

**DUTCHESS COUNTY**



27 High St. 2<sup>nd</sup> 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

**Amanda Baxter-Dingee**

Ex officio Members

**Brian Scoralick**  
Acting Executive Director  
Soil and Water Conservation District

**Eoin Wrafter**  
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 SEPTEMBER 16, 2015**

**Board Members Present**

Tom LeGrand  
Vince DiMaso  
Larry Knapp

**Staff Present**

Bridget Barclay  
Jackie Burger  
Jonathan Churins  
Peter Fadden  
Ed Mills  
Mary Morris  
Doug Odell

**Board Member Absent**

Rudy Vavra  
Amanda Baxter-Dingee

**Ex-Officio Member**

Eoin Wrafter – Commissioner, Dutchess County Planning  
and Development

**Others Present**

Pete Marlow – Dutchess County Department of Health

**Meeting Open**

Tom LeGrand opened the meeting at 3:30 p.m.

**Approval of Board Meeting Minutes**

Tom requested a motion to approve the minutes of the August 6, 2015 Special board meeting. The motion was made by Vince, seconded by Larry; voted on and passed unanimously. (Res. 2015.09.A/01)

The Minutes of the August 26, 2015 board meeting were tabled as there was not a quorum of members that had been present at the meeting.

**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.

### **Records Retention**

Bridget advised the Board that the Authority is required by New York State to have an officially designated Records Management Officer. This title was held by Administrative Assistant Rose Wojcik who has since retired. This resolution would officially allow Lisa McGuire, our current Administrative Assistant, to be designated Record Management Officer and re-adopt the records retention schedule that we have been following.

Tom noted that the County stores the Authority's Records. Bridget said yes, but the County is not responsible for the records that we need to keep or the length of time the records are kept. Mary advised the Board that the Authority has a slightly different retention schedule than the County. Bridget said the retention time-frames vary and some records are permanently stored.

Larry made a motion to adopt the MI-1 Records Retention Schedule and appoint the person currently in the Administrative Assistant position as Records Management Officer. This was seconded by Vince; voted on and passed unanimously. (Res. 2015.09.C/02)

### **Finance Report – Approval of Warrant**

Tom asked Mary if there were any changes to the warrant. Mary said there were no changes or anything outstanding. Tom asked if there were any questions. There were no questions. Vince made a motion to accept the warrant as presented. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2015.09.D/03)

### **2016 Tentative Assessment Levy**

Bridget said a memo included in the package shows a comparison of the 2015 final assessment versus the tentative assessment for 2016. This is termed tentative subject to going through the grievance process which allows property owners to challenge the assessment on their property. The County Board of Assessment Review can then make a determination on the grievances and Staff then finalizes the roll.

Larry noted that some of the assessments had decreased. Bridget said that is due to year-to-year fluctuation in the principle and interest payments. Vince asked what the Trustees were for. Bridget said we are required by our bonding resolutions to hold certain funds such as construction funds and debt service reserve funds, in an account managed buy a Trustee. The Authority is charged for each account they manage for us.

Larry said Staatsburg and Shore Haven appear to be the only systems with significant debt increases. Bridget noted Valley Dale Sewer does also. The dollar amount is not as much but the percentage is about 12%. Staatsburg is the biggest increase at about 30% due to bonds for the Route 9 pipeline replacement. Shore Haven is about 14% as we now begin making payments against the EFC short term financing. The same applies to Valley Dale Sewer due to short term financing.

Larry made a motion to authorize the Executive Director to submit to the Clerk of the Legislature the Estimate of Debt Service Expenditures and Revenue Needs and the Tentative Assessment Rolls for all Zones of Assessments and Part-County Sewer Districts.

The motion was seconded by Vince; voted on and passed unanimously.  
(Res. 2015.09.E/04)

### **Transfer of EFC Greenbush Water Loan**

Bridget said the resolution from bond counsel was distributed at the meeting today. This is to enable the Authority to accept the loan originally made to Hyde Park for the Greenbush Water System. Everything may be in place by sometime in October for the transfer of the Greenbush Water System to the Authority. This bond resolution is a requirement of EFC in order to approve the transfer of that loan.

