

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, March 28, 2023 at 4:45 p.m.

Present:

- Trustees: Thomas Murphy (in-person), Jaine Elkind Eney (in-person), and Rich Dionisio (in-person)
- Lori Lee Dickson, General Counsel (in-person)
- Paul Kutzy, Manager (in-person)
- 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 Elkind Eney made a motion to approve the minutes of the March 14, 2023 Board Meeting minutes. 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 presented claims to the Board highlighting significant items, among them: Claims to be approved for this meeting are approximately \$2.2 million, significant items totaling approximately \$2.1 million are as follows: Water System Repairs, Maintenance, Main and Infrastructure Replacement/Upgrade Projects (Etre), Water Purchases from New York City for January 2023 (NYC Water Board), Engineering Costs (Hazen, Woodard & Curran and H2M), Payroll Costs (two payroll periods) and Monthly Electricity Charge (February) (NY Power Authority)

Approval of Claims: Trustee Elkind Eney made a motion to approve 120 claims totaling \$2,242,268. Trustee Dionisio seconded the motion, all in favor:

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

General Administration:

- WJWW Fee Schedule Update: David Birdsall, Business Director, presented for Board consideration, updates to the WJWW Fee Schedule, effective April 1, 2023, a result of recent increases in material and labor costs due to supply chain issues. David Birdsall, Business Director, also shared that there have not been increases to the Fee Schedule for quite a while.

WESTCHESTER JOINT WATER WORKS
Service and Parts Fee Schedule
To Be Approved and Go Into Effect 4/1/2023

	Service	New Fee Amounts
1	Meter Installation (5/8"-1")	\$ 100
2	Meter Installation (1-1/2"-2")	\$ 150
3	Turn On/Off During Business Hours	\$ 100
4	Turn On/Off After Business Hours (Per Hour, Minimum 2 hrs)	\$ 150
5	Seasonal Turn on/off (one man)	\$ 150
6	Seasonal Turn on/off (two man)	\$ 300
7	Expedited Final Meter Reading (Less Than 4 Days Notice)	\$ 100
8	Inaccessible Meter/Remote Fee Penalty	\$ 100
9	Violation of Rules and Regulations (Per Violation)	\$ 200
10	Tap & Service Connect -1"	\$ 1,500
11	Tap & Service Connect -1 1/2"	\$ 2,475
12	Tap & Service Connect -2"	\$ 3,525
13	Unauthorized/Illegal Use of Water/Hydrant (Per Day)	\$ 2,000
14	Permitted Use of Fire Hydrant with Meter and Backflow Prevention, Per Hydrant (Cost of Metered water used at prevailing rates is additional)*	\$ 250
15	Meter Pit -5/8-1" (Parts) - Includes pit, cover and yoke	\$ 1,400
16	Meter Pit -1 1/2" (Parts) - Includes pit, cover and yoke	\$ 5,500
17	Meter Pit -2" (Parts) - Includes pit, cover and yoke	\$ 6,000
18	Large Pit Inspection	\$ 250
19	Pit Pump Out/Clean Out (Per Hour, Minimum 1 Hour)	\$ 150
20	Cross Connection Application & Initial Inspection	\$ 250
21	Cross Connection Annual Report Late Fee (1st Month)	\$ 50
22	Cross Connection Annual Report Late Fee (2nd Month)	\$ 100
23	Service Termination Notice (Per Each Call, Email, Letter)	\$ 100
24	Muti Family Termination Notice (Per Each Call, Email, Letter)	\$ 200
25	Demolition Permit -Meter Removal - Level 1 (Refundable Deposit)***	\$ 4,500
26	Demolition Permit -Meter Removal - Level 2 (Refundable Deposit)***	\$ 7,500
27	Demolition Permit -Meter Removal - Level 3 (Refundable Deposit)***	\$ 15,000
28	Fire Flow Test	\$ 750
29	Outside Meter Test (Residential 2" or Smaller)**	\$ 250
30	WJWW Meter Flow Check if Accurate or Under Registering (1 man)	\$ 100
31	WJWW Meter Flow Check if Accurate or Under Registering (2 man)	\$ 200
32	WJWW Meter Flow Check if Found Inaccurate (Over Registering)	\$ -
33	Return Check Fee	\$ 50
34	Early Seasonal Turn on	\$ 50
35	Installation & Removal of Hose & Fitting for Temporary Service During Business Hours	\$ 250
36	Installation & Removal of Hose & Fitting for Temporary Service After Business Hours	\$ 500
37	Daily Use of WJWW Hose & Fitting for Temporary Service (Per Day)	\$ 50
38	Late Payment Fee	\$ 25
39	Tax Levy Transfer Fee (Per Each \$500 of Arrears)	\$ 100
40	Service Connection - Over 2" During Regular Hours ****	Time & Material
41	Service Connection - Over 2" During After Regular Hours ****	Time & Material
<p>* Meter and Backflow Preventor (Fully Tested) will be supplied by WJWW (Deposit of \$3,000 for large devices or \$1,000 for small devices is required which will be refunded if equipment is returned in working order and undamaged).</p> <p>** If Meter passes test, customer pays additional amount for cost of test and shipping.</p> <p>*** Deposit Level will be determined at time of permit application and may be more than amount specified in above rate schedule based on expected effort required to remove water service line and connection if property is not developed and water service is abandoned.</p> <p>**** Amount will be based on actual labor & material costs (including pressure test & sampling) plus 25% markup.</p>		

