

DUTCHESS COUNTY

**WATER AND
WASTEWATER AUTHORITY**

**DUTCHESS COUNTY WATER AND
WASTEWATER AUTHORITY
APPROVED MINUTES OF November 06, 2019
Budget Workshop Meeting**

1 LaGrange Avenue
Poughkeepsie
New York, 12603
(845) 486-3601
Fax (845) 486-3656

dcwwa@dutchessny.gov
www.DCWWA.org

Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Micheal Cotton

Ex officio Members

Brian Scoralick
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
Vincent DiMaso
Mike Cotton
Larry Knapp

Staff Present

Bridget Barclay
Michael Keating
Danielle Hardman
Ed Mills
Rich Winchester
Christine Curtis
Mary Morris

Board Members Absent

Rudy Vavra was not in attendance.

Ex-Officer Member

Eoin Wrafter – Commissioner
Dutchess County Planning and Development was in attendance.

Others Present

No others were present in attendance.

Meeting Open – Introductions

The meeting opened at 4:02 pm.

Public Comment

No members of the public were present.

Approval of Meeting Minutes

Vince made a motion to approve the minutes of July 17, 2019. The motion was seconded by Larry; voted on and passed unanimously with Mike abstaining as he was not present at that meeting. (Res.2019.11.AA).

Larry made a motion to approve the minutes of August 21, 2019. The motion was seconded by Mike; voted on and passed unanimously with Vince abstaining as he was not present at that meeting. (Res.2019.11.AB).

Mike made a motion to approve the minutes of September 18, 2019. The motion was seconded by Vince; voted on and passed unanimously with Larry abstaining as he was not present at that meeting. (Res.2019.11.AC).

Chairman's Report:

No Chairman's report was presented.

Budget Workshop

2020 Draft Salary Policy and Schedules

Bridget reviewed the Draft 2020 Salary Policy for the Board. The salary schedules reflect Cost of Living increases and salary adjustments to staff positions generally consistent with Dutchess County CSEA Contract, which for 2020 includes a Cost of Living increase of 2.25%. Employees at DCWWA up to 9 years will be eligible for merit increases of up to 2.5%. Employees with 10, 15, 20, 25 years are eligible for longevity increases.

2020 Proposed Staff Costs and Allocations

Bridget Reviewed the summary, provided to the Board, of changes from 2019 to 2020 in benefit and salary costs. There is a 7.8% increase on salary costs along with a 3% increase on benefit costs with a total increase in staff expense of 6%. Bridget made note that we have an increase number of retirees that we are supporting so our contribution to that has increased. There will be no increase in the county staff support contribution for 2020. Also, presented was the allocation of staff costs across the main revenue sources; County Staff Support, Benefit Assessment Fees, and Authority (administration fee, direct, capital projects and escrow funded.)

2020 Budget Workshop Memo and Draft Budgets

Mary reviewed the budgets and rates for each system with the Board, noting Board members were provided a copy of draft budgets for each system, the Authority General Fund, and a memo highlighting key factors affecting budget and rates for each system. In the General Fund, Authority office and administration costs remain the same except for some significant changes in post-retirement costs due to an increase in the number of retirees, a full year of debt service due and the inclusion of extra monies allocated in order to purchase an additional vehicle needed for operations. The Authority Administration Fee charged to all systems for 2020 is 11.4%.

Discussions were held on each specific system's proposed budget and rates that were provided to the board and note was made of expense lines showing the most significant changes from 2019.

Tom requested the Authority look into increasing the fund balance on a few systems to cover unexpected costs as historically this has been proven to be necessary.

Executive Session:

There was no Executive Session held.

Motion to Adjourn:

At 5:08 pm Tom made a motion to adjourn. Mike made that motion. This was seconded by Larry, voted on and passed unanimously.

The next regular board meeting date is on Wednesday, November 20, 2019 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2019.11.AA) Approval of Minutes of July 17, 2019 Regular Board Meeting
2. (2019.11.AB) Approval of Minutes of August 21, 2019 Regular Meeting
3. (2019.11.AC) Approval of Minutes of September 18, 2019 Regular Meeting