

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, July 13, 2021 at 3:30 p.m.**

The meeting was called to order at 3:40 p.m. with the following members present (in-person and via videoconferencing):

**Present:**

- Trustees: Ron Belmont (in-person), Nancy Seligson (in-person), Thomas Murphy (in-person)
- Lori Lee Dickson, General Counsel (via videoconferencing)
- Paul Kutzy, Manager (via videoconferencing)
- David Birdsall, Business Director (via videoconferencing)
- Frank Arcara, General Superintendent (via videoconferencing)
- Jacqueline Briggs, Assistant Civil Engineer (via videoconferencing)
- Zach Wasp, Assistant Civil Engineer (via videoconferencing)

**Approval of Minutes**

Trustee Murphy made a motion to approve the minutes of the June 22, 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 Costs, Insurance Premium (A.J. Gallagher), Lab Fees, Chemical Costs (Shannon Chemical & Coyne Chemical) and Bill Printing and Mailing (Matrix).

Approval of Claims: Trustee Belmont made a motion to approve 77 claims totaling \$323,506.00. Trustee Murphy seconded the motion, all in favor:

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|------------------|-------|
| Trustee Seligson | “aye” |
| Trustee Belmont  | “aye” |
| Trustee Murphy   | “aye” |

**General Administration:**

- Emergency/Priority Services Contract: The Business Director explained that the Emergency/Priority Services contract with Etre Associates/ELQ Industries is due to expire on

August 6<sup>th</sup>, 2021 and that a resolution to extend the contract was circulated to the Trustees for consideration. The current contract contains a one-time option to extend the contract for one year, at the same terms. It was noted that next year the Emergency/Priority Services contract will, once again, be put out to bid. Trustee Belmont made a motion to approve the proposal to extend the current Emergency/Priority Services contract with Etre Associates/ELQ Industries for one year, at the same terms. Trustee Murphy seconded the motion, all in favor:

|                  |       |
|------------------|-------|
| Trustee Seligson | “aye” |
| Trustee Belmont  | “aye” |
| Trustee Murphy   | “aye” |

- Osborn Road Wholesale Meter / Pressure Regulator Vault: A Joint Capital Project (A-1374) located in the Town of Harrison to install a Pressure Reducing Valve (PRV) and metering unit vault at the interconnection location at Osborn Road 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. This project will improve WJWW’s ability to monitor & control both water flow and water pressure with an adjacent water system managed by Suez Water Westchester (two similar projects are also being done at the Anderson Hill Rd interconnection and the Westchester Ave interconnection). It is also an element of a plan to comply with New York City’s Demand Management Program. Trustee Belmont made a motion to approve the Joint Capital Project (A-1374) 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” |

- Weaver Street Pump Station / Pressure Regulator Vault: A Joint Capital Project (A-1378) to make modifications and to install a Pressure Reducing Valve (PRV) with an estimated total cost of \$450,000 (inclusive of subsurface investigations, construction, engineering, oversight and regulatory filings) was presented to the Board for approval. This project is designed to improve redundancy and resiliency and allows for better movement of water from the intermediate pressure zone to the low pressure zone within the WJWW system. This improvement will also facilitate maintenance/repair work on the Shaft 22 main transmission line as it will allow the transmission main to be taken out of service as additional water supply can be moved to the southern end of the system from the northern source at Rye Lake. Trustee Murphy made a motion to approve the Joint Capital Project (A-1378) at an estimated total cost of \$450,000 to make modifications and install a Pressure Reducing Valve (PRV) at this location. Trustee Belmont seconded the motion, all in favor:

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|------------------|-------|
| Trustee Seligson | “aye” |
| Trustee Belmont  | “aye” |
| Trustee Murphy   | “aye” |

- Rye Lake Filtration Plant: Lori Lee Dickson, General Counsel, reported that WJWW consultants are still working on the Scope and that a refined document will be presented to the Board when it is finalized.

Lori Lee Dickson, General Counsel then presented to the Board, a proposal from Co-Communications to extend their contract for the next phase of work with regard to public relations services for the Filtration Plant, in a monthly retainer amount of \$3,500.00. The original agreement is due to expire shortly. The current contract extension proposal presented to the Trustees for consideration will run on a month-to-month basis and can be terminated when WJWW decides the services are no longer needed. Trustee Murphy made a motion to approve the Co-Communications contract extension proposal and Trustee Belmont seconded the motion, all in favor:

|                  |       |
|------------------|-------|
| Trustee Seligson | “aye” |
| Trustee Belmont  | “aye” |
| Trustee Murphy   | “aye” |

A separate Media Plan proposal from Co-Communications was presented at the WJWW Board of Trustees meeting on June 8<sup>th</sup>. The Trustees expressed that they are in favor of a plan that focuses more on taking advantage of local outreach options to educate the ratepayers, rather than casting a wider net. The Trustees also shared that they would be interested in hearing about results and/or data about the actions that have been taken to date to educate the public, before proceeding to a vote on the matter.

## **Old Business**

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

- Purchase Booster Station Upgrades & PRV: The temporary 2mgd pump has been removed and following TVOH Building Department permit approval, the generator pad has been poured and is curing. It is expected that three 5mgd pumps will be shipped on July 28<sup>th</sup>.
- UV Facility / Rye Lake: On July 6<sup>th</sup>, WJWW staff began work and ELQ installed a silt fence and removed trees at this project site. The electrical contractor will start with trench work for the underground electric on July 15<sup>th</sup>. As part of the overall project approval process, DEP required that a landscaping plan be developed and it is expected that some trees and bushes will be replaced when this project is completed.
- Buss Bar Replacement / Rye Lake: The Buss Bar has been completely installed and the Rye Lake Pump Station is running on regular power, returning to normal operation.
- Over the last two weeks, WJWW Distribution staff installed a new sample station and a curb box repair. The Service Department responded to 250 service calls, performed 13 backflow inspections, read District 2 & 3 meter and did weekly/monthly flushing. ELQ completed six service line renewals, two fire hydrant replacements and two valve replacements.

## **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 July 27, 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:

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|------------------|-------|
| Trustee Seligson | “aye” |
| Trustee Belmont  | “aye” |
| Trustee Murphy   | “aye” |

The meeting adjourned at 4:03 p.m.