Trustee Murphy made a motion to approve the WJWW Fee Schedule Update, as presented. Trustee Elkind Eney seconded the motion, all in favor:

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

- The Business Director reviewed 2023 Water Treatment Chemicals Bid results:

Bid Item: 3” Calcium Hypochlorite Tablets (Accutabs)

Rank	Bidder	Bid
1	Coyne Chemical	\$3.5716 per pound

Trustee Elkind Eney made a motion to approve the 3” Calcium Hypochlorite Tablets (Accutabs) Bid result as presented. Trustee Dionisio seconded the motion, all in favor:

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

Bid Item: Liquid Chlorine

Rank	Bidder	Bid
1	JCI Jones Chemical	\$2.50 per pound

Trustee Elkind Eney made a motion to approve the Liquid Chlorine Bid result as presented. Trustee Dionisio seconded the motion, all in favor:

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

Bid Item: 50% Caustic Solution (Sodium Hydroxide)

Rank	Bidder	Bid
1	JCI Jones Chemical	\$4.00 per gallon
2	Kuehne Chemical Co., Inc.	\$5.5911 per gallon

Trustee Murphy made a motion to approve the 50% Caustic Solution (Sodium Hydroxide) Bid results as presented, awarding the bid to the lowest bidder (Rank 1). Trustee Dionisio seconded the motion, all in favor:

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

Bid Item: Blended Orthophosphate

Rank	Bidder	Bid
1	Shannon Chemical	\$2.77 per pound
2	Carus Corp.	\$3.02 per pound
3	Coyne Chemical	\$3.9842 per pound

Trustee Murphy made a motion to approve the Blended Orthophosphate Bid results as presented, awarding the bid to the lowest bidder (Rank 1). Trustee Elkind Eney seconded the motion, all in favor:

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

Bid Item: Calcium Hypochlorite Briquettes

Rank	Bidder	Bid
1	GP Jager Inc.	\$195 per Unit*

*Note: One Unit = 50 lb. Pail

Trustee Murphy made a motion to approve the Calcium Hypochlorite Briquettes Bid result as presented. Trustee Elkind Eney seconded the motion, all in favor:

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

- The Business Director reviewed 2023 Water Distribution System Materials Bid results:

