DUTCHESS COUNTY
WATER AND
WASTEWATER AUTHORITY

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Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

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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
UNAPPROVED MINUTES OF DECEMBER 17, 2014

Board Members Present
Tom LeGrand
Vince DiMaso
Larry Knapp

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

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

Others Present
Peter Dowley – Staatsburg Watchdog Committee

Meeting Open
Tom LeGrand opened the meeting at 3:27 p.m.

Approval of Board Meeting Minutes
Tom requested a motion to approve the minutes of the November 19, 2014 board meeting. Larry made the motion to approve the minutes of November 19, 2014 as amended. This was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.A/01)

Chairman's Report
Tom said later in meeting the Board would discuss rejecting the bids for the Shore Haven Permanent Treatment Building Construction Project. He expressed concern regarding the costs, and cost estimates to date. He said this topic would be revisited in depth at the January meeting. Tom added that he has asked Bridget to make contact with the Pawling Town Supervisor to make arrangements to have a Shore Haven representative at the January meeting also.

Operations Report
Tom said the Operations report was included in the package and asked if there were any questions. There were no questions.

Finance Report – Approval of Warrant

Tom said the warrant was included in the package. Mary said there was one amendment to the warrant in the amount of $114. There were no questions. Larry made a motion to approve the warrant as amended. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.B/02)

Approval of 2015 Authority Salary Policy

Bridget said the 2015 Authority Salary Policy was discussed at the November board meeting and also at the budget workshop.

Larry made a motion that the Board reaffirmed its policy to maintain salary policies and schedules that are consistent with those of the County as reflected in the CSEA Contract, and directed staff to revise the proposed 2015 Salary Policy and Schedules accordingly. Now therefore be it resolved, the Authority Board approves the 2015 Salary Policy ad Schedules as presented; and be it further resolved, the Authority Board authorizes the payment to Authority staff of a retroactive increase of 2% for the period of July 1, 2014 through December 31, 2014. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.C/02)

Approval of 2015 Water and Sewer System Rates and Budgets

Larry made a motion to adopt the 2015 Water and Sewer System rates and budgets made effective on January 1, 2015 or as otherwise stipulated in the Rate Sheets. The motion was seconded by Vince; voted on and passed unanimously.
(Res. 2014.12.D/03)

Approval of 2015 Public Authorities Law Budget Report

Mary advised the Board it is a part of the annual Authority Budget Office requirements to submit a budget report. The format of the budget report is not the same format as we would present to the Board for our standard system operations budgets. It is a different consolidation. One specific example is the 2013 year includes capital expenditures we make on projects but does not allow us in the presentation to include the offsetting revenue we have to fund those projects, which is why a negative number is shown in the presentation. The 2014 budget is presented in the same manner as it was shown to the Board at the December 2013 meeting. We then have a standard CPI to roll through the following years.

Larry made a motion that the Board approves the Public Authorities Law 2015 Budget Report and authorizes the Executive Director or Deputy Director to submit and certify said Budget Report to the State Authority Budget Office. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.E/04)

Approval of 2015-2019 Capital Plan

Bridget said there is one significant change from the original presentation of the 2015-2019 at the November meeting. We identified issues with the HVAC system at Dalton Farms Sewer. Some of the exhaust fans are not functioning and it was determined that they were not properly installed and those upgrades and improvements have been added. There were no other significant changes.

Larry made a motion that Staff has prepared and submitted to the Board for its review a Five Year Capital Plan for the period of 2015 through 2019; and the Board has reviewed and concurs with the Plan as submitted; now therefore be it resolved: the Authority Board hereby adopts the attached 2015-2019 Capital Plan. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.F/06)

Approval of 2015 Audit and Accounting Services Agreement

Vince made a motion that the Dutchess County Water and Wastewater Authority hereby consents to amending the agreements with Sedore & Company of Poughkeepsie, New York for audit and supplementary accounting services to be extended through the 2015 calendar year for auditing services for the fiscal year 2014 up to $22,402.00 and accounting services to be billed on a time and materials basis not-to-exceed $6,848.00. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2014.12.G/07)

Tom asked how this cost compares with the 2014 agreement. Mary said less than $1,000 increase from last year. Tom asked if Mary was pleased with Sedores' services. Mary said yes.

