

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Wednesday, June 8, 2021 at 3:30 p.m.

The meeting was called to order at 3:32 p.m. with the following members present (via video conference):

Present:

- Trustees: Ron Belmont, Thomas Murphy
- Lori Lee Dickson, General Counsel
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Frank Arcara, General Superintendent
- Jacqueline Briggs, Assistant Civil Engineer
- Zach Wasp, Assistant Civil Engineer

Presentation: Next Phase of Public Relations & Media Plan (Co-Communications)

Representatives of Co-Communications, the WJWW marketing and public relations firm, were in attendance to share a next phase proposal that outlined various media recommendations and strategies to increase public awareness about the Filtration Plant and the microsite dedicated to it. Caryn McBride, Director of Client Services, and Jessica Lyon, COO/EVP, began by explaining that their goal is to direct more people to the microsite, so that this educational campaign can be as effective as possible and so that everyone's questions can be answered. It was explained that although the media plan takes a broad view, in terms of options being considered and related costs, but that it is actually being designed to reach a very targeted, local audience, while keeping an eye on the bottom line, to get "the most bang for the buck". Print, broadcast and online options were reviewed and discussed. Various print and online publications offer opportunities to run ads, to include informative, creative inserts and to allow for targeted email blasts and flipbooks. Local broadcast outlets, The Peak, WVOX (radio stations) and News12 (television), also present opportunities to educate consumers about this project through radio and television spots, commercials and talk shows. The Trustees suggested that the Harrison Live Show, LMC Media and robocalls also be considered, since they feel these are additional and effective ways to reach consumers. Caryn and Jessica explained that the media campaign will be analyzed and assessed to determine whether the methods are meeting or exceeding expectations and said that adjustments will be made as necessary. Finally, Co-Communications shared that they reached out to the member municipalities, who showed a willingness to share WJWW messaging on their social media platforms and with email blasts.

Approval of Minutes

Trustee Murphy made a motion to approve the minutes of the May 25, 2021 Board meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Seligson	not present
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: Distribution System Repairs (Etre Associates), Filtration Plant Engineering (Hazen & Sawyer), PRV/Meter Station at Anderson Hill Road (Engineered Fluid Inc), Payroll Costs, Piping Materials and Mag Meter for Purchase Booster (All Makes Pumps & Motors), Valve and Piping Work related to Westchester Ave PRV (Etre Associates), Deposit for Purchase Booster Station Emergency Generator (Huntington Power) and Rental of Emergency Pumps at Purchase Booster Station (Xylem)

Approval of Claims: Trustee Murphy made a motion to approve 133 claims totaling \$1,150,142.00. Trustee Belmont seconded the motion, all in favor:

Trustee Seligson	not present
Trustee Belmont	“aye”
Trustee Murphy	“aye”

General Administration:

- David Birdsall, Business Director, shared that he and Paul Kutzy, Manager, will be attending the VOM Board of Trustees meeting on Monday, June 14th to discuss water rates.
- Rye Lake Filtration Plant: Lori Lee Dickson, General Counsel, reported that all public comments have been compiled and will be made available on the website in a summary form. All relevant comments will be incorporated into a revised Scope, which will then be presented to the Board for consideration.

Old Business

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

- Purchase Booster Station Upgrades & PRV: The piping for the 2mgd pump is finished and structural beams are expected to be installed later this week. Once pressure testing and chlorination is complete, the two existing 2MGD pumps will be put back online and the temporary pumps will be removed.
- UV Facility: WJWW staff and consultants will attend a Public Hearing for this project at the next TVOH Board meeting, on June 17th. WJWW is working with the Building Department to acquire permits for tree removal and electrical work, so that this project can move forward.
- Buss Bar Replacement / Rye Lake: The fourth and final component for this specialty item is expected to be shipped on June 25th and should arrive on site several days later. Once the Buss Bar is installed and tested, the Rye Lake Pump Station will be up and running in approximately 5 weeks.
- Anderson Hill Road PRV: All the piping is complete and pressure testing and chlorination will begin soon.
- Over the last two weeks, WJWW Distribution staff performed one service line renewal, responded to 169 service calls, performed 12 backflow inspections, markouts, weekly/monthly flushing and meter reads. ELQ completed four service line renewals, three hydrant replacements and one water

main repair. Operations staff took 101 samples, checking for various parameters. One positive sample for TOC was noted, but three follow-up tests all came back within normal ranges. The General Superintendent also reported that second quarter results are in for THHM and HAA5 sampling and that 1 site exceedance was detected at 2 Lincoln Lane. Paul Kutzy, Manager said that it was not the result of source water contamination, but from naturally occurring bio-films within the distribution system. Further, he explained that despite the fact that this is an indicator and a reportable event, it does not pose a health hazard. As the water warms as a result of the hotter and drier weather, this is an occurrence that is likely to be repeated. It was noted that the local running average falls way below the accepted limit and that looking forward, the Filtration Plant will reduce this issue.

- The lead and copper testing program has started up again for the summer. Thirty bottles have been handed out to customers and eleven have already been returned. An additional 18 locations throughout the system will also be tested.

Manager's Report

No Manager's Report needed at this time.

New Business

No New Business to discuss at this time.

Executive Session

At 4:17 p.m., Trustee Murphy made a motion to go into Executive Session to discuss contractual matters related to the Collective Bargaining Agreement. Trustee Belmont seconded the motion, all in favor:

Trustee Seligson	not present
Trustee Belmont	"aye"
Trustee Murphy	"aye"

At 4:31 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	not present
Trustee Belmont	"aye"
Trustee Murphy	"aye"

Date of Next Meeting

The next Board of Trustees meeting is scheduled for June 22, 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	not present
Trustee Belmont	"aye"
Trustee Murphy	"aye"

The meeting adjourned at 4:31 p.m.