



1 LaGrange Avenue  
Poughkeepsie, NY 12603  
(845) 486-3601  
Fax (845) 486-3656  
dcwwa@dutchessny.gov  
www.DCWWA.org

DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF NOVEMBER 18, 2020  
REGULAR MEETING & PUBLIC HEARING

Authority Board Members

**Thomas LeGrand**  
Chairperson

**Vincent DiMaso**  
Vice-Chairperson

**Rudy Vavra**  
Treasurer

**Lawrence R. Knapp**  
Secretary

**Michael Cotton, P.E.**

Ex officio Members

**Will Truitt**  
County Legislature  
Legislative Liaison

**Eoin Wrafter**  
Commissioner  
D.C. Dept. of Planning & Development

Staff

**Bridget Barclay**  
Executive Director

**Christine Curtis**  
Deputy Director/Staff Treasurer  
None

Board Members Attending in Person

None

Staff Attending in Person

Jonathan Churins

Board Members Present via Video/Conference Call

Tom LeGrand  
Mike Cotton  
Larry Knapp  
Rudy Vavra

Staff Present via Video/Conference Call

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

Board Members Absent

Vince DiMaso

Ex-Officio Member Present via Video/Conference Call

Others Present via Video/Conference Call

Anna Sers – Customer of Birch Hill Water System

Meeting Open – Introductions

The meeting opened at 4:02pm

Tom LeGrand called the meeting to order and began with a roll call to identify those attending the meeting both in person and by video/conference call.

Public Comment

Anna Sers joined the meeting to listen in but provided no comments.

### **Approval of Meeting Minutes**

Approval of meeting minutes of Aug 19, 2020 was tabled for a subsequent meeting as there was not a quorum of board members present to approve. (Res.2020.11.A).

Mike made a motion to approve the regular meeting minutes of October 21, 2020. The motion was seconded by Rudy; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.B)

### **Public Hearing – Proposed 2021 System Rates**

Mike made a motion to open the public hearing. The motion was seconded by Rudy; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.C)

Tom asked if there were any members of the public present wishing to comment. There were none. Bridget reported that the Authority did not receive any communication regarding the Proposed 2021 Water and Sewer Budgets and Rates prior to the meeting. The public hearing was left open for the duration of the meeting.

### **Chairman's Report**

Nothing to report.

### **Operations Reports**

#### **Monthly System Operations Reports**

Larry inquired whether the replacement of mechanical equipment so soon at Chelsea Cove is typical. Rich commented that it is not typical and that operations has not specifically identified why those mechanical components needed to be replaced so quickly.

#### **Award of 2021 System Operations Contracts**

Mike made a motion to approve the Award of 2021 System Operations Contracts as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.D).

#### **Award of 2021 System Engineering Agreements**

Mike made a motion to approve the Award of 2021 System Engineering Agreements as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.E).

#### **Rejection of 2021 Lawn Maintenance Contract Bid**

Bridget reported that a single bid was received and Staff is recommending the Board reject the bid and re-bid the Contract. Mike made a motion to reject the 2021 Lawn Maintenance Contract Bid received. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.F).

#### **Award of 2021 HVAC Maintenance Contracts**

Mike made a motion to approve the Award of 2021 HVAC Maintenance Contract as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.G) (Attachment "A").

### **Award of Pilot CMMS Agreement**

Mike made a motion to approve the Award of Pilot CMMS Agreement as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.H).

### **Finance Reports:**

#### **Approval of Warrant**

Mike made a motion to approve the warrant as amended. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.I).

#### **Approval of New Staff Positions**

Mike made a motion to approve the New Staff Positions as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.J).

### **Review of Proposed 2021 System Budgets and Rates**

Christine reviewed that the system budgets were presented to the Board at the Budget Workshop meeting earlier in the month. In addition to the proposed 2021 System Budgets and Rates Staff produced the General Authority Budget is included this month per the Board's request. Bridget said that if there were no further questions that staff will present the proposed budgets for the Board's final approval at the December Regular Board meeting.

### **Capital Project Reports:**

#### **Hyde Park Phase 2 Meter Project Status Report**

Ed Mills referenced a memo which was provided in the Board packet along with a recommended resolution for a change order to reach final contract pricing. Mike made a motion to approve HP Phase 2 Meter Project – CO No. 2 to Installation Contract as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.K).

#### **GFS WWTP Project Status**

Jonathan reported that a project status memo was provided to the Board in the Board packet. Rehabilitation construction continues to move forward on the Project. General Contractor has brought a second crew on site in order to expedite work. Work on the Electrical building has had minor delays but continues to move forward. Work is being done on the Primary clarifier in preparation for work to be completed in the Spring. Walls are being formed for the Secondary clarifier and inspection will follow. Regulatory sampling continues and project management is working with the DEC and contract operators to monitor and address issues with RBC performance.

#### **GFS Collection System Project**

Jonathan reviewed there is no change on the project from October's report and the Authority is still awaiting approval of permits and the BID documents from EFC.

