DUTCHESS COUNTY
WATER AND WASTEWATER AUTHORITY

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Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Amanda Baxter-Dingee

Ex officio Members

Brian Scoralick
Acting Executive Director
Soil and Water Conservation District

Eoin 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 JANUARY 29, 2015

Board Members Present
Tom LeGrand
Vince DiMaso
Rudy Vavra
Larry Knapp
Amanda Baxter-Dingee

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

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

Others Present
Don Sagliano – Legislative Liaison
Peter Dowley – Staatsburg Watch Dog Committee
Dan Keeler – Dutchess County Department of Health
Dave Kelly – Supervisor Town of Pawling
Wendel Weber – President Shore Haven HOA
Phil DeRosa – Shore Haven Resident/Pawling Town Councilperson

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

Introductions
Tom welcomed new Authority Board Member Amanda Baxter-Dingee and introduced himself and everyone present followed suit.

Approval of Board Meeting Minutes
Vince made a motion to approve the minutes of the December 17, 2014 board meeting. The motion was seconded by Larry; voted on and passed unanimously with Rudy and Amanda abstaining as they were not present at the December meeting. (Res. 2015.01.A/01)

Election of Officers
Rudy made a motion that the following be nominated for the offices of the Authority for 2015:

Chair - Thomas LeGrand
Vice Chair - Vincent DiMaso
Treasurer - Rudy Vavra
Secretary - Larry Knapp

This was seconded by Larry; voted on and passed unanimously. (Res.2015.01.B/02)

Designate Regular Meeting Date
Rudy made a motion that the regular meetings of the Authority be held on the third Wednesday of each month beginning at 3:30 p.m. at 27 High Street. This was seconded by Larry; voted on and passed unanimously. (Res.2015.01.C/03)

Designate Official Newspaper
Larry made a motion to designate the Poughkeepsie Journal as the official newspaper for the Authority. This was seconded by Rudy; voted on and passed unanimously. (Res.2015.01.D/04)

Designate Official Banks
Larry then made a motion that the official banks/depositories for the Authority be as follows:

The Bank of New York Mellon
M&T Bank
JPMorgan Chase
TD Bank North

and further resolved that the Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. This was seconded by Rudy; voted on and passed unanimously. (Res.2015.01.E/05)

Committee Appointments
Tom said the resolution for Committee Appointments would be tabled until the February 18th board meeting.

Chairman's Report
Tom said this month he met with Staff regarding the Shore Haven Water System and keeping the project on budget. Staffing changes and system related opportunities presented to the Authority by Rhinebeck and Tivoli were also discussed.

Operations Report
Tom said the Operations report was included in the package and asked Doug to advise the Board of the reduction in Staatsburg's water loss as a result of the pipe replacement project. Doug said in the first five days that the system was on-line we averaged

138,000 gallons per day, which was 29,000-30,000 gallons per day less than the annual average for January. Tom asked if the project was close to completion. Peter Fadden said yes, only the site clean-up and pavement restoration on the state highway were yet to be completed. Peter then commended the Hyde Park Staff for their time and effort spent on assisting in getting the line flushed, cleaned and in service. Tom agreed and said that is an important component and the Hyde Park Staff always do a good job.

CDWTL Pump Station Roof Maintenance – Restriction of Bidders
Vince made a motion that, in accordance with Section 5.1.2 of the Authority Goods and Services Procurement Policy allowing the Authority to identify specific circumstances for which the solicitation of alternative quotations will not be in the interest of the Authority, it is resolved, that in order to maintain the CDWTL pump station roof warranty that the Board authorizes restriction of bidders to those that are currently a Firestone authorized installer. This was seconded by Larry; voted on and passed unanimously. (Res.2015.01.G/06)

Finance Report – Approval of Warrant
Mary said an amendment to the warrant was handed out at today's meeting to include January and February payment installments to Rose and Kiernan. They were unable to get the information to us before the board package went out as they were revising the premium which came in lower than they anticipated. Vince moved to accept the warrant as amended. This was seconded by Rudy; voted on and passed unanimously. (Res.2015.01.H/07)

Larry noted a number of payments under Chelsea Cove Sewer to EarthCare for sludge removal. Doug said we changed contract operators and decided to have the annual pre-cleaning done in the same time frame. Larry then noted the booster pump payment under Shore Haven Water System to Dolphin Equipment Corp. and asked if they had been through the submittal process. Ed said yes.

Tom asked about the Hach sample pack purchased from USA Bluebook under Birch Hill Water System. Larry said it is a sampler for water quality which is used by the operators.

Review and Re-Adoption of Policies
Tom asked if there were any significant changes. Bridget said there are no significant changes to the Procurement Policy or the Disposal of Property Guidelines. Mary said there are no changes to the Investment Policy. She added there is a change to the Accounting Procedures and Banking Policy which re-establishes the Account Clerk and Administrative Assistant positions and these have now been incorporated in terms of distributing duties.

Larry referred back to no significant changes to the Disposal of Property and asked if that meant that the Authority would not have to put the old Hyde Park Water Plant out to public bid and it could be listed with a broker. Bridget said we are required put it out to bid. The bid documents always reserved the Boards' right to reject any and all bids that result from a competitive bidding process which includes bids that are lower than the property appraisal.