Larry made a motion to approve the Bonding Resolution for the transfer of the Environmental Facilities Corporation Greenbush Water Loan. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2015.09.F/05)

### **System and Capital Projects – Shore Haven Water System Status**

Bridget said a Shore Haven status memo was included in the package. We continue to be below the drinking water standard for disinfection by-products, radiological and lead and copper, and continue to have an exceedance for manganese. The permanent water treatment plans and specifications were sent to the New York State Department of Health (NYSDOH) in August. We have not yet received a response from them. Ed said Savin Engineers has also been following up on that with Scott Alderman with NYSDOH to assist in moving the project along.

Larry asked why no water samples have been taken at Shore Haven since June. Bridget said the disinfection by-products, the radiologicals and the iron and manganese are sampled quarterly. The samples were taken in September and we have not yet received the results.

### **Dutchess County Airport Waterline Project**

Bridget said a copy of the preliminary project schedule was included in the package. Last month the board approved the project management services agreement between the Authority and the County which is on the agenda for the County Legislature to approve tonight. The request for proposals for engineering design services has been mailed. The proposals are due in time to be awarded at the October Board meeting.

We continue to try to resolve MWBE requirements as a result of Empire State Development funding. The preliminary documents provided to the County indicated a 40% required MWBE participation; 20% minority and 20% women. This is cause for concern for the firms we have solicited for the design. Essentially, unless you are a certified MWBE, the ability to meet that goal through sub-contractors on the design is not very viable. Discussion followed on steps taken to try to work within the MWBE requirement parameters.

Tom asked how many feet of pipe were involved in the project. Bridget said approximately 6000 feet. Tom asked why the design phase is 214 days. Bridget said that includes the permitting and approval timeframe. We also anticipate additional endangered species investigations, wetlands and cultural resources investigation on the

Global Satellites parcel between the CDWTL and the end of Airport Drive. We need to do a survey of the overall waterline and subsurface investigations, the design and approvals of the design. Peter added that with the delayed start some of the work that Bridget mentioned cannot be done in January, February or March. Further discussion followed on the design phase and the fact that there are few MWBE engineering consulting firms in Dutchess County. Bridget said there are MWBE firms outside of Dutchess County which staff included in the solicitation.

### **Community Projects Update – Fairways Sewer System**

Bridget said the acquisition of the Fairways Sewer System was completed and the Authority now owns the system. Tom inquired about the engineer of record for Fairways. Bridget said the Homeowners Association did not have a formal agreement in place for engineering.

### **Hyde Park Systems**

Bridget said acquisition of the Hyde Park systems; Arbors Water System, Pinebrook Water System, Pinebrook Sewer System and Quaker Hill Water System, were completed on September 15th. Tom asked how many Hyde Park systems, in total, would the Authority be acquiring from Hyde Park. Bridget said 8 systems.

Tom then asked how these systems are operated. Bridget said that VRI Environmental Services have been the contract operators for all of these systems. We will continue with VRI as the contract operators for Fairways Sewer System, Pinebrook Water System, Pinebrook Sewer System and Quaker Hills Water System. The Arbors Water System purchases water from the Poughkeepsie Joint Water Board, so there is no source or treatment, and Hyde Park Staff will operate that.

### **Hoffman Project Water Sewer Systems**

Bridget said staff continues to work with Kirchoff, the project sponsor for the Hoffman project. Staff met in August with the Village Trustees in a workshop meeting regarding firming up their commitment to provide water for the project. The DOH originally indicated that 81,000 GPD was needed to meet their maximum demand. They have since revised that down to 47,700 GPD. The Village Trustees appear to be comfortable with that but have not yet formally stated unequivocally that they will provide the water.

Potential water charges for the Hoffman project were also discussed. Bridget said the Authority would buy the water from the Village of Red Hook and retail it to the individual properties within the Hoffman Project. The Village of Red Hook traditionally charges customers outside the Village boundaries double what is charged in the Village, but in those instances there is no Town district. As a result, the Village is responsible for maintenance for those pipes, customer service and billing, and has no guarantee of collection of payments. Bridget said we have advised the Village that this project is different in that their responsibility ends at the meter.

