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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF DECEMBER 16, 2020

Board Members Attending in Person

Staff Attending in Person

Jonathan Churins

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

Board Members Present via Video/Conference Call

Tom LeGrand

Mike Cotton

Larry Knapp

Staff Present via Video/Conference Call

Christine Curtis

Danielle Hardman

Criss Limato

Bridget Barclay

Rich Winchester

Michael Keating

Ed Mills

Board Members Absent

Rudy Vavra

Vince DiMaso

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter, Dutchess County Commissioner of Planning

Others Present via Video/Conference Call

None.

Meeting Open – Introductions

The meeting opened at 4:01 pm

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

No members of the public were present.

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.2020.12.A).

Mike made a motion to approve the Budget Workshop meeting minutes of November 04, 2020. The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.B)

Larry made a motion to approve the regular meeting minutes and public hearing minutes of November 18, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.C)

Chairman's Report

Nothing to report.

Operations Reports

Monthly System Operations Reports

Larry inquired about Central Dutchess Water Transmission Line referencing the note about water quality issues on the operations report. Specifically, he inquired whether water quality issues were specific to the Avalon location or if it was system wide. Rich responded it was site specific noting that the Avalon lead and copper results came back elevated and that operations had worked with them to address the issue. Larry inquired about Shore Haven Water System and why operations was seeking approval for installation of an RPZ. Rich reviewed that upon inspection from the local health department it was found to missing and an oversight in the original design.

Award of 2021 Lawn Maintenance Contract

Larry made a motion to approve the Award of the 2021 Lawn Maintenance Contract as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.D) (Attachment "A").

Approval of Consecutive System Agreement for Tradition Water System

Larry made a motion to approve the Consecutive System Agreement for the Tradition Water System as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.E).

Notification of Emergency Procurement for Birch Hill Water

A memo regarding an emergency repair at the Birch Hill Water System was provided to the Board. Bridget reviewed the memo was to serve as notification of a need for emergency work to purchase and install a pump from Claverack Pump Service, LLC. The install of the pump would allow for adequate water to maintain storage and demand for the Birch Hill Water System. The need was immediate due to the increased concern from the Department of Health that the DCWWA was hauling water to meet demand. On November 30, 2020 a Public Works Service Order for a cost of \$17,008.62 was authorized by management staff and Claverack Pump

Service, LLC was approved to perform the needed work to deepen well 5A, air shock and hydro flush the well, and install a Gould's Water Pump for the Birch Hill Water District.

Finance Reports:

Approval of Warrant

Larry made a motion to approve the warrant as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.F).

2021 Budget Memo – Rate Changes

Christine reviewed that staff made minor changes to a few of the rates presented at last month's Board meeting. These changes were provided in a memo to the Board included in the Board Packet.

2021 System Budgets & Rate Sheets

Larry made a motion to approve the 2021 System Budgets and Rates presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.G).

Public Authorities Law Budget Report

Christine presented the Public Authorities Law Budget Report to the Board as required.

Larry made a motion to approve the 2021 Public Authorities Law Budget Report as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.H).

2021 Holiday Schedule

Larry made a motion to approve the 2021 Holiday Schedule as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.I).

Proposed Customer Backbilling Policy

Bridget reviewed that staff seeks the Board's consideration and approval to implement a streamlined backbilling policy intended to become effective January 1, 2021. A *backbill* is any bill or any portion of a bill which represents charges for service that was actually delivered to the customer's premises during a period before the current billing cycle, which was not previously billed.

Larry made a motion to approve the 2021 Authority Backbilling Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.J).

2021 Audit and Accounting Services Agreements

Larry made a motion to approve the 2021 Audit and Accounting Services Agreements as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.K).

2021 Insurance Agreement

Larry made a motion to approve the 2021 Insurance Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.L).

2021 County Staff Salary Assistance Agreement

Larry made a motion to approve the 2021 County Staff Salary Assistance Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.M).

GFS WWTP Project Status

Jonathan reported that the GFS WWTP construction project continues to move forward. Schedule has seen a slight delay due to winter weather and COVID related disruptions. Electrical Building Structure is complete and ready for dry trades. Excavation and rock removal complete for installation of the secondary clarifier. Project continues to move forward with a goal of completion of late 2021.

GFS Collection System Project

Jonathan reviewed staff has responded to EFC minor comments and we are awaiting a response from EFC for an approval to proceed with bidding. Staff has initiated Town Highway and Sediment and Erosion Control review and approval.

