensible safety precautions will be adhered to, including wearing masks and gloves, with social distancing being practiced as much as possible. In the cases where more than one person is required to perform a duty, this staff will work consistently with one another and interaction will be kept to a minimum. The Business Manager explained that the office staff will be brought back in gradually, with a few staff members continuing to work remotely. Established safety protocols will continue to be practiced at all times.

## **New Business**

No New Business needed at this time.

**Executive Session**

No Executive Session needed at this time.

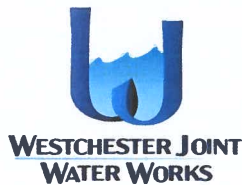
**Date of Next Meeting**

The next Board of Trustees meeting is scheduled for June 9, 2020 at 3:30 p.m.

With no further business to discuss, Trustee Murphy made a motion to adjourn the meeting. Trustee Belmont seconded the motion:

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

The meeting adjourned at 4:09 p.m.



## Westchester Joint Water Works

1625 Mamaroneck Avenue  
Mamaroneck, New York 10543  
www.wjww.com

Telephone: (914) 698-3500  
Fax: (914) 381-4241  
Fax: (914) 381-0349

---

### RESOLUTION

#### 60-DAY EXTENSION OF EMERGENCY/PRIORITY SERVICES CONTRACT

On motion of TRUSTEE Belmont, seconded by TRUSTEE Murphy, the following resolution was adopted by the Board of Trustees of the Westchester Joint Water Works, Mamaroneck, New York:

**WHEREAS**, in connection with that certain "Bid WJWW Emergency/Priority Services Contract 2016EPSC", Westchester Joint Water Works (WJWW) entered into a contract with Etre Associates, Ltd. ("ETRE"), 567 Fifth Avenue, New Rochelle, NY 10801, to provide services detailed in the bid documents for a two year period to expire May 31, 2018, which term was extended as provided for in the contract to May 31, 2020 by WJWW's exercise of the option with written acknowledgement of ETRE; and

**WHEREAS**, in light of the ongoing implications of the COVID-19 pandemic and the need to further prioritize public safety in subsequent contract bidding documents, WJWW has obtained ETRE's acknowledgement and agreement for a 60-day extension on the same terms and conditions in the original contract to permit time for revisions to the bidding package.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Westchester Joint Water Works hereby authorizes the Manager to execute an agreement to extend the term of "Bid WJWW Emergency/Priority Services Contract 2016EPSC" with Etre Associates, Ltd. for an additional 60-day period to July 29, 2020 on the same terms and conditions as the original contract.

ROLL CALL AYES: Trustee Belmont, Trustee Murphy and Trustee Seligson

NAYS: None

ABSENT: None

DATE: January 28, 2020