Tom inquired about the possibility of a reduced water rate. Bridget said Rich Rang with Kirchoff, had said if the Village is going to charge the Authority twice what they are currently charging within in the Village, then we resell it, it will not be affordable. With

the Hoffman Project the Village will have one customer at the master meter and everything within the Hoffman distribution system would be the responsibility of the Authority.

### **Vanderburgh Cove Sewer System**

Bridget said a preliminary final report was sent to the Town Supervisor, Town Board members, the Town of Hyde Park Supervisor, as part of the system is in Hyde Park, and the Homeowners Association. There was some discussion on this at their meeting on the 14<sup>th</sup>. Also on that date there was an article in the Daily Freeman stating there would be a 66% rate increase if the Vanderburgh Cove Sewer System was transferred to the County.

Tom asked if the Daily Freeman article was factual. Bridget said with the current numbers we have presented, that assume that you fund all of the remaining Capital Improvements over a five year period, there would be a 66% increase. After we finishing funding those increases, assuming nothing arises that needs to be done, rates could decrease. Bridget said we recognize that there will be Inflow and Infiltration issues indefinitely with this system. Tom agreed. Discussion followed.

Bridget advised the Board that the Town of Rhinebeck Supervisor has invited Authority Staff to their meeting on October 13<sup>th</sup>, to address the Board, and a meeting is being set up to meet with the Homeowners Association prior to that.

### **Tivoli Water/Sewer System**

Bridget said we continue to work with the Village of Tivoli, which has been a very good and positive experience to date. Peter agreed. Tom noted that this is a very old system. Peter said it was built in the 1930's. Tom said, long term, this is a good system.

### **Hyde Park Regional Water System**

Bridget said a resolution to amend the contract for sludge removal was distributed at today's meeting. At the July board meeting the Board approved Soiltec, as low bidder, to remove the Alum sludge from the Hyde Park Water Plant. We had an estimate of 600 tons, based on the \$49 per ton with a not-to-exceed amount of \$29,400. They were doing the removal last week and there was more than 600 tons. Because they had the equipment on site and because heavy rain was predicted we had them remove the rest of the sludge, which took us over the contract amount. We are asking the Board to retroactively approve an increase.

Vince made a motion to authorize the Executive Director or Deputy Director to execute an amendment to the Contract for Sludge Removal with Soiltec, LLC to a revised total not-to-exceed amount of \$32,977. This was seconded by Larry; voted on and passed unanimously. (Res. 2015.09.G/06)

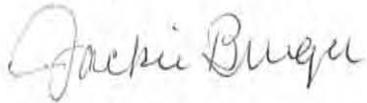
### **Public Comment**

Tom asked for any public comment. There were no comments.

**Confirm Next Meeting Date**

Tom confirmed the next meeting date of October 21, 2015. Mary noted the Budget Workshop is tentatively scheduled for Wednesday November 4<sup>th</sup>; she will email Board members to confirm availability.

Respectfully submitted,



Jackie Burger  
Senior Typist

**Resolutions**

- |                   |   |
|-------------------|---|
| Res. 2015.09.A/01 | Motion to approve minutes from the August 6, 2015 Special board meeting                     |
| Res. 2015.09.B/00 | Motion to approve minutes from the August 26, 2015 board meeting *TABLED*                   |
| Res. 2015.09.C/02 | Motion to adopt MI-1 Records Retention Schedule and Appointing a Records Management Officer |
| Res. 2015.09.D/03 | Motion to approve the warrant as presented  |
| Res. 2015.09.E/04 | Motion to approve 2016 Tentative Assessment Levy  |
| Res. 2015.09.F/05 | Motion to approve bonding resolution – Transfer of EFC Greenbush Water Loan                 |
| Res. 2015.09.G/06 | Motion to amend contract for sludge removal– Hyde Park Regional Water System                |