2023 Westchester Joint Water Works Water Distribution System Materials Bid Bid Opening: Thursday February 9, 2023 at 1:00 PM					
Category	Ej Prescott	Carmel Winwater	Schmidt's	Ferguson Water Works	Capital Supply
Adapters	No Bid	\$7,410.10	\$13,690.00	\$9,149.70	\$10,605.40
Cast Couplings	No Bid	\$2,130.00	No Bid	\$977.88	\$2,571.00
Hymax Couplings	\$37,221.20	\$36,728.00	\$42,840.00	\$36,198.12	\$35,932.00
Hymax Grip Couplings	\$10,698.80	\$10,637.64	\$12,260.00	\$10,402.72	\$10,572.00
Corporation Stops	No Bid	\$27,366.86	\$46,750.00	\$32,070.92	No Bid
Corporation Bends	No Bid	\$5,771.16	No Bid	\$7,629.20	\$10,298.80
Corporation Plugs & Bushings	No Bid	\$757.15	\$1,240.00	\$844.65	\$959.00
Couplings & Tees	No Bid	\$6,959.29	No Bid	\$9,892.85	\$12,010.90
Curb Boxes & Lids - Cast Iron	No Bid	\$19,525.00	No Bid	\$9,072.00	\$13,226.00
Curb Stops	No Bid	\$87,706.68	No Bid	\$116,766.44	\$137,615.20
Ductile Iron Pipe	No Bid	\$525,971.00	No Bid	\$507,660.00	\$525,200.00
Foster Adapters	No Bid	\$79,413.30	No Bid	\$65,459.40	\$64,005.00
Gaskets: Nitrile	No Bid	\$143,820.00	No Bid	\$218,577.50	\$151,747.50
Gaskets: Push-on Joint Restraint	No Bid	\$56,000.00	No Bid	\$107,619.30	\$33,917.40
Gaskets: MJ Wedge	No Bid	\$10,795.50	No Bid	\$14,883.60	\$19,480.00
Flushing Hydrants (2")	No Bid	\$7,500.00	\$5,597.00	\$3,936.60	No Bid
Hydrants with Storz	\$204,270.87	\$205,014.00	\$206,196.00	\$198,552.00	\$202,257.00
Hydrant W/O Storz	\$178,270.83	\$183,504.00	\$179,988.00	\$172,491.00	\$179,025.00
Hydrant Parts AD B62B	\$31,264.44	No Bid	No Bid	No Bid	No Bid
Hydrant Parts AD B50B	\$7,127.84	No Bid	No Bid	No Bid	No Bid
Hydrant Parts Mueller Centurion	No Bid	No Bid	\$38,113.16	\$36,696.93	\$50,580.20
Mechanical Joint Bolt & Nut	No Bid	\$1,481.00	No Bid	\$1,451.00	\$1,800.00
Mechanical Joint Fittings	No Bid	\$354,927.29	No Bid	\$351,848.06	\$372,645.42
Meter Adapters	No Bid	\$17,174.10	No Bid	\$39,843.90	No Bid
Meter Yokes	No Bid	No Bid	No Bid	\$95,000.04	No Bid
Polyethylene Encasement Tubing	No Bid	\$4,892.93	No Bid	\$4,961.50	\$6,182.00
Repair Clamps	\$123,707.39	\$111,620.05	No Bid	\$47,815.56	No Bid
EZ Max Repair Clamps	No Bid	\$15,563.46	\$15,700.00	\$14,291.42	\$14,172.00
Retaining Gland Kits	No Bid	\$80,112.42	No Bid	\$74,196.66	\$70,178.88
Service Saddles	\$9,480.98	\$12,727.39	No Bid	\$11,455.60	No Bid
Service Tubing Copper Type K	No Bid	No Bid	No Bid	\$26,785.00	\$31,146.50
Tapping Sleeves	No Bid	\$112,459.56	No Bid	\$100,251.98	\$86,374.00
Threaded Rods & Tie Bolts	No Bid	\$10,837.50	No Bid	\$11,156.10	\$12,269.30
Underground Clamps	No Bid	\$7,374.48	No Bid	\$4,429.68	\$4,319.00
Gate Valves: Resilient Seat Wedge	No Bid	\$407,850.00	\$466,250.00	\$427,853.32	\$462,350.00
Gate Valves: OS&Y	No Bid	\$76,936.00	\$109,350.00	\$115,334.46	No Bid
Butterfly Valves	No Bid	\$72,912.00	No Bid	No Bid	No Bid
Valve Boxes	No Bid	\$21,005.00	No Bid	\$18,215.00	\$16,381.00
Valve Box Risers	No Bid	\$7,575.00	No Bid	\$7,584.80	No Bid

NOTES:

Yellow - Lowest Acceptable Winning Bid

Green - Winning Bid Alternate Brand Accepted by WJWW for Specific Product

Gray - Rejected Incomplete Bid

Blue - Brand Not Accepted by WJWW for Specific Product

All Bidders Submitted Non- Collusion Certifications

Trustee Elkind Eney made a motion to approve the 2023 Water Distribution System Materials Bid results, individually as presented, awarding the bid to the lowest bidder, in most cases, highlighted in yellow. In the case of the Gate Valves: Resilient Seat Wedge, David Birdsall, Business Director, explained that the winning bid received included an alternate brand of the product, which WJWW does not accept. The bid was then awarded to the next lowest bidder who can provide the accepted product. In the case of the Gate Valves: OS&Y and Butterfly Valves, David Birdsall, Business Director, explained that the winning bids received included alternate brands for these products, which WJWW does accept. Trustee Dionisio seconded the motion, all in favor:

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

- Technical Assistance and Scada Contract Services Proposal / Woodard & Curran: Approval of a Woodard & Curran Operations Technical Assistance and Scada Contract Services proposal, with a No-To-Exceed amount of \$95,000, was requested. This work is related to the computer system that that WJWW uses to monitor pressures, flows, tank levels, pump activity and more. Trustee Dionisio made a motion to approve the Woodard & Curran Operations Technical Assistance and Scada Contract Services Proposal, with a No-To-Exceed amount of \$95,000. Trustee Elkind Eney seconded the motion, all in favor:

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

Old Business

- Rye Lake Filtration Plant:
 - No new updates were reported at this time.
- Project, System Maintenance and Operational Updates: Frank Arcara, General Superintendent, explained that there are no project updates at this time, but provided the following System Maintenance and Operational updates:
 - WJWW crews performed a 4 curb valve repairs, while ELQ crews 1 curb valve repair and one service line renewal. The Service Department responded to 209 service calls and the Operations Department took a total of 67 samples - all came back within normal range.

Manager’s Report

No Manager’s Report was needed at this time.

New Business

No New Business to discuss at this time.

Executive Session

No Executive Session was needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for Tuesday, April 11, 2023, 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 5:23 p.m.