#### **Tivoli Water Distribution System Improvements**

##### **Water Main and Distribution System Improvements**

Mike K. reviewed that water main construction continues. Water main install on Woods Rd. is completed and has passed pressure and disinfection testing. A letter with results will go to DOH for approval on

transferring services. Work on Broadway has begun and is working toward Broadway and North. Winter shutdown will be second week in December.

### **Water Tank Improvements**

Mike K. reviewed the Water Tank continues to be painted with the Contractor a little behind schedule. Landscaping has been completed. The County Executive, along with local politicians, contract engineer and DCWWA staff, met on at the Water Tank Site to do a walk-through which Mike stated went very well. Bridget reviewed the community has been concerned about the loss of Tivoli's iconic water tower but that attitude has been shifting as work progresses. The Mayor has received positive feedback from the Community on the way the project has been going. Mike stated DCWWA expects to have the new tank in service by 2021 and will then completed the demo of the old tank.

### **Well and Wellfield Improvements**

Bids were received and they came in nearly double what the engineer originally estimated. Staff is recommending the Board reject the bids received and presented a resolution of same for approval. Mike made a motion to reject the Tivoli Wellhouse and Wellfield Improvement Bid as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.P).

### **Tivoli Sewer Project Status**

Tighe and Bond has been directed to resume design work and update the facility plan. Staff is recommending a Phase II Flow study be conducted for further details on I&I and so data can be incorporated into an updated Engineering report and final design. A resolution of same was presented. Mike made a motion to approve the Award of Professional Service Letter Agreement for the Tivoli Sewer System Flow Meter Study as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.I).

### **Pinebrook Water Interconnection Project Status**

Jonathan reviewed that the project is moving forward and on schedule. Staff has received comments from EFC and responded accordingly. Project Management is working with the Town on highway and erosion control permits. A construction administration RFP is being put together but staff and will be presented in the coming months. Mike inquired regarding current well use at Pinebrook which Rich confirmed currently there are 2 wells being used.

### **Community Projects**

No updates.

### **Close Public Hearing**

Mike made a motion to close the Public Hearing. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.11.M).

### **New for Consideration**

Nothing new presented.

### **Executive Session:**

No executive session was presented.

**Motion to Adjourn:**

At 4:42 pm Tom made a motion to adjourn. The next regular board meeting date is on Thursday, December 17, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,  
Senior Typist

**Resolutions**

1. (2020.11.A) Approval of Minutes of August 19, 2020 Regular Meeting – TABLED
2. (2020.11.B) Approval of Minutes of October 21, 202 Regular Meeting
3. (2020.11.C) Open Public Hearing
4. (2020.11.D) Award of 2021 System Operations Contracts
5. (2020.11.E) Award of 2021 System Engineering Agreements
6. (2020.11.F) Award of 2021 Rejection of 2021 Lawn Maintenance Contract
7. (2020.11.G) Award of 2021 HVAC Maintenance Contract
8. (2020.11.H) Award of Pilot CMMS Agreement
9. (2020.11.I) Approval of Warrant as Amended
10. (2020.11.J) Approval of New Staff Positions
11. (2020.11.K) HP Phase 2 Meter Project – Approve CO No. 2 to Installation Contract
12. (2020.11.L) Tivoli Sewer – Award of PSLA Flow Metering
13. (2020.11.M) Close Public Hearing
14. (2020.11.N) Open Executive Session
15. (2020.11.O) Close Executive Session
16. (2020.11.P) Rejection of Tivoli Wellhouse and Wellfield Bid

ATTACHMENT "A"

RESOLUTION NO. 2020.11.G

Authority Board – DCWWA

November 18, 2020 Meeting

AWARD FOR 2021 HVAC MAINTENANCE AND SERVICE CONTRACT

Mike offers the following resolution and moves its adoption:

WHEREAS, the Dutchess County Water and Wastewater Authority (Authority) received proposals on November 12, 2020 for the 2021 HVAC Maintenance and Service Contract for four (4) of the Authority’s water and wastewater facilities in accordance with the Authority’s procurement policy for professional services; and

WHEREAS, a summary of the price proposals received (bid analysis attached), has been presented to the Board; and

WHEREAS, Staff is recommending the low bidder, HRR Industries, Inc. be disqualified as not being a responsible bidder based on non-performance under the previous contract and recommend the award to American Heating and Cooling as follows:

	<u>Facility</u>	<u>Annual Amount</u>
1.	Central Dutchess Water Transmission Line	\$3,100.00
2.	Chelsea Cove Wastewater	\$3,100.00
3.	Hyde Park Regional Water System	\$3,100.00
4.	LaGrange Avenue Administrative Offices	\$3,100.00
		<b>Total = \$12,400.00</b>

and

WHEREAS; the Board has reviewed the Staff’s recommendation and considered the benefits to the Authority,

THEREFORE, BE IT RESOLVED THAT; the Board hereby authorizes the Executive Director or Deputy Director to execute the 2021 HVAC Maintenance and Service Contract with American Heating and Cooling in the amounts as detailed above for a total of **\$12,400.00**.

Seconded by Larry.

Record of Vote:	Aye	Nay
Thomas LeGrand	_X_	___
Vincent DiMaso	Absent	___
Larry Knapp	_X_	___
Rudy Vavra	_X_	___
Michael Cotton, PE	_X_	___

