



DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF MEETING ON October 17, 2023

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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 (Came at 4:35)
Larry Knapp
Rudy Vavra

Staff Attending in Person

Jonathan Churins
Michael Keating
Gary Banks
Jess McMahon
Mary Morris
Rich Winchester

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Carol Falcone

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner of Planning & Development

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.

Approval of Meeting Minutes

Approval of meeting minutes for August 16, 2023 – Tabled
(Res.2023.10.B) - Tabled

Approving Board Members not available.

Approval of meeting minutes for September 20, 2023

Rudy Vavra made a motion to approve the Board Meeting Minutes from September 20, 2023. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.B)**.

Approval of meeting minutes for October 05, 2023.

Rudy Vavra made a motion to approve the Board Meeting Minutes from October 05, 2023. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.C)**.

Chairman's Report

Finance Reports

Approval of Warrant

The Warrant was provided to the Board, in the Board package.

Rudy Vavra made a motion to approve the warrant as presented. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.D)**

Amendment to the 2023 County Salary Support Agreement

Mike Keating explained that on June 14, 2023 County Executive William O'Neil approved Resolution No. 2023109 to execute an amendment to the 2023 County Salary Support Agreement between the Authority and the County of Dutchess to increase the cost by \$ 40,000 for a total of \$ 160,000. The increase was requested in order to fund the feasibility study and receive a report regarding the possible establishment of an interconnection between the NYS Department of Environmental Protection Aqueduct at Shaft 6 and the Central Dutchess Water System.

Larry Knapp made a motion to approve the Amendment of the 2023 County Staff Salary Assistance Agreement. This was seconded by Rudy Vavra, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.E)**

2023 Year to Date Budget Presentation

Jessica McMahon presented the 2023 Year to Date Budgets. Larry Knapp asked that in the future if we can compile a report that shows the 9 months position we are in, in respect to the budgeted amounts per system.

Accounting Software Update

A memo was provided to the Board in the Board Package. Jonathan Churins explained that the implementation of the Tyler Technologies Accounting Software is going to be done in two phases. The financial implementation began May 2023 and has now progressed with a successful transition and will be concluded by October 2023. The implementation stage for the utility billing side is currently in the data evaluation progressing to conversion and staging. Based on current predictions all water and sewer systems will be converted with at least one bill processed through the new software by June of 2024.

Retention & Disposition Schedule for NYS Local Government Records

Jonathan Churins explained that the new Records Retention Policy for the County & Authority was effective on January 1, 2021. The prior Treasurer for the Authority acknowledged receiving the information and training materials but never presented it to the Board for approval. A resolution has been presented to the Board authorizing the adoption of the Records Retention Schedule, LGS-1.

Rudy Vavra made a motion to approve the adoption of the Records Retention Schedule LGS-1. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.F)**

Operation's Report

Award of the 2024 Generator Maintenance Contract

Jonathan Churins stated that the Authority recommends Peak Power Systems to be awarded the 2024 Generator Maintenance Contract. They have held this contract for the past three years, as lowest bidder and they have performed reliably.

Rudy Vavra made a motion to Award the Generator Maintenance Contract to Peak Power Systems. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.G)**

Award of the 2024 Lawn Maintenance

Jonathan Churins stated that the Authority recommends 214 Landscaping & Services, Inc. to be awarded the 2024 Lawn Maintenance Contract. They are the lowest responsible bidder.

Rudy Vavra made a motion to Award the Lawn Maintenance Contract to 214 Landscaping & Services, Inc. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.H)**

Amendment to Task Order Contract

Mike Keating explained that the Authority is asking the Board to approve an Amendment to the Task Order Engineering contracts (TOC) with H2M Architects and Engineers (“H2M”), Tighe & Bond Engineering and Landscape Architecture (“T&B”), and MJ Engineering and Land Surveying (“MJ”), (collectively the “Consultants”) to allow for a yearly cap of \$105,000.00 as opposed to the current 2022-2023 cap amount of \$180,000.00 for a two-year period.

Rudy Vavra made a motion to Approve the Amendment to the Task Order Engineering Contract This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.I)**

Request for Proposals to Operate DCWWA Facilities Status Update

Mike Keating stated that the Authority received one proposal to operate the Chelsea Cove Wastewater Plant from VRI Environmental Services and no proposals from H2O Innovations, which had previously bought out JCO and Environmental Consultants.