1) Procurement Policy
Larry made a motion that the Authority Board hereby adopts the 2015 Goods and Services Procurement Policy, as presented. This was seconded by Rudy; voted on and passed unanimously. (Res.2015.01.I/08)

2) Property Disposal Guidelines
Larry moved that the Authority Board hereby adopts the Property Disposal Guidelines, as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2015.01.J/08)

3) Accounting Procedures and Banking Policy
Rudy then made a motion to adopt the recommended office Accounts Payables, Receivables, and Banking Policy. The motion was seconded by Larry; voted on and passed unanimously. (Res.2015.01.K/09)

4) Investment Policy
Vince made a motion to adopt the recommended Investment Policy. The motion was seconded by Larry voted on and passed unanimously. (Res.2015.01.L/10)

System/Capital Project Updates – Shore Haven Water System Improvement Project Status and Budget Review
Tom said because the bids were coming in much higher than anticipated for the Shore Haven Water System Improvements Project he had directed staff to do another analysis of where we are in the budget at this time and where we need to be, and as a result we are recommending some changes.

Bridget said the results are back from the quarterly sampling for disinfection by-products, radionuclides, lead and copper, and iron and manganese. With the exception of iron and manganese, everything is below the maximum contamination levels for the quarter and the quarterly rolling averages. Regarding the status of the improvement projects, we had decided go out to bid separately for the treatment building and for the treatment equipment based on the scheduling and to expedite the process. Those building bids came back significantly higher than the engineers estimate. We worked with the low bidder on some potential changes that could be made and it was determined that the reduction was not significant. Tom added that as a result the Board had rejected the bids.

Bridget continued by saying we have the essentially 100% engineer's estimates for the purchase and installation of the treatment equipment and about 75% completion estimate for the design of the distribution system improvements. When all costs were reviewed together, we recognize that with all of the work completed to date and projected costs for the work yet to be done, there are some significant increases above the original budget amount.

Bridget referred to a memo on the SHW Improvement Project, Project Budget Review, included in the package. She then provided an overview of information on the total

project cost including engineering, surveying, site investigations, construction and construction administration and contingency, total project cost for the source and treatment, and the distribution system. The column labeled "Budget" is as per the financing application submitted to the Environmental Facilities Corporation for the subsidized loan for the project which is where we are getting the overall financing.

At Tom's direction the staff networked with the engineers, for both the source and treatment and the distribution system, to look at any changes that could be made to bring the project costs back in line. Four possible options were summarized in the memo; reducing the size of the building, reducing the length of the Route 292 water main, eliminating the Route 292 water main in its entirety, and eliminating the MIEX treatment for DBP's (making the chloramination system permanent.) Lengthy discussion the followed on all four options presented. By general consensus the decision was made to proceed with Option 4; reducing the size of the building, eliminating the Route 292 water main in its entirety, and eliminating the MIEX treatment. Tom was against a bid alternate option for the reduced Route 292 pipe.

Bridget then referred to the annual cost per Single Family Residence (SFR) Comparison with 2008 Map, Plan and Report and advised the Board that when discussing the acquisition of the Shore Haven Water System in 2008 and prepared the Map, Plan and Report to go to the legislature to create the zone of assessment, we had projected a total annual cost per customer of about $2,548 per year. Tom noted that at this time that the annual cost per customer under Option 4 would be approximately $250 less than was originally projected. Discussion then followed on the complexity of the Shore Haven water issues, the difficulty in finding an effective water treatment, residents' inability to sell their homes because the water was not potable, etc.

Phil DeRosa expressed his appreciation for all of the work the Authority has done. Dave Kelly also expressed his appreciation to the Board for the Authority's accomplishments to date and for sharing information with his office. Tom thanked them both and said he and Bridget were available by phone if they have with any questions or concerns.

Staatsburg Route 9 Pipe Replacement Project Status

Bridget said a memo on the Staatsburg Pipe Replacement Project was included in the package. Peter said all of the final costs are not yet in but the project was still under budget. Tom inquired on the rock issue there. Peter said it ran about 5% less than anticipated.

Public Comment

Tom asked for any public comment. There were none.

Confirm Next Meeting Date

Tom confirmed the next meeting date of February 18, 2015.

Adjournment
Tom asked for a motion to adjourn at 4:28 p.m. The motion was made by Vince; seconded by Larry and passed unanimously. (Res. 2015.01.M/12)

Respectfully submitted,

Jackie Burger
Senior Typist

Resolutions

Res. 2015.01.A/01	Motion to approve the minutes of the December 17, 2014 board meeting
Res. 2015.01.B/02	Motion to authorize the Election of Officers
Res. 2015.01.C/03	Motion to establish regular meetings as third Wednesday of each month
Res. 2015.01.D/04	Motion to designate Poughkeepsie Journal as the official newspaper
Res. 2015.01.E/05	Motion to designate the official banks/depositories
Res. 2015.01.F/00	Motion to adopt committee appointments: Governance, Audit, Finance, Operations and Personnel Committees **TABLED**
Res. 2015.01.G/06	CDWTL Pump Station Roof Maintenance – Restriction of Bidders
Res. 2015.01.H/07	Motion to adopt warrant as amended
Res. 2015.01.I/08	Motion to re-adopt Procurement Policy
Res. 2015.01.J/09	Motion to re-adopt the Disposal of Property Guidelines
Res. 2015.01.K/10	Motion to re-adopt Accounting Procedures and Banking Policy
Res. 2015.01.L/11	Motion to re-adopt Investment Policy
Res. 2015.01.M/12	Motion to adjourn