

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, February 23, 2021 at 3:30 p.m.**  
**-Revised-**

The meeting was called to order at 3:32 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
- Frank Arcara, Chief Water Treatment Plant Operator 1-B
- Jacqueline Briggs, Assistant Civil Engineer
- Zach Wasp, Junior Civil Engineer

**Approval of Minutes**

Trustee Belmont made a motion to approve the minutes of the February 9, 2021 Board meeting. Trustee Murphy seconded the motion, all in favor:

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

**Financial Reports and Approvals**

The Manager reviewed bank balances and presented claims to the Board highlighting significant items, among them: NYC December 2020 Water Purchases, Distribution System Repairs, Payroll & Related Items, NYSHIP Monthly Health Insurance Premium and SCADA and Operations Assistance Engineering Services.

Approval of Claims: Trustee Murphy made a motion to approve 141 claims totaling \$1,356,134.00. Trustee Belmont seconded the motion, all in favor:

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

**General Administration:**

- Rye Lake Filtration Plant: General Counsel stated that this project is still in a holding pattern because no official decision has been received by the DEC regarding the challenge to the Lead Agency status. The decision is expected soon, as additional information had been requested by and submitted to DEC by WJWW Special Counsel, as previously reported. General Counsel hopes to have a definitive answer at the next Board meeting. In terms of the draft Scope, WJWW’s qualified and expert consultants are continuing to conduct environmental reviews, investigations and site work, to make sure it’s ready to go when appropriate. Counsel reminded the Board that this consulting work is a necessary regardless of who is determined to be Lead Agency. Also, a proposal from the architectural firm, Nexus Creative Consulting Services, will be circulated to the Board for consideration at the next meeting.

## **Old Business**

- Rye Lake Pump Station: The Chief Water Treatment Plant Operator explained to the Board that on Friday, February 19, 2021, at approximately 6:15 p.m., he received a call from WJWW staff who informed him that the emergency generators at the Rye Lake Pump Station came on but that there was no emergency power to the pump station. Suspecting that the issue was related to a switch gear not engaging, WJWW staff immediately notified Lanza Electric and Huntington Power to come on-site and to transfer the switch manually.

The Chief Water Treatment Plant Operator explained that the emergency power switched over because there was a brown-out, meaning that there was not a total power outage, just diminished power. This brown-out was contained to WJWW property only and was due to an on-site issue. Upon further investigation by the team, it was determined that the disruption to power was the result of a short on the buss bar, which is a copper bar that runs through the exterior wall between the main power source and the generator. The buss bar will have to be replaced by General Electric and inquiries are currently being made as to the timing of this replacement. To fully diagnose the issue, the emergency generators will be safely shutdown at the appropriate time.

A temporary solution to bypass the buss bar which included running overland electrical connections and back feeding the pumps, has been successful. At this time all systems are running and it is expected that the bus bar will be replaced in approximately two weeks. The Manager mentioned that this event was the result of a freak accident, which could not have been anticipated and was not related to any other work expected to be done, ultimately, at this site. He also explained that the rental of the generator is approximately \$36,000 a month. In terms of service, there was no disruption of service to WJWW customers during this event, thanks to the addition of the Kenilworth Tank, which allowed the Chief Water Treatment Plant Operator to move water up north through WJWW system, to the high service area.

## **Manager's Report**

No Manager's Report needed at this time.

## **New Business**

- SCADA System Security Upgrades Proposal: The Manager introduced Steve Robbins and Tim Maynard of Woodard & Curran, who presented the Board with a proposal to make security upgrades to the WJWW SCADA system. The Trustees expressed concern that the proposal seemed to be an overhaul of the existing SCADA system. Mr. Robbins explained that this proposal was not a replacement of the existing system, but instead involved system modifications that upgrade and enhance elements of the existing system to ensure the appropriate level of cyber security protections are maintained. Mr. Robbins also explained that WJWW has been speaking with Woodard & Curran about these upgrades for some time and that they are not in response to any particular threat, but are necessary in order to stay current with hardware and software protection needs.

The proposal includes updates to computers and related software that will allow for continued secure, remote access to the SCADA system for both WJWW operators and Woodard & Curran technicians and to ensure that data management is kept up to current standards. It was suggested that the proposal be reworked to better prioritize its elements and include a phased approach (with a 1-year to 3-year outlook) to distribute the financial impact of the upgrades. Mr. Robbins indicated that Woodard & Curran will rework the proposal and assured the Board that the WJWW system is currently secure and that the proposed upgrades will ensure that the system remains secure in the future.

- Howard Avenue / VOM : The Chief Water Treatment Plant Operator I-B reminded the Board that WJWW and ConEd were recently renewing water and gas lines at this location. Despite WJWW staff meeting with ConEd representatives on-site several times, ConEd mistakenly installed their gas line on the wrong side of the road, infringing on WJWW water line. Work to correct this error will add approximately \$30,000 to this local VOM project. The Chief Water Treatment Plant Operator would like better communication with the municipalities and suggests that WJWW be informed of any road opening permits being issued by the municipalities in the future, especially those related to ConEd projects.
- Westchester Avenue Wholesale Meter / Pressure Regulator Vault: A Joint Capital Project (A-1367) in the Town/Village of Harrison to install a Pressure Reducing Valve (PRV) and metering unit vault at the interconnection location at Westchester Avenue (TVOH) with an estimated total cost of \$250,000 (inclusive of subsurface investigations, construction, engineering, oversight and regulatory filings), was presented to the Board for approval. It was noted that this total cost, is actually \$200,000 less than what was initially estimated. This project is part of larger plan to comply with New York City's Demand Management Program and will improve WJWW operations. Trustee Belmont made a motion to approve the Joint Capital Project (A-1367) at an estimated total cost of \$250,000 to install a Pressure Reducing Valve (PRV) and metering unit vault at this interconnection location. Trustee Murphy seconded the motion, all in favor:

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

### **Executive Session**

At 4:25 p.m., Trustee Murphy made a motion to go into Executive Session for advice of counsel and to discuss qualifications and matters of personnel related to disciplinary charges. Trustee Belmont seconded the motion, all in favor:

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

At 4:42 p.m., Trustee Murphy made a motion to leave Executive Session and return to the regular Board meeting. Trustee Belmont seconded the motion, all in favor:

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

### **Date of Next Meeting**

The next Board of Trustees meeting is scheduled for March 9, 2021 at 3:30 p.m.

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

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

The meeting adjourned at 4:44 p.m.