

DUTCHESS COUNTY



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**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF MARCH 24, 2016**

Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

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

Board Members Present

Tom LeGrand
Vince DiMaso
Rudy Vavra
Larry Knapp

Staff Present

Bridget Barclay
Jackie Burger
Peter Fadden
Mary Morris
Doug Odell

Ex-Officio Member

Eoin Wrafter – Commissioner, Dutchess County Planning
and Development

Others Present

Pete Marlow – Dutchess County Department of Health
Don Sagliano – Legislative Liaison
Linda Hannigan – Sedore and Company, P.C.

Meeting Open – Introductions

Tom LeGrand opened the meeting at 3:32 p.m.

Approval of Board Meeting Minutes

Tom requested a motion to approve the minutes of the February 17, 2016 board meeting as presented. The motion was made by Vince, seconded by Larry; voted on and passed unanimously. (Res. 2016.03.A/01)

Operations Report

Doug advised the Board that when the demolition work to replace the wastewater treatment system at Chelsea Cove had begun they experienced a failure of one of the bearings on one of the two RBC's. Estimates for the repair of the bearing range from of \$7,000-\$16,000. He noted we cannot operate the plant and meet permit without both RBC's functional. Time is of the essence to make the repair so that we don't impact the contractors' schedule.

Bridget said staff is asking that the Board authorize the repair through the emergency provisions. Staff will keep the Board updated on the price quotes and would ask the Board to formally approve the repair contract at the next meeting. The Board agreed.

2015 System Budget Close-outs

The 2015 Budget Closeout and brief overview of each worksheet were included in the package. Vince made a motion to approve the 2015 budget close-outs. The motion was seconded by Larry voted on and passed unanimously. (Res. 2016.03.B/02)

Review and Approval of 2015 Financial Statement

Linda Hannigan with Sedore and Company presented the financial statements and distributed and walked the Board through an overview of the financial statements and results of the audit. The Authority received an unmodified/clean opinion as their financial statements are fairly stated. This audit is conducted not only under generally accepted auditing standards but also government standards.

Rudy made a motion to approve the 2015 financial audit and authorizes the release of the 2015 Financial Statement. The motion was seconded by Larry; voted on and passed unanimously. (Res. 2016.03.C/05)

Review and Approval of Components of 2015 Authority Budget Office Annual Report

The 2015 Authority Budget Office Annual Report was included in the package. The four Components of this report include first, annual updates on year-end goals and accomplishments, what the Authority has as real property thru the year, description of board members and staff, and a summary of Authority financials and debt. The second component reflects procurements during the 2015 fiscal year. The third component is an evaluation of investments and investment policy. The last component is the Financial Statement. All of the above components will be submitted to the PARIS website.

Vince made a motion to approve the report components of the 2015 Annual Report as presented and authorizes the Executive Director or Deputy Director to certify the Annual Report to the New York State Authority Budget Office. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2016.03.D/06)

Approval of Bond Resolution – 2016 Water Service Agreement Revenue Bonds

Larry made a motion to approve the Bond Resolution for the 2016 Water Service Agreement Revenue Bonds. The motion was seconded by Rudy voted on and passed unanimously. (Res. 2016.03.F/04)

Finance Report – Approval of Warrant

Rudy made a motion to accept the warrant as presented. The motion was seconded by Larry voted on and passed unanimously. (Res. 2016.03.E/03)

System/Capital Projects – Dalton Farms Sewer HV&L Phase 1 General Exhaust

Rudy made a motion that the bid received on March 3, 2016 from to DJ Heating & Air Conditioning, Inc. for Contract No. PWC-DFS-2016-01 to DJ Heating & Air Conditioning, Inc. in the amount of \$99,900.00 be accepted, and that the Executive Director or Deputy Director is authorized to execute the contract and the notice to proceed upon receipt of

executed contract and insurance certificates from the proposed Contractor. The motion was seconded by Larry voted on and passed unanimously. (Res. 2016.03.G/07)

Dutchess County Airport Subsurface Exploration

Rudy made a motion that the Executive Director or Deputy Director is authorized to execute a contract with Aztech Technologies, Inc., Ballston Spa, NY, in the amount of \$99,165.40 for the Subsurface Exploration Contract for the Dutchess County Airport Water Service Project Contract No. PWC-CDWTL-2016-E1. The motion was seconded by Larry voted on and passed unanimously. (Res. 2016.03.H/08)

Community Projects – Shore Haven Water System Improvement Project Status Report

The Shore Haven status and schedule were included in the package. Bridget advised the Board that, with the exception of the iron and manganese, the system is within the standards, including for disinfection by-products and radiologicals. Revised design plans and specifications for the treatment system were sent back to the New York State Department of Health (NYSDOH) on March 7th and staff was advised that the review would not start until March 25th.

Final Plans and Specifications on the Distribution System were sent back to NYSDOH and Dutchess County Department of Health (DCDOH) and we now have the final sign off to go out to bid and we have an RFP out at this time for the Distribution System Construction Administration. Staff is also following up on obtaining easements needed for the distribution construction.

Meadows at Pawling Water and Sewer

Bridget said this is a proposed adult residential development of 41 units, for people 55 and over, on Westover Road in the Town of Pawling. They will be looking to construct a private water system and private sewer system that would require the Town to approve the Transportation Corporations for the water and sewer. The Town does not want to take on that responsibility, and has directed the developer to contact the Authority. The Project Engineer has contacted the Authority with an initial request that we enter into an MOU with the Town and the developer. Tom requested staff provide a memo outlining the Authority's potential role, for further discussion.

Confirm next meeting date

Tom confirmed the next meeting date of April 20, 2016 at 3:30pm.

Motion to adjourn

At 4:18pm Tom asked for a motion to adjourn; Rudy made the motion: seconded by Vince and passed unanimously. (Res. 2016.03.I/09)

Respectfully submitted,



Jackie Burger
Senior Typist

Resolutions

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| Res. 2016.03.A/01 | Motion to approve minutes from the February 17, 2016 board meeting |
| Res. 2016.03.B/02 | Motion to approve 2015 Budget Close-outs |
| Res. 2016.03.C/05 | Motion to approve 2015 Financial Statement |
| Res. 2016.03.D/06 | Motion to approve of 2015 Authority Budget Office Annual Report |
| Res. 2016.03.E/03 | Motion to approve the warrant as presented |
| Res. 2016.03.F/04 | Motion to approve Bond Resolution – 2016 Water Service Agreement Revenue Bonds |
| Res. 2016.03.G/07 | Motion to award DFS HV&L Phase 1 General Exhaust |
| Res. 2016.03.H/08 | Motion to award DC Airport Subsurface Exploration |
| Res. 2016.03.I/09 | Motion to adjourn |