

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, March 23, 2021 at 3:30 p.m.

The meeting was called to order at 3:34 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
- Frank Arcara, General Superintendent
- Jacqueline Briggs, Assistant Civil Engineer
- Zach Wasp, Junior Civil Engineer

Approval of Minutes

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

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

Financial Reports and Approvals

David Birdsall, Business Director, reviewed bank balances and presented claims to the Board highlighting significant items, among them: Payroll Related Items, NYSHIP Monthly Health Insurance Premium, K-Crete Fill for Road Repairs, Police Traffic Control, February Electricity Charges, 2020 Year-End Audit, Water Treatment Chemicals, Engineering Services, Third Party Water Billing and Lab Services Bacteriological Testing.

Approval of Claims: Trustee Belmont made a motion to approve 94 claims totaling \$409,957.00. Trustee Murphy seconded the motion, all in favor:

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

General Administration:

- Grounds Maintenance Contract Extension: David Birdsall, Business Director, presented for the Board’s consideration, a one-year extension of the current Grounds Maintenance contract. Perfection-Plus General Maintenance Contractors has agreed to extend its services for an additional year based upon last year’s pricing of \$12,400. The work involves lawn maintenance, gardening and minor brush removal at all WJWW facilities. Trustee Belmont made a motion to approve the one-year extension of the current Grounds Maintenance contract with Perfection-Plus General Maintenance Contractors in the amount of \$12,400. Trustee Murphy seconded the motion, all in favor:

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

- SCADA System Security Upgrades Proposal: Frank Arcara, General Superintendent, introduced Steve Robbins of Woodard & Curran, who submitted a revised proposal related to SCADA modifications to upgrade and enhance elements of the existing system, in order to ensure the appropriate level of cyber security protections are maintained. The Trustees requested a revised proposal at the February 23rd BOT meeting, in order to better understand the proposed system modifications and to see if there was a way to prioritize elements of the upgrades that would allow for a phased approach (with a 1-year to 3-year outlook). The Trustees commented that the updated proposal was much more understandable and that it highlighted the importance of these upgrades. When asked for his recommendation in terms of need and urgency, Mr. Robbins explained the phased approach focuses on “perimeter” modifications and that then work inward, toward what he called “the big nugget,” referring to internal computer hardware and software upgrades. He stated that in his opinion, three years would be a long time to implement these necessary upgrades. The Trustees agreed that it would be best to consider the original proposal with the one-year approach to complete the upgrades. Trustee Belmont made a motion to approve the original Woodard & Curran SCADA System Upgrades Proposal with the one-year completion plan approach, in the amount of \$159,000. Trustee Murphy seconded the motion, all in favor:

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

Additionally, Mr. Robbins shared that Woodard & Curran are currently working with WJWW staff on a multi-year capital upgrade plan for the SCADA System, as requested by the Board. This work falls under the existing authorization. They hope to present the plan to the Board in the near future.

- Rye Lake Filtration Plant: Trustee Seligson stated that Commissioner Seggos of the NYSDEC sent a notification stating that he has determined that WJWW will be Lead Agency for the SEQRA Process for this project. Lori Lee Dickson, General Counsel, explained that while awaiting the DEC Commissioner’s decision, WJWW’s public relations firm Co-Communications has been developing a microsite dedicated to the educational aspects of this project. General Counsel also shared that the microsite will function as a repository for all necessary notices and documentation related to the ongoing environmental review, which will eventually lead toward the preparation of an Environmental Impact Statement. With the Commissioner’s determination and the site now edited to include a tab with information related to the SEQRA process, the microsite is ready to be shared with the Board and the public.

Representatives from Co-Communications, Caryn McBride, Director of Client Services, Jessica Lyon, Executive Vice President, and Andrew Saginor, Creative Director, were on hand to provide a virtual walk-through of the site through screen-share. They demonstrated how to navigate the website and explained that their goal was to provide the public with factual information about this project in a “clear, understandable and user-friendly” way. The website includes details, such as, why the proposed filtration plant is so important to public health, a timeline of the history of this project, and a “Frequently Asked Questions” page. The public can ask questions and make comments directly through a “Get Involved” tab on the website. Lori Lee Dickson, General Counsel, pointed out that an additional tab dedicated to questions and comments specifically related to the SEQRA process, will be active only during the public comment period. The

microsite will be checked daily for all public questions and comments. The Board was reminded that the site will function as the central repository for information related to this project and that as new information and documents become available, they will be uploaded.

Lori Lee Dickson, General Counsel, explained that now that the DEC Commissioner has handed down a decision regarding lead agency, the Board has the option to adopt the Draft Scope and establish a Public Scoping Session. Once this action is taken by the Board then Co-Communications will send out a prepared Press Release and the microsite will go live. It will be accessible at wjwwfiltration.org or through a link on the WJWW website. The adopted Draft Scope will also be uploaded to the microsite for public review.

Valerie Monastra, Principal Planner with Nelson, Pope and Voorhis, explained that a virtual Public Scoping Session is tentatively scheduled for Tuesday, April 13th at 5:00 p.m., again, pending Board approval. The WJWW consulting team will be in attendance at this Public Scoping Session to provide an overview of the project. A link will be available on the WJWW website for the public to access this Zoom meeting at which time they can make comments. The Public Comment period will also allow for written comments to be submitted by mail and email (at SEQR@wjww.com). The Public Comment period is an important part of the process as it allows the Board and the community at large to share their thoughts and to make suggestions about additional areas to be investigated during this part of the SEQRA phase. Once the Public Comment period is over, on April 23rd and comments are reviewed, Valerie Monastra will be back in front of the Board to share the findings and to offer recommendations for the development of the Final Scope. When completed, the Final Scope will be presented to the Board, acting as lead agency, for adoption.

Trustee Murphy made a motion to approve the Resolution to Adopt the Draft Scope of the Filtration Plant EIS and to Set the Public Scoping Session for Tuesday, April 13th at 5:00 p.m.. Trustee Belmont seconded the motion, all in favor:

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

- UV Facility: Lori Lee Dickson, General Counsel, shared that WJWW is still trying to get this project placed on the TVOH Planning Board agenda, especially because all documents have been fully submitted to the Planning Board for some time now and because the pre-fabricated building has been ordered and is due to be delivered in the Fall. Trustee Seligson shared that she sent a letter directly to Planning Board Chairman Heaslip stressing the immediate need of review and approval of this project, in order to protect public health. General Counsel reminded the Board that because cryptosporidium has been detected in WJWW’s Rye Lake water source, WJWW will continue to press for inclusion on the Planning Board’s agenda. WJWW has renewed its efforts, based on Commissioner Seggos’ decision that WJWW is the lead agency for this project and the Filtration Plant - two separate projects, that address two separate rules, and that will perform two separate functions. WJWW expects that the UV Facility project will be placed on April Planning Board agenda.

Old Business

Frank Arcara, General Superintendent, updated the Board on the following:

- Howard Avenue/VOM: This project is nearing completion, with service expected to be restored soon.
- Over the last two weeks, WJWW Distribution staff have been busy, performing a water main repair, curb box replacement and a hydrant replacement, as well as completing other routine duties. Operations staff took 85 samples, checking for various parameters and all results have come back within normal ranges.

Manager's Report

No Manager's Report needed at this time.

New Business

No New Business to discuss 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 April 13, 2021 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 4:29 p.m.