Approval of 2015 Insurance Agreement

Vince made a motion that the Dutchess County Water and Wastewater Authority hereby consents to the agreement with Rose and Kiernan, Inc. of Fishkill, New York and authorizes the Authority's Executive Director or Deputy Director to execute an agreement for the same in an amount not-to-exceed $134,679.20. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2014.12.H/08)

Approval of 2015 Systems Engineering Agreements

Vince made a motion to authorize the Executive Director or Deputy Director to execute contracts for engineering services with the noted firms regarding the noted facilities within the parameters of the engineering procurement guidelines:

Birch Hill, Chelsea Cove, Fairways, Rokeby, Schreiber	Morris Associates
Hyde Park Regional Water System, CDWTL, Shore Haven	Savin Engineers
Dalton Farms Water and Sewer	Fuss & O'Neill
Shore Haven Water Field Engineering Services	Silkworth Engineering

The motion was seconded by Larry; voted on and passed unanimously. (Res. 2014.12.I/09)

Tom asked if Silkworth Engineering was local. Bridget said yes. This is a sole proprietor with an office in Poughkeepsie. Over the last couple of years he has been doing field engineering services, construction administration, for the Authority and has done a very good job. Tom asked about his engineering specialty. Ed said he has done some water and wastewater design work. Ed said he is not involved in design work at Shore Haven. He handles the inspections, making sure the pipe has been put in the ground correctly, and he was there for the electrical work also.

Approval of 2015 General Legal Services Agreements
Vince made a motion to authorize the Executive Director or Deputy Director to enter into agreements with the following firms for professional services during 2015:

Legal Counsel – Van De Water and Van De Water, in an amount not-to-exceed $30,000.
Special Counsel – Drake, Loeb, Heller etal, in an amount not-to-exceed $30,000.

The motion was seconded by Larry; voted on and passed unanimously.
(Res. 2014.12.J/10)

Approval of 2015 Financial Services Agreement
Vince made a motion to authorize the Executive Director or Deputy Director to enter into agreements with the following firm for professional services during 2015:

Financial Advisor – Environmental Capital Associates, in an amount not-to-exceed $5,000.

The motion was seconded by Larry; voted on and passed unanimously.
(Res. 2014.12.K/11)

Approval of 2015 General Land Surveying Agreement
Vince made a motion to authorize the Executive Director or Deputy Director to execute the Professional General Surveying Services Agreement for 2015 at a cost not-to-exceed $35,000 between the Authority and Chazen Engineering, Land Surveying & Landscape Architecture Co., PC. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2014.12.L/12)

Approval of 2015 County Staff Salary Assistance Agreement
Vince made a motion to authorize the Executive Director or Deputy Director to execute an agreement with the County for the amount of $85,000 to provide partial funding for 2015 staff salaries in order to support staff activities related to regional community water and wastewater planning, preliminary evaluation and development of potential Authority projects, efforts to sell County reserved capacity in the Central Dutchess Water Transmission Line efforts related to water resource protection, and other activities not related to operation and management of Authority-owned systems. The motion was seconded by Larry; voted on and passed unanimously.
(Res. 2014.12.M/13)

Shore Haven Water System – Permanent Treatment Building Construction Contract
Bridget noted that the building and the treatment equipment were originally one project and were then separated because we thought it would save time. Discussion followed.

Vince made a motion that the apparent low bid of $558,500 for the Shore Haven Water Permanent Treatment Building is significantly above the engineer's estimate of $431,500 and based upon this review, the Authority Staff recommends that all bids be

rejected and the project be revised and re-bid. Therefore, be it resolved that bids for Contract No. SHW-PWC-2014-B1 Permanent Treatment Building Construction, Shore Haven Water System, be rejected. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2014.12.N/14)

Valley Dale Sewer System – WWTP Rehabilitation Project Consulting Engineering Services

Bridget said this was a placeholder resolution while we were in the process of making contact with Emil Lienau and resolving his price proposal for VDS-WWTP Rehabilitation Project Engineering Services Value Engineering and Cost Estimate. He has proposed to do the work for the not-to-exceed amount of $5,500 which is less than our procurement policy requires for Board approval. As a result, no resolution is required. The work will begin in January and will be finished by February 15th.

