

## **WESTCHESTER JOINT WATER WORKS**

### **Board of Trustees Meeting**

**Tuesday, October 24, 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 October 3, 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: Water Purchases from NYC (March) (NYC Water Board), Water Infrastructure Repairs, Replacements, Priority Projects (Etre Associates), Payroll Costs (Three payroll periods), Harrison Sewer Rent Lateral Program Disbursement, July/August 2023 (Town/Harrison), Meters and Transmitters (Core & Main), Water Treatment Chemicals (JCI, Hach, and Shannon), Refund (Meter Calibration Issue Hommocks Apartments) (Town of Mamaroneck), Main Electrical Power (NY Power Authority), and Legal Fees (Bryan Cave and McCarthy Fingar), Member Municipality Sewer Rent Reimbursements (3rd Quarter 2023), Engineering Fees (Hazen and H2M), Water Infrastructure Repairs, Replacements, Priority Projects (Etre Associates), Payroll Costs (Three payroll periods), Retainage Payment to UV Facility Building/Equipment Supplier and Site Work Contractor (Engineered Fluid Inc and ELQ), Shaft 22 Chlorination Project Equipment and Calibration/Installation Services (T. English Associates), NYSHIP Health Insurance Premium (November) (State of NY), Harrison Sewer Rent Lateral Program Disbursement, September 2023, Main Electrical Power (September) (NY Power Authority), Water Infrastructure Related Taxes (City of New Rochelle), Fire Hydrants (Ferguson), Legal Fees (Bryan Cave and McCarthy Fingar), and Pipe & Other Water Distribution System Material (Carmel Winwater).

Approval of Claims: Trustee Dionisio made a motion to approve 195 claims totaling \$3,152,628. Trustee Elkind Eney seconded the motion, all in favor:

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

## General Administration:

- **Insurance Renewal:** David Birdsall, Business Director, explained that the insurance policy is up for renewal, with an effective date of November 1, 2023. The policy provides insurance coverage for Property, General Liability, Public Officials Liability, Auto, Cyber, and Crime. The \$276,422 quote, which is an 11% increase over last year, is considered to be pretty favorable given current rising rates within the industry. The Business Director recommended that the Board approve WJWW to bind coverage for a not-to-exceed premium amount of \$285 thousand, to make sure that a limit is in place. Trustee Dionisio made a motion to approve the insurance renewal for Property, General Liability, Public Officials Liability, Auto, Cyber, and Crime, in the not-to-exceed amount of \$285 thousand. Trustee Elkind Eney seconded the motion, all in favor:

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

- **PKF O’Connor Davies Audit Services Proposal for 2023:** Approval of a one-year contract with PKF O’Connor Davies Accountants and Advisors for Audit/Financial services for 2023, in the amount of \$26,100, is requested. This proposal includes a 2% increase or \$500 fee over 2022 and provides for a full audit services review, as well as a mid-year financial review. Trustee Murphy made a motion to approve the contract. 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, provided the following updates:
  - Hoyt Avenue: repair work to address a water main break on Hoyt Avenue (VOM) is underway and is expected to be completed within a few hours.
  - WJWW crews have been performing water main flushing for the last 2 or 3 weeks and expect to finish in about 1 month.
  - ELQ crews performed 1 hydrant replacement, 1 service line renewal, and replaced 1- 6” water main. The Service Department responded to approximately 200 service calls and the Operations Department took a total of 118 samples - all came back within normal range.

## **Manager’s Report**

No Manager’s Report was needed at this time.

## **New Business**

- Approval of Joint Capital Project (A-1400) for Replacement of Water Main at Waverly Avenue Bridge (VOM): The replacement of approximately 170 linear feet of 16” water transmission main on Waverly Avenue, with an estimated project cost of \$350,000 (inclusive of all engineering and construction related costs), was requested. A new bridge over the Sheldrake River on Waverly Avenue is being constructed as part of the Town of Mamaroneck Bridge Replacement project, in accordance with the US Army Corps of Engineers Flood Risk Study. WJWW’s existing water transmission main is in the riverbed under the bridge and the project being proposed will involve removing this existing water main and attaching the new, replacement water transmission main to the new bridge. Trustee Elkind Eney made a motion to approve the replacement of approximately 170 linear feet of 16” water transmission main on Waverly Avenue, with an estimated project cost of \$350,000 (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 the Replacement of Water Main at Waverly Avenue Bridge (VOM): Approval of Wasp Engineering Engineering Services proposal related to the replacement of approximately 170 linear feet of 16” water transmission main on Waverly Avenue, with a cost of \$30,000, was requested. This work is necessary because of the construction of a new bridge over the Sheldrake River which is part of the Town of Mamaroneck Bridge Replacement project. This work will require WJWW to move its existing water transmission main, currently located in the riverbed under the bridge, and replace it with a new water transmission main, which will attach to the new bridge. Trustee Murphy made a motion to approve the Wasp Engineering Engineering Services proposal for the replacement of approximately 170 linear feet of 16” water transmission main at Waverly Avenue Bridge, with a cost of \$30,000. 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 Tuesday, November 14, 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 5:07 p.m.