DUTCHESS COUNTY
WATER AND WASTEWATER AUTHORITY

27 High St. 2nd Floor
Poughkeepsie
New York, 12601
(845) 486-3601
Fax (845) 486-3610
dcwwa@dutchessny.gov
www.DCWWA.org

Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Ex officio Members

Ed Hoxsie
District Manager
Soil and Water Conservation District

Eion Wrafter
Acting Commissioner
D.C. Dept. of Planning & Development

Staff

Bridget Barclay
Executive Director

Mary C. Morris
Deputy Director

DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED - MINUTES OF OCTOBER 15, 2014

Board Members Present
Tom LeGrand
Rudy Vavra
Larry Knapp

Staff Present
Bridget Barclay
Jackie Burger
Peter Fadden
Ed Mills
Mary Morris
Doug Odell

Board Member Absent
Vince DiMaso

Ex-Officio Member
Eoin Wrafter – Acting Commissioner, Dutchess County Planning and Development

Others Present
Pete Marlow – Dutchess County Department of Health
Peter Dowley – Staatsburg Watchdog Committee

Meeting Open
Tom LeGrand opened the meeting at 3:35 p.m.

Approval of Board Meeting Minutes
Tom asked for a motion to approve the minutes of September 17, 2014. The motion was made by Rudy; seconded by Larry; voted on and passed unanimously. (Res. 2014.10.A/01)

Operations Report
Tom asked if there were any questions on the Operations Report included in the package. There were no questions and the report was accepted as submitted.

Finance Report – Approval of Warrant
Tom said the warrant was included in the package. Mary advised the Board that she compared a utility bill from last month against the previous year's bill for that same month after Tom noted that it appeared to have increased and determined that it was not higher. She added that Staff considered going out to bid for electricity but were advised by Central Services that as of this date, the County did an RFP for the purchase of electric and twice rejected the bids. Mary said she would be monitoring same. Tom asked for a motion to approve the warrant as presented. Larry made the motion. This was seconded by Rudy; voted on and passed unanimously.
(Res. 2014.10.B/02)

Authorize Amendment to Legal Services Agreement
Larry made a motion to authorize the Executive Director or Deputy Director to amend the existing Agreement with Drake, Loeb, Heller etal for legal services, to a not-to-exceed amount of $45,000. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.C/03)

Year-to Date System Budget Reviews
Mary said the year-to-date system budgets were provided in the package. We have taken each of the system budgets and have presented an expended year to date worksheet indicating the percentage spent compared to expected expenses by line item, and the balances remaining. An overview has also been provided evaluating the projection and actual of payables and receivables for each system through September 30.

Staff has provided a break out of any line items exceeding their projected year-to-date expenditures, and explanations have been included for items the Board may not have already been made aware of. Birch Hill Water System was required by the Dutchess County Department of Health (DCDOH) to add phosphate treatment which was an unanticipated expense as this required plans to be submitted by the project engineer. DCDOH also instituted a new permit process for all water systems. As a result most, if not all of our water systems will incur an additional $120 permit fee per system. Staff was not aware of this prior to completing the budget process.

Mary said after budget closeouts in December, depending on where receivables and the remaining 2014 expenditures finish, we may present resolutions to the Board requesting allocations of fund balance to the operating budgets due to unexpected repairs/work for a couple of our systems. Mary then advised the Board that it has been an unusual year pertaining to the Hyde Park Regional System. At this time we are $56,000 behind on receivables. Hyde Park Zone A is the largest billing zone, of the six Hyde Park zones that we bill within the Hyde Park Water System, and is 21.6% behind in water sales. This is our commercial zone.

Tom noted that there are many vacant buildings within that zone. Mary agreed and said this is not something within our control. We can control insuring that we collect on all of the water sold, with correct meter readings, keeping the payables up to date, etc.

Discussion followed on various systems. Tom asked if there were any questions. There were no questions.

Systems and Capital Projects – Change Order No. 1 to 2014 Pavement Repair and Maintenance Project

Larry made a motion to authorize the Executive Director or Deputy Director to execute Change Order No. 1 in the reduction amount of $6,000.00 for the pavement Repair and Maintenance Project resulting in a revised contract value of $36,502. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.H/04)

SHW Permanent Treatment Building Construction Contract Award

Larry said we offered suggestions to, and we are working with, Ferrari and Sons to reduce the overall cost of the project post bid. If this were to go back out to bid the bids could be higher.

Tom asked with the number of unexpected issues and upgrades at Shore Haven how they might impact the Shore Haven customers. Bridget said unfortunately the biggest components there are still the distribution system and the treatment equipment. The Treatment Building is over budget. A memo from Savin regarding same was provided at today's meeting. We were looking at cost estimate for this construction of $431,500 which was included in the original budget for the project.

Bridget said we continue to stay within the overall budget on the engineering, and have the potential to stay within the overall budget for the improvements. The best way to do so is within the distribution system work. We had an initial evaluation by Savin Engineers identifying six different improvement area options, in priority order, and we have gone ahead with all of them. Improvement six is installing a new line down State Route 292 to provide more looping in the system. Because of the way the system is configured there are multiple points at which we can cut that off, depending upon funding limitations, and still have gained by looping and shortening the amount of the system at the dead end.

Tom asked if we could hold off on the bid award for thirty days. The Board agreed to table this resolution for thirty days and revisit this at the Budget Workshop on October 29th.

Shore Haven Water System – SHW Distribution System Improvement Engineering Services Agreement

Bridget said the next resolution is for the Engineering Agreement for the distribution system design. Staff has been working with Weston and Sampson to review the overall cost versus the original contract amount. We agreed there was a change in scope for some of the items. At this time, Staff feels it appropriate to formalize those items. Bridget advised the board of a change to the scope of the survey work resulting in an additional cost. Also, when evaluating the system with Weston and Sampson we came to an agreement that the best way to address the very high, differential system pressures was by installing some pressure reducing valves in the distribution system. The additional cost of the work is $6,400.

