



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 BUDGET WORKSHOP MEETING ON
NOVEMBER 9, 2023

Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Board Member

Ex officio Members

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

Brian Scoralick
Executive Director
D.C. Soil & Water Conservation District

Legislative Liaison

Will Truitt
County Legislature

Staff

Michael J. Keating, P.E.
Executive Director

Jonathan Churins
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand
Dale Borchert
Larry Knapp
Rudy Vavra

Staff Attending in Person

Jonathan Churins
Danielle Hardman
Jessica McMahon
Mike Keating
Mary Morris

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Others Present via Video/Conference Call

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:30 p.m.

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.

Chairman’s Report

Finance Reports

2024 Proposed Staff Costs & Revenue Sources for 2024

Jessica McMahon stated that she is going to give an overview of the Staff Costs & Revenue Sources for 2024 and then address any questions the Board has.

PROPOSED STAFF COSTS AND REVENUE SOURCES FOR 2024

EXPENSES	2023 Adopted Budget	2024 Proposed Budget	Difference	Percent Change
Total Salaries	\$2,232,109.15	\$2,952,266.46	\$720,157.31	32.26%
Total Benefits	\$1,155,376.93	\$1,704,468.46	\$549,091.53	47.52%
TOTAL STAFF EXPENSE	\$3,387,486.08	\$4,656,734.92	\$1,269,248.84	37.47%

PROPOSED REVENUE SOURCES FOR 2024 STAFF EXPENSE

REVENUES	2023 Adopted Budget	2024 Proposed Budget	Difference	Percent Change	Percent of Total
System Direct	\$2,027,204	\$2,069,365	\$42,161	2.0%	48.7%
Administration	1,021,545	1,449,110	427,565	29.5%	34.1%
Capital Projects	224,880	484,848	259,968	53.6%	11.4%
County Support	120,000	120,000	0	0.0%	2.8%
Benefit Assessment	72,502	101,850	29,348	28.8%	2.4%
Escrow Projects	20,351	24,127	3,776	15.7%	0.6%
TOTAL REVENUES	\$3,486,482	\$4,249,300	\$762,818	18.0%	100.0%

TOTAL STAFF POSITIONS

Full Time	27	36
Part Time (FTE)	2.07	2
Total Full Time Equivalent	29.07	38

Part Time Staff Detail	2023	2024
Operations Support	1040	1040
Account Clerk	1040	1040
Ex. Dir. Transition	670	1040
Clerk 1	780	1040
Clerk 2	780	0
Total Hours	4310	4160
Full Time Equivalent	2.07	2

Note - 1 Full Time Equivalent = 2080 Hours

2024 Budget Changes – Summary of System Changes

Jessica McMahon stated that she is going to give an overview of the 2024 Budget Changes and the Summary of System Changes, then address any questions the Board has.

Change from contract Operations to In-House staff operating all systems.

About a 12% increase to all system budgets.

3.75% CPI budgeted increase

Individual Systems:

ABW – No individual system increases.

BHW – Building maintenance needed, chemical pump and water main repairs.

CCS – Security fencing, sludge pump replacement and exhaust fan repairs.

DFS – Building maintenance and exhaust fan repairs, pump repairs and main line cleaning. Apply fund balance to UV Replacement Capital Project.

DFW – Building maintenance, main breaks and curb valve repairs needed.

FAS – Pump replacement, new security equipment.

FAW – Replace valves, booster pump and curb valve repairs.

GEN – Increase for software expense, costs of maintaining office building, labor cost increases.

GBW – No individual system increases.

GFS – Purchase weed whacker, building maintenance, sludge pump airline repair.

GFW – Building maintenance needed, pipe and hydrant replacement.

HPR – Increase for capital contingency for specific projects.

OCS – No individual system increases.

PBS – New influent pump

QHW – Roof repairs, well work and water main repairs required, two hydrants replaced. **RKW** – Roof replacement, tank study, well work if needed.

RKW – Roof replacement, tank study, well work if needed.

DSW – Gutters needed, leak repairs, engineering study to address water quantity

and quality concerns.

SHW – HVAC/Softener repairs, corrosion control implementation, well maintenance, Main/Service line and curb box repairs

TRS – Shed install and pump replacement.

TRW – Main or service line repairs

TVS – No individual system increases.

TVW – No individual system increases.

VCS – Shed and snow blower maintenance, chlorination process study, pump and piping repairs, line cleaning.

VDS – Gutter work needed, I&I Study, piping maintenance, additional sludge hauling required
VDW – Building, well, main/service line and curb valve repairs needed.

AWL – Engineering study share

System Rate Comparison

Jessica McMahon stated that she is going to give an overview of the System Rate Comparison, then address any questions the Board has.

2024 Draft System Budgets

Jessica McMahon stated that she is going to give an overview of the Draft System Budgets for 2024, then address any questions the Board has.

Operations

Procurement of New Vehicle – Memo

Memo was presented to the Board for their consideration on purchasing a new vehicle for the Authority.

Approval for Procurement of New Vehicle

Rudy Vavra made a motion to approve the Procurement of New Vehicle. This was seconded by Larry Knapp, a roll call vote was taken and the resolution passed unanimously. **(Res.2023.11.AA)**

Executive Session:

N/A

Motion to Adjourn:

At 4:35 pm Larry Knapp made a motion to adjourn. This was seconded by Dale Borchert, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Thursday, November 30, 2023, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

- 1. (2023.11.AA) Procurement of New Vehicle**
- 2. (2023.11.BB) Open Executive Session – Not Used**
- 3. (2023.11.CC) Close Executive Session – Not Used**