

WESTCHESTER JOINT WATER WORKS

Board of Trustees Meeting

Tuesday, January 8, 2013 at 4:00 p.m.

The meeting was called to order at 4:10 p.m. with the following members present:

- Trustees Ronald Belmont, Norman Rosenblum and Nancy Seligson
- Paul Noto, Esq.
- David Birdsall, Business Director

Approval of Minutes

Trustee Rosenblum made a motion to approve the minutes for the December 18, 2012 Board meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

Financial Reports and Approvals

The Business Director reviewed the current bank balances with the Board.

The Business Director reviewed the 100 claims to be approved with the Board. The Business Director answered questions from the Board on a few of the claims. Trustee Belmont made a motion to approve the 100 claims in the amount of \$912,375. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

The Business Director reported that the 2012 WJWW earnings are expected to be in the range of what was budgeted. WJWW financials are currently in the process of being audited. He also reported that the 2013 preliminary budget and capital improvement plan are being prepared.

The Business Director reviewed the overdue accounts and reported that robo calls are now being done to accounts that are 45 days overdue and these calls also state a warning that if the accounts are not paid there will be a \$50 late charge included on their next bill.

The Business Director reported on the 400 +/- WJWW residential tenant accounts and in an effort to reduce billing disputes and tax levy transfers, WJWW will be gradually eliminating these residential tenant accounts and putting the accounts back into the property owner's name. This will be done as final reads and changes in the tenant account occurs. Over the next 90 days, WJWW will begin the phase out of out-of-district residential tenant accounts. WJWW will also send landlords a copy of the tax levy letter. The Board of Trustees and Counsel agreed that WJWW has the authority to eliminate residential tenant accounts and recommended that WJWW accelerate the process of transferring the tenant accounts back into the property owner's name even if there is no change in the tenant.

Operations Reports

The Business Director presented the following highlights regarding WJWW operations:

- a. Water Production for the 2012 year is expected to be approximately 4.7 billion gallons which is an increase of 4% compared to 2011.
- b. WJWW 30" Line at Rt. 22: Work is almost completed.

The Larchmont Plant/Transmission Line: Full repair, bacterial and pressure testing of the 30" and 16" lines near the Larchmont Plant was completed before the long holiday weekend break. Both pipes were put back in service on December 26, 2012. This was done to avoid any potential discoloration of water during the long holiday weekend. All transmission mains are back to normal service. Final restoration work is now being completed at the site.

- c. Storage Tank Rehabilitation/Repair Engineering Work: Three sets of plans and specifications have been reviewed by WCDOH and WJWW has received comments. WCDOH has requested full rehab for Park Lane #1 and Woodside tanks and interim repairs for Purchase #1 and #2, Kenilworth and Winged Foot tanks. A meeting is to be scheduled with WJWW and WCDOH to discuss further.

Local capital projects that need to be decided/approved for bonding by the Town of Harrison Board are:

- Park Lane #1 (full rehabilitation) - \$1,821,300
- Woodside Tank (full habilitation) - \$2,185,700

A possible option of a joint project to construct a new tank at Park Lane that will replace the Woodside Tank is being evaluated because of its potential to integrate into the WJWW distribution system which would benefit all three member municipalities and provide additional redundancy which would be the at the same cost for the full rehabilitation of the Woodside tank.

- d. Financial Analysis Evaluation: The Business Director reported that he and the Manager are currently reviewing the draft financial analysis evaluation report prepared by Red Oak and an update will be given at the next Board meeting.
- e. Meter Reading and Billing Status: Meter reading of the Town of Harrison (7,000 + accounts) began January 2, 2013 and is expected to be completed by January 10, 2013. Billing is expected to begin on January 9th with a completion date of January 18th.

The new billing system has been installed and is in the process of being implemented. The set up of general perimeters, field mapping and data conversion is currently underway. The target start-up date is April to be followed by 3 months of parallel testing with a projected go live date of July 2013. Later in the year, WJWW will consider going to a 60 day billing cycle with Harrison and a combination of the Town and Village of Mamaroneck being read alternate months.

- f. Extension for Revisions to Vulnerability Assessments and Emergency Plan: Due to Hurricane Sandy, NYSDOH has allowed for an extension on the submission of Vulnerability Assessments and Emergency Plans. WJWW's request for an extension has been approved. The new submission date is March 1, 2013.

County UV Alternative Status

- The Business Director reported that WJWW is still awaiting the formal IMA from the County which will then be followed by a formal agreement with UWW. WJWW continues to monitor the County's progress on bonding for the initial phases of the UV alternative.

Date of Next Meeting

The next regular Board meeting is scheduled for Tuesday, January 22, 2013 at 4:00 p.m.

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee Belmont seconded the motion, all in favor: "aye". The meeting adjourned at 4:55 p.m.