

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, September 13, 2022 at 4:45 p.m.

Present:

- Trustees: Thomas Murphy (in-person), Rich Dionisio (in-person) and Jaine Elkind Eney (in-person)
- Lori Lee Dickson, General Counsel (in-person)
- Paul Kutzy, Manager (in-person)
- David Birdsall, Business Director (in-person)
- Frank Arcara, General Superintendent (via videoconferencing)
- Jacqueline Briggs, Assistant Civil Engineer (via videoconferencing)
- Zach Wasp, Assistant Civil Engineer (via videoconferencing)

Approval of Minutes

Trustee Dionisio made a motion to approve the minutes of the August 23, 2022 Board Meeting. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Trustee Elkind Eney made a motion to approve the minutes of the September 8, 2022 Board Special Meeting. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Financial Reports and Approvals

David Birdsall, Business Director reviewed bank balances and highlighted significant claims to the Board, among them: WJWW Income Distribution to Members (3rd of 4 installments), Water System Repairs and Maintenance (Etre), Progress Payment for Rehab of Purchase Water Storage Tanks (NUCO), Payroll Costs (three payroll periods), NYSHIP Monthly Health Insurance Premium (State of NY), Distribution System Materials & Supplies (Carmel Winwater, Dakota and Capitol Supply), Engineering Fees (Hazen and Wasp) and Water Treatment Chemicals (JCI and Carus).

Approval of Claims: Trustee Elkind Eney made a motion to approve 149 claims totaling \$2,093,695. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

General Administration:

- PKF O'Connor Davies Audit Services Proposal for 2022: Approval of a one-year contract with PKF O'Connor Davies Accountants and Advisors for Audit/Financial services for 2022, in the amount of \$25,600, is requested. This proposal includes a 2% increase or \$500 fee over 2021 and provides for a full audit services review, as well as a mid-year financial review. Trustee Dionisio made a motion to approve contract. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

- 2022 Emergency/Priority Services Contract (EPSC) Change Order: Etre Associates/ELQ Industries has requested a change order to the 2021/2022 EPSC to offset the severe spike in fuel costs for work completed between mid-May through August 6, 2022. The 2021/2022 EPSC contract expired on August 6, 2022. David Birdsall, Business Director, said that given the thin margin on the EPSC contract and the unforeseen severe spike in fuel costs, the ELQ request seems reasonable. This request does not apply to the current EPSC contract that went into effect on August 7, 2022. Trustee Elkind Eney made a motion to approve the ELQ Industries/Etre Associates 2021/2022 EPSC change order, in the estimated amount of \$15,000 to \$25,000. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

Old Business

- Rye Lake Filtration Plant:
 - SEQR Update: Lori Lee Dickson, General Counsel, shared that it is expected that the draft FEIS will be presented for the Trustees review at the next Board meeting. All materials will be circulated to the Trustees ahead of the Board meeting to ensure they have adequate time to review the draft document for completeness. Lori Lee Dickson, General Counsel, also explained that the Trustees will have the opportunity to review the document during the meeting and clarified that the meeting will not be a forum for public comment.

David Birdsall, Business Director, said that the applications for WIIA/IMG grants for the Filtration Plant were submitted by the deadline, September 9th at 5:00 p.m., and received confirmation that the applications were received.

- Project, System Maintenance and Operational Updates:
 - No updates were needed at this time.

Manager's Report

No Manager's Report was needed at this time.

New Business

- Approval of an H2M Emergency Response Plan and Vulnerability Assessment Updates Proposal: The New York State Sanitary Code requires that all water suppliers provide an Emergency Response Plan and Vulnerability Assessment for the State Health Department review every 5 years. H2M, who has completed this work for WJWW in the past, has submitted a proposal to assess and update WJWW's Emergency Response Plan and Vulnerability Assessment, which is due to expire in 2023. Trustee Dionisio made a motion to approve the H2M Emergency Response Plan and Vulnerability Assessment Updates Proposal, with a cost of \$12,300. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

- Approval of TOM Local Capital Project for Replacement of Water Main on Lakeside Drive: The replacement of approximately 162 linear feet of water main on Lakeside Drive, with an estimated project cost of \$230,000 (inclusive of all engineering and construction related costs), was requested. This project is necessary because of a water main break that occurred under the bridge, in the stream bed of a tributary to the Duck Pond. WJWW crews confirmed the location of the leak and isolated it. The work to replace this section of pipe will involve attaching the replacement water main to the bridge that passes over the tributary, so as not to hinder water flow of the stream. No customers will be without water while this work is being performed because of control valves already installed in this area. TOM engineer is aware of this project and has already met WJWW staff on-site. Trustee Elkind Eney made a motion to approve the replacement of approximately 162 linear feet of water main on Lakeside Drive, with an estimated project cost of \$230,000 (inclusive of all engineering and construction related costs). Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

- Approval of Wasp Engineering Engineering Services Proposal for Replacement of Water Main on Lakeside Drive, TOM: Approval of Wasp Engineering Engineering Services proposal related to the replacement of approximately 162 linear feet of water main on Lakeside Drive, TOM, with a cost of \$30,460, was requested. This work is necessary due to a water main break that occurred under the bridge, in the stream bed of a tributary to the Duck Pond and is included in the total estimated project cost of \$230,000. Trustee Dionisio made a motion to approve the Wasp Engineering Engineering Services proposal for the replacement of approximately 162 linear feet of water main on Lakeside Drive, TOM, with a cost of \$30,460. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

Executive Session

No Executive Session was needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for Wednesday, September 28, 2022, at 4:45 p.m.

With no further business to discuss, Trustee Elkind Eney made a motion to adjourn the meeting. Trustee Dionisio seconded the motion:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

The meeting adjourned at 5:05 p.m.