

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF NOVEMBER 28th, 2018**

Board Members Present

Tom LeGrand
Vince DiMaso
Mike Cotton
Larry Knapp
Rudy Vavra

Staff Present

Bridget Barclay
Tanya Clark
Christine Curtis
Crystal Limato
Ed Mills
Mary Morris
Rich Winchester

Board Member Absent

All members were in attendance.

Ex-Officer Member

No member was present.

Others Present

No others were present.

Meeting Open – Introductions

Meeting opened at 4:04pm.

Public Comment

No one from the public was present.

Approval of Meeting Minutes

Larry Knapp noted the need to amend the minutes as he had abstained from the vote on the Bellefield Project Water MOU, as he has a conflict of interest. Rudy made a motion to approve the minutes as amended for the October 17th, 2018 Board Meeting. The motion was seconded by Larry; voted on and passed unanimously. (Res.2018.11.A)

Rudy made a motion to approve the minutes of October 31st, 2018 – 2019 Budget Workshop Meeting. The motion was seconded by Larry; voted on and passed unanimously. (Res.2018.11.B)

Chairman's Report:

Chairman's report was skipped this session.

Public Hearing on Proposed 2019 System Rates:

Tom noted that a public hearing notice was published in the Poughkeepsie Journal.

Rudy made a motion to open the Public Hearing on Proposed 2019 System Rates. The motion was seconded by Larry; voted on and passed unanimously. (Res.2018.11.C)

There were no members of the public present. Tom said the public hearing would be left open until later in the meeting.

Operations Reports:

System Operations Report

Larry questioned the high flow levels at the Valley Dale WW plant. Rich responded that this is some of the highest flows we have seen, due to heavy rainfall. Bridget noted we did an I&I investigation in the past, but that spring was unusually dry, and no significant I&I issues were identified. We believe that homeowner sump pumps connected to the sewer system are part of the problem.

2019 Contract Operations Bids Summary

Larry asked if we would be able to document additional costs with CEMCO as justification for awarding to a higher cost proposal. Bridget responded that we do track that, and in addition, a significant amount of work needed at these systems has been done by our own staff. Mike asked if we have done a performance evaluation on CEMCO. Bridget responded that we meet with them on a monthly basis to review operations and they have gotten a lot of feedback through that process.

Rudy made a motion to approve the award of 2019 System Operations Contracts. The motion was seconded by Vince, voted on and passed unanimously with Tom abstaining from the vote as one of the principals of JCO is a tenant in a building he manages. (Res.2018.11.D)

Finance Reports:

Approval of Warrant

Mary advised the board that an amendment to the warrant was being presented and reviewed the changes.

Vince made a motion to approve the warrant as amended. This was seconded by Larry, voted on and passed unanimously. (Res.2018.11.E)

DCWWA 21st Supplemental Resolution 2019 Service Agreement Revenue Bonds

Bridget distributed an updated resolution showing the amount of the bonds at \$1,500,000. Tom noted that the building is in Poughkeepsie, not Hyde Park.

Rudy made a motion to approve the 2019 Service Agreement Revenue Bond resolution as amended. This was seconded by Larry; voted on and passed unanimously. (Res.2018.11.F)

Review of the 2019 Proposed Budgets and Rates

Mary reviewed the 2019 Proposed Budgets and Rates, quickly overviewing any significant changes, as there were minimal alterations since last presentation.

Capital Reports:

SHW Improvement Project Status Memo

DCWWA and CPL staff provided comments to McNamee (General Contractor) on their draft closeout documents. CPL continues to follow up with McNamee. Eventus (Plumbing Contractor) has submitted all remaining closeout documents and O&M manuals. They have applied for final payment. Payment, delays and course of action discussed further in Executive Session.

DCAWL Project Status Memo

Bridget stated the closeout and final payment were in the final stages and should be finalized for the next meeting.

HPWTF I&C Project Status Memo

Tanya stated previous installation issues have been addressed with General Controls. Things are progressing well, despite previous delays.

PBS WWTP Project Status Memo

Bridget explained the Authority seeks to formally extend contract dates for completion of New Facility to 01/11/19, Commissioning to 01/18/19, Demolition to 02/01/19, Substantial Completion to 03/29/19 and Ready for Final Payment 05/28/19.

Rudy made a motion to approve the execution of Change Order #2 for All Construction Contracts. This was seconded by Larry; voted on and passed unanimously. (Res.2018.11.G)

GFS WWTP Project Status Memo

Bridget stated that we are developing the contract documents to be submitted to NYS EFC for their approval.

Lagrange Ave. Project Status Memo

Tanya reported that the abatement work was completed and approved by the certified inspector. Construction continues as per schedule. Estimated date of project completion is January 4th, 2019.

ACSD Project Status Memo

Tanya reported both contractors are in Substantial Completion phases of the project with their punch lists complete. Final payment has been released to the General Contractor, B&K, on this project. The Plumbing Contractor, ELQ, has yet to provide a complete Pay Application for final payment. They have been notified of the liquidated damages assessment deadline of November 26, 2018.

Close Public Hearing:

Public Hearing on Proposed 2019 System Rates closed at 4:26pm. There were no members of the public present wishing to comment.

Rudy made a motion to Close the Public Hearing on Proposed 2019 System Rates. The motion was seconded by Larry; voted on and passed unanimously. (Res.2018.11.H)

New for Consideration:

Endorsement for Emergency Procurement for HPRWS Raw Water Pump 103 Replacement.

Rudy made a motion to approve the Endorsement for Emergency Procurement for HPRWS Raw Water Pump 103 Replacement. This was seconded by Vince; voted on and passed unanimously. (Res.2018.11.K)

Executive Session:

Rudy made a motion to enter Executive Session to discuss Personnel Issues. This was seconded by Larry; voted on and passed unanimously. (Res. 2018.11.I)

Rudy made a motion to close Executive Session. This was seconded by Larry; voted on and passed unanimously. (Res. 2018.11.J)

Motion to Adjourn:

At 4.55 pm Tom asked for a motion to adjourn. Rudy made that motion. This was seconded by Larry; voted on and passed unanimously.

Respectfully submitted,

Crystal Limato,
Senior Typist

Resolutions

1. (2018.11.A) Minutes of October 17th, 2018 Regular Meeting as amended
2. (2018.11.B) Minutes of October 31st, 2018 Budget Workshop Meeting
3. (2018.11.C) Open Public Hearing on Proposed 2019 System Rates
4. (2018.11.D) Award of Operations Contracts
5. (2018.11.E) Approval of Warrant as amended
6. (2018.11.F) Approval of Bond Resolution – 2019 Building Purchase Bond
7. (2018.11.G) Authorize Change Order #2 for all Construction Contracts
8. (2018.11.H) Closing Public Hearing on Proposed 2019 Rates
9. (2018.11.I) Enter Executive Session to discuss Personnel Issues
10. (2018.11.J) Close Executive Session
11. (2018.11.K) Endorsement for Emergency Procurement for HPRWS Raw Water Pump 103 Replacement