Staff met with the principle of VRI to discuss their reluctance to provide proposals for additional facilities, they stated the following:

- Their preference would be to operate facilities close to their office, i.e. the southern part of the county, and preference for wastewater plants.
- Under no circumstances would they consider operating the Dalton Farms WWTP given its poor condition.
- VRI offered to operate Chelsea Cove Sewer, Greenfields Water & Sewer, and Pinebrook wastewater facilities with a limited scope.
- VRI mentioned that H2O Innovations was recently bought by a Wall Street hedge fund, and they are abandoning the small facility business. Recently, they provided 30-day notice of termination to many of their customers. VRI stated that they had received 30 inquiries to pick up those terminated accounts and would be unable to provide adequate staffing to DCWWA facilities.

Due to the inevitable requirement for DCWWA to operate DFS in-house and due to the lack of response to the Request for Proposals, management is implementing

plans to operate all DCWWA facilities with in-house staff starting November 1, 2023.

Management expects this reorganization will require, at minimum:

- Four additional operations staff members
- One additional vehicle.
- Reassessment of our needs in early 2024

Reject Proposal for System Operations Agreement

This memo serves as a recommendation to the Board to approve the Resolution to reject the VRI Environmental Services (“VRI”) proposal for the 2024 System Operations Agreement on the basis of a lack of submissions. VRI was the only company to submit a proposal and it was to operate the Chelsea Cove Wastewater facility and no other facilities.

Given these results, DCWWA management is implementing a plan to operate the water and wastewater in-house with operations staff and will present an update at this board meeting.

Rudy Vavra made a motion to Approve the Rejection of the Proposal for 2024 System Operations Contract. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.J)**

Monthly System Operations Reports

Rich reviewed the Monthly Operations Report that was provided to the Board, in the Board package.

Capital Project Reports:

Tivoli Water Project Status

Mike Keating reviewed the project memo that was provided to the Board. Mike Keating stated that the contractors are working through their punch lists.

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. He stated that the design effort is nearing completion. Wright-Pierce supplied 99% design documents and submitted those for regulatory review, completion of which is expected by November 1st.

Hyde Park Regional Water System – Raw Water Pump 101

The status is as follows for the Raw Water Pump 101 replacement; manufacturing delays outside the control of Layne Christensen, Co. and the engineer has extended the contract beyond the original contract period. The replacement pump is currently in production and is expected to ship before the end of the year. Staff Engineer, and Contractor are reviewing schedules and methods to coordinate the least impact deployment. A no cost time extension will be presented to the Board at a future meeting.

Pinebrook Water Interconnection Project Status

Jonathan Churins reviewed the project status memo that was provided to the Board. There are two resolutions to set the final price for Engineering and Construction Observation Contracts.

Larry Knapp made a motion to Approve Amendment No. 1 for the PBW Design Services Contract Closeout. This was seconded by Rudy Vavra , a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.K)**

Larry Knapp made a motion to Approve Amendment No. 2 for the PBW Construction Administration Contract Closeout. This was seconded by Rudy Vavra, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.10.L)**

Task Order Summary

Mike Keating stated that the task order summary is to notify the Board of all of the task orders that have been issued to the consultants that we are working with.

Community Projects

Mike Keating stated that he provided a Community Projects Summary for the Board.

Mike Keating provided an update on the Southern Dutchess Water Transmission Line. Fifty percent of the draft is due in November 2023.

The Peach Road/BOCES project is progressing. Town of Poughkeepsie to include Storage Agreement in October meeting.

Jeffrey Groves (North Cross Subdivision) - There has been no progress with water and wastewater construction.

Crofton Mews – There has been no progress with water and wastewater construction.

West Dorsey Extension- Work has commenced on Map, Plan, & Report.

New for Consideration

Executive Session:

N/A

Motion to Adjourn:

At 5:15 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 (Budget Workshop) will be on Thursday November 9, 2023, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2023.10.A)** Approval of Minutes for Meeting on August 16, 2023 - **Tabled**
2. **(2023.10.B)** Approval of Minutes for Meeting on September 20, 2023
3. **(2023.10.C)** Approval of Minutes for Special Meeting on October 5, 2023
4. **(2023.10.D)** Approval of Warrant
5. **(2023.10.E)** Approval of Amendment of the 2023 County Salary Support Agreement
6. **(2023.10.F)** Adopt Record Retention Schedule for NYS Local Government Records
7. **(2023.10.G)** Approval to Award of the 2024 Generator Maintenance Contract
8. **(2023.10.H)** Approval to Award 2024 Lawn Maintenance Contract
9. **(2023.10.I)** Approval to Amend the Task Order Contract
10. **(2023.10.J)** Reject Proposal for System Operations Agreement
11. **(2023.10.K)** Approval of Amendment No. 1 PBW Design Services Contract
12. **(2023.10.L)** Approval of Amendment No. 2 PBW Construction Administration Contract
13. **(2023.10.M)** Open Executive Session – **Not Used**
14. **(2023.10.N)** Close Executive Session – **Not Used**