Tivoli Water Distribution System Improvements

Water Main and Distribution System Improvements

Mike K. reviewed that water main construction continues and water main has been installed between Woods Rd and Stoney Creek Bridge. Construction remains on schedule.

Water Tank Improvements

Mike K. added that Tivoli Water Tank has been erected and is now being painted, weather permitting. Water Tower expected to be in service late February.

Well and Wellfield Improvements

Project Management reviewed project went out to bid and received a bid that was double the engineers estimate. This bid was rejected and project will be re-bid.

Tivoli Sewer Project Status

Flow study work has been completed and will be provided to the contracted Engineer so that the data can be incorporated into an updated Engineering report and the final design.

Pinebrook Water Interconnection Project Status

Jonathan reviewed Staff is continuing to work on easements and permitting for Highway work and erosion control.

Community Projects

Bridget stated there was nothing to report.

New for Consideration

The next regular Board Meeting will be held Wednesday January 20, 2021 @ 4:00pm.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:40 pm Tom made a motion to adjourn. This was seconded by Mike, a roll call vote was taken, voted on and passed unanimously.

The next regular board meeting date will be Wednesday, January 20, 2021 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2020.12.A) Approval of Minutes of August 19, 2020 Regular Meeting – TABLED
2. (2020.12.B) Approval of Minutes of November 04, 2020 Budget Workshop Meeting
3. (2020.12.C) Approval of Minutes of November 18, 2020 Regular Meeting
4. (2020.12.D) Award of 2021 Lawn Maintenance Contract
5. (2020.12.E) Approval of Consecutive System Agreement for Tradition Water System
6. (2020.12.F) Approval of Warrant
7. (2020.12.G) Approval of 2021 System Budgets & Rate Sheets
8. (2020.12.H) Approval of 2021 Public Authorities Law Budget Report
9. (2020.12.I) Adoption of 2021 Holiday Schedule
10. (2020.12.J) Approval of Customer Backbilling Policy
11. (2020.12.K) Authorize Audit and Accounting Services Agreement
12. (2020.12.L) Authorize Insurance Services Agreement
13. (2020.12.M) Authorize Annual County Staff Salary Assistance Agreement
14. (2020.12.N) Open Executive Session
15. (2020.12.O) Close Executive Session

ATTACHMENT "A"

RESOLUTION NO. 2020.12.D

Authority Board – DCWWA

December 16, 2020 Meeting

Award Contract for PWC-OPS-2021-01 Lawn Maintenance Agreement

Larry offers the following resolution and moves its adoption:

WHEREAS, the Authority received one bid on November 13, 2020 for the PWC-OPS-2021-01 Lawn Maintenance Agreement for lawn maintenance of nine (9) facilities owned by DCWWA; and

WHEREAS, the single bid received was rejected by the Authority Board on November 18, 2020 due to the fact that it was a 62% increase over last year's cost; and

WHEREAS, the Authority re-bid the PWC-OPS-2021-01 Lawn Maintenance Agreement and received four (4) bids on December 2, 2020 in accordance with the Authority's procurement policy for public works with a contract value less than \$35,000.00 as follows:

<u>Proposers</u>	<u>Amount</u>
1. N&L Landscaping, Inc., Gardiner, NY	\$16,612.00
2. Coyle Industries, Hopewell Junction, NY	\$113,900.00
3. 21 st Century Living LLC, Poughkeepsie, NY	\$23,686.72
4. Lawn Masters of NY, LLC, Bloomingburg, NY	\$11,815.00

; and

WHEREAS, the staff reviewed the apparent low bidder and based upon this review, the staff recommends that the PWC-OPS-2021-01 Lawn Maintenance Agreement for the lawn maintenance of nine (9) facilities be awarded to the lowest bidder, Lawn Masters of NY, LLC in the amount of \$11,815.00, and

WHEREAS, the Authority Board has reviewed the recommendations of the Authority Staff and considered the benefits to the Authority;

THEREFORE, be it further resolved that the Executive Director or Deputy Director is authorized to execute a contract with Lawn Masters of NY, LLC, in the amount of \$11,815.00 for the PWC-OPS-2021-01 Lawn Maintenance Agreement for the lawn maintenance of nine (9) facilities owned by DCWWA.

Seconded by: Mike.

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