Dalton Farms Water System – Water Well 4 Access and Berm Project

Vince made a motion to authorize the Executive Director to execute Change Order No. 1 for the contract with Con-Tech Construction Technology, Inc. of Yorktown Heights, New York reducing the total contract amount by $3,430.40, establishing a final contract value of $72,572.20, and extending the Contract time for the Dalton Farms Water – Construct Well Access Road Berm around Well A-4 Contract No. DFW-PWC-2014-1. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2014.12.P/16)

Shore Haven Water System – Booster Pump Station Electrical Connection Project

Larry made a motion to authorize the Executive Director to execute Change Order No. 1 for the contract with Veith Enterprises, Inc., of Poughkeepsie, NY extending the Contract Time as noted for the Shore Haven Water System – Booster Pump Station Electrical Connection Project Contract No. SHW-PWC-2014-P1. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2014.12.Q/17)

Staatsburg Route 9 North Pipe Replacement Project Status Report

Peter said all of the physical work is complete on the Staatsburg Route 9 North Pipe Replacement Project with the exception of the final tie in to the Mills Cross Road existing line. We are awaiting Dutchess County Health Department approval on the installed line. The Contractor is currently trying to get the entire line to pass pressure testing and have encountered some issues. Larry asked if the paving was done. Peter said the majority of the paving work was done. Tom noted the leak there is estimated at about 40,000 gallons per day. Peter said that is the rough estimate.

Peter said in the period between last month and this month, beyond where we replaced the line, they have already needed to make a repair and we are still making two or three repairs on the Mill Road section of the line. Tom inquired about the contractor. Peter said there have been some planning issues. Bridget said the Hyde Park Plant Staff stops in periodically and looks at the pipe work. They have said that the quality of the work is very good.

Public Comment
Tom asked for any public comment. Peter Dowley said he was pleased that the project is at the point where the connection could still be made before the weather changes.

Dutchess County Airport Project
Tom asked for an update on the Dutchess County Airport Project. Bridget said she met with the County Attorney before today's meeting. They are proceeding with and funding the project as a County project. It is a much faster process than it would be to create a County Zone of Assessment. The County is proposing to do a bond resolution in January, or February at the latest, for 2.9 million and will ask the Authority to manage the project. The Authority will enter into a contract with the County to oversee the design and the construction and then operate the water line on behalf of the County.

The County will continue a subsequent phase based on FAA funding and dependent on finding a fixed base operator for the airport. They will then address the next phase of distributing water on the airport property. At this point we have roughly $600,000 in State funding from the CFA and Ron Hicks has indicated that they have a verbal commitment from Central Hudson to provide another $200,000 in funding from monies they have to promote economic development.

Bridget said the plan at this time is we will now come in off the CDWTL, bore underneath a wetland on an easement on the Global Satellites' property right to the end of Airport Drive, then take the water line out to Route 376 with a very short stretch north on Route 376 to the intersection of Route 376 and Griffith Way, which is then the Airport property.

Confirm Next Meeting Date
Tom confirmed the next meeting date of January 21, 2015.

Motion to Adjourn
Tom asked for a motion to adjourn. The Motion was made by Larry; seconded by Vince voted on and passed unanimously. (Res. 2014.12.R/18)

Respectfully submitted,

Jackie Burger

Jackie Burger
Senior Typist

Resolutions

Res. 2014.12.A/01	Motion to approve minutes from the November 19, 2014 board meeting as amended
Res. 2014.12.B/02	Motion to approve the warrant, as amended

Res. 2014.12.C/03	Motion to approve 2015 Salary Policy and Schedules
Res. 2014.12.D/04	Motion to approve 2015 Water System Rates and Budgets
Res. 2014.12.E/05	Motion to approve 2015 Public Authorities Law Budget Report
Res. 2014.12.F/06	Motion to approve 2015-2019 Capital Plan
Res. 2014.12.G/07	Motion to approve 2015 Audit and Accounting Services Agreement
Res. 2014.12.H/08	Motion to approve 2015 Insurance Agreement
Res. 2014.12.I/09	Motion to approve 2015 Systems Engineering Agreements
Res. 2014.12.J/10	Motion to approve 2015 General Legal Services Agreement
Res. 2014.12.K/11	Motion to approve 2015 Financial Services Agreement
Res. 2014.12.L/12	Motion to approve 2015 General Land Surveying Agreement
Res. 2014.12.M/13	Motion to approve 2015 County Staff Salary Assistance Agreement
Res. 2014.12.N/14	Motion to reject bids – SHW Permanent Treatment Building Construction Contract
Res. 2014.12.O/	Resolution not needed for VDS WWTP Rehabilitation Project Consulting Engineering Services as not-to-exceed amount of $5,500 is less than Procurement Policy requires for Board approval
Res. 2014.12.P/15	Motion to Authorize Change Order #1 – DFW Well 4 Access and Berm Construction Contract
Res. 2014.12.Q/16	Motion to Authorize Change Order #1 – SHW Booster Pump Electrical Connection Project
Res. 2014.12.R/17	Motion to Adjourn