Larry made a motion to authorize the Executive Director or Deputy Director to execute General Amendment Letter "A" to the Professional Services Agreement with Weston and Sampson, PE, LS, LA, PC (W&S) for the Shore Haven Distribution System Improvements Project so that the total amount payable under the Agreement shall not exceed one hundred, forty-four thousand, two hundred, forty-five dollars ($144,245) without prior written approval of the Owner. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.E/05)

Chelsea Cove Sewer WWTP Rehabilitation Project – Award of Field Construction
Bridget said staff did a request for proposals (RFP) for and solicited multiple firms in the area as well as certified minority and women owned businesses in the area after obtaining a list from Empire State Development. KARC is a registered MWBE firm as is a requirement of the EFC financing. Tom asked if only an engineer could do the construction inspection. Peter said no. Larry agreed and said anyone that is qualified could do so. Peter Nedwell is the individual that will be provided through this agreement with KARC. He is an engineer and has done construction inspection on other Authority projects and is currently doing an inspection on the Staatsburg Route 9 Pipe Replacement Project.

Bridget advised the Board that EFC will be changing the rules for MWBE requirements and we would no longer be able to count the value of broker services toward the satisfaction of the MWBE Goals Staff recommends that the board pass the resolution for the Field Construction Administration Services

Larry made a motion to authorize the Executive Director or Deputy Director to execute a contract with KARC Planning Consultants, Inc. in the amount not-to-exceed $71,580 for the CCS – Wastewater Treatment Plant Rehabilitation Project Field Construction Administration Services. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.F/06)

Chelsea Cove Sewer WWTP Rehabilitation Project – Review of Construction Bids
Tom said the bids came in much higher than expected. Bridget agreed and said the Board has 90 days to make a decision on the bids. Staff has identified specific changes that could be made to reduce the project cost and recommends further review of the bids before making a final decision. The Board was in agreement to do so.

Shore Haven Water System – Status Update
Bridget said the update was included in the package. Regarding water quality sampling and compliance, the third quarter results for the radiologicals are back and we continue to remain below the MCL. The permanent water treatment system is still on track to submit to NYSDOH for regulatory approval by the end of the month. The booster pump project is moving forward. We have completed the installation of a hydrant that will allow for the flushing and disinfection of the piping for the booster station. The electrical work has been awarded. The booster pump itself is in the shop drawing review process

and we believe it will late November until that is on site. We are still below the four-quarter rolling average on the disinfection by products.

Staatsburg Route 9 North Pipe Replacement Project Construction Status Report
Peter said we have received New York State Department of Transportation approval of the borings and the north boring is in process. The wetland boring has been completed. We still have the crossing and approximately 1000 feet of pipe to put in the ground. Close to 300 feet of that will be through solid rock.

Peter advised the Board that we made some time when they were boring in soil but in rock their best day was about 60 feet and that was during a full 8 hour workday. They will now have a 7 hour day within the State Highway right of way. Larry inquired about the completion date. Peter said the completion date November 15th so it will be close. We have had no issues with their quality of work and they have added more equipment to enable them to work on different areas at the same time. Larry asked what would be to the exposure to the Authority if they run late. Peter said mainly the restoration of the State Highway.

Review of Capital Project Master Schedule
Bridget said this is a quarterly update which lists the status of all ongoing Capital Projects at the end of the 3rd quarter and key milestones on the Projects. Chelsea Cove may get pushed back. Larry asked if Shore Haven is on track to submit with NYSDOH for treatment review. Bridget said yes.

Community Project Updates – DC Airport Water Main Extension Project Authorize Preliminary Engineering Services Agreement
Tom asked where Hudson Land Design Professional Engineering was based. Bridget said they are a local firm. Larry made a motion to authorize the Executive Director or Deputy Director to execute a contract with Hudson Land Design Professional Engineering, PC in the amount not-to-exceed $15,139 for the Dutchess County Airport Water Supply Project Preliminary Engineering Services. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.G/07)

Public Comment
Tom asked for any public comment. There were none.

Confirm Budget Workshop Meeting Date
Tom confirmed the Budget Workshop meeting date of October 29, 2014 at 3:30pm. .

Confirm Next Meeting Date
Tom confirmed the next meeting date of November 19, 2014.

Adjournment
At 4:15 p.m., Tom asked for a motion to adjourn. The motion was made by Larry; seconded by Rudy; voted on and passed unanimously. (Res. 2014.10.I/07)

Respectfully submitted,

Jackie Burger

Jackie Burger
Senior Typist

Resolutions

Res. 2014.10.A/01	Motion to approve minutes from the September 17, 2014 board meeting
Res. 2014.10.B/02	Motion to approve the warrant
Res. 2014.10.C/03	Motion to authorize Amendment to Legal Services Agreement
Res. 2014.10.D/	Motion to award Contract Shore Haven Water Permanent Treatment Building Construction **TABLED**
Res. 2014.10.E/05	Motion to authorize Amendment #1 Shore Haven Water Distribution System Improvement Engineering Services Agreement
Res. 2014.10.F/06	Motion to Award Field Construction Administration – Chelsea Cove Sewer WWTP Rehabilitation Project Agreement
Res. 2014.10.G/07	Motion to Authorize Preliminary Engineering Service Agreement – DC Airport Water Main Extension Project
Res. 2014.10.H/04	Motion to Authorize Change Order No. 1 to 2014 Pavement Repair and Maintenance Project