

**DUTCHESS COUNTY**



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

**DUTCHESS COUNTY WATER AND WASTEWATER  
AUTHORITY  
APPROVED MINUTES OF APRIL 22, 2020**

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 in Office**

Mike Cotton

**Staff Present in Office**

Bridget Barclay  
Jonathan Churins  
Michael Keating

**Staff Present via Conference Call**

Christine Curtis  
Ed Mills  
Danielle Hardman  
Cris Limato  
Rich Winchester

**Board Members Present via Conference Call**

Tom LeGrand  
Vince DiMaso  
Larry Knapp  
Rudy Vavra

**Board Members Absent**

None.

**Ex-Officio Member Present via Conference Call**

Eoin Wrafter – Commissioner, Dutchess County Planning

**Others Present**

Will Truitt - County Legislature, Legislature Liaison was in attendance via conference call.

**Meeting Open – Introductions**

The meeting opened at 4:05 pm.

**Public Comment**

No members of the public were present.

Tom Legrand called the meeting and began with a roll call to identify those attending the meeting both in the office and by conference call.

### **Approval of Meeting Minutes**

Vince made a motion to approve the regular meeting minutes of March 18, 2020. The motion was seconded by Rudy; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.A)

### **Chairman's Report**

#### **COVID-19 Response Report**

Tom opened the floor to Bridget to review DCWWA's COVID-19 response. Bridget reviewed the memo that was provided in the Board packet and updated the Board on what the Authority has implemented in the recent weeks in response to the COVID-19 pandemic. Bridget reviewed that the Authority is continuing to navigate through this time and will continue to make adjustments as regulations and guidance changes. Staff is closely monitoring State and Federal guidelines to ensure that all policy and procedures remain in compliance. Bridget noted that all Contractor health and safety plans submitted must include safety procedures and policies specific to COVID-19. Larry requested that those plans be reviewed in detail to ensure contractors are adhering to evolving requirements. Mike Keating agreed and confirmed a clause will be added to new contracts stating that all Contractor's Health and Safety plan COVID-19 policies must stay current.

#### **Financial Disclosure Statement – Extension of Filing Deadline**

Tom reviewed that the deadline for the financial disclosure statement has been extended to April 15th. Tom added that other County Boards and their appointees have expressed concerns regarding the financial disclosure requirement as well. To address the Board members concerns, Tom will reach out to a member of the legislature to discuss.

#### **Presidential Primary Polling Postponed**

##### **Amendment to 2020 Holiday Schedule**

Due to the postponing of the Presidential Primary the Authority has revised the staff 2020 Holiday Schedule. Rudy made a motion to approve the Amendment to the 2020 Holiday Schedule as presented. The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.B)

### **Operations Reports**

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

Mike inquired about the high water flow numbers at Dalton Farms Sewer and their accuracy. He followed up with asking if that number is related to high billing as well. Rich stated that the high flow numbers are internal and do not affect billing. Rich reviewed that within the last month the flow numbers inaccuracy issue has been resolved. Larry inquired about increased maintenance activities at the Dalton Farms System. Rich reviewed that due to the size of the facility the system does generally have more maintenance issues that require a higher amount of procurement. He added, Operations strictly adheres to all procurement policies. Larry inquired about the decommissioning of the chemical tanks at the Central

Dutchess Water Transmission Line. Rich responded that water treatment has been changed from chloramine to ozone and chlorine so the chemical tanks are no longer needed. Since DCWWA will not be utilizing the chemical tanks, the need to keep the permit open is unnecessary. There for, the tanks will be decommissioned but will remain in place. Larry inquired about the Quaker Hill Water System and a possible ground water contamination concern. Rich explained that this testing program is required because of the potential for the groundwater wells to be influenced by surface waters and reviewed the Ground Water Under Direct Influence testing process for the Board's understanding. He further reviewed that Operations has followed all required GWUDI testing and samples taken have come back with no known contaminants and those sample results have been submitted as required.

### **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.2020.04.C).

#### **Approval of Amendment to Accounting Policy**

Mike Cotton asked for staff to define the meaning of "Project Manager" as written in the Accounting Policy on page 3. Christine reviewed that Project Manager, would be Engineer Manager, Michael Keating, who has been added as a signer to the DCWWA checking accounts. Along with Mike Keating, the Executive Director, Director of Operations and the Board Treasurer are all signers of the checking accounts. Mike made a motion to approve the Amendment to the Accounting Policy as presented. This was seconded by Rudy; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.D).

#### **Approval of Amendment to Employee Handbook**

Language was added to the Employee Handbook outlining rules regarding sales tax expenses and reimbursement of those expenses. Vince made a motion to approve the Amendment to the Employee Handbook as presented. This was seconded by Rudy; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.E).

#### **Approval of Suspension of Late Payment Penalties**

Staff is seeking the discretion to wave late payment and penalties for customers that request a waiver of same related to the COVID 19 pandemic. Rudy made a motion to approve the Temporary Suspension of Late Payment Penalties as presented. This was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.F).

#### **Approval of Tradition Water System Budget and Rates**

Bridget presented an overview of the system for the Board. She reviewed that the Traditions Water & Sewer System, previously known as Hoffman Farm Project or Red Hook Acres and DCWWA entered into a MOU and lease agreement in 2018.

The project has moved forward with construction and Traditions expects to have their first occupant in the community within the next few weeks. DCWWA is required to have approved budget and rates in place prior to the first resident's water and sewer service beginning. Rudy made a motion to approve the Tradition Water System Budget and Rates as presented. This was seconded by Vince; a roll call vote taken, and the resolution passed unanimously. (Res.2020.04.G).

#### **Approval of Tradition Sewer System Budget and Rates**

Rudy made a motion to approve the Tradition Sewer System Budget and Rates as presented. This was seconded by Vince; a roll call vote taken, and the resolution passed unanimously. (Res.2020.04.H).

#### **Capital Project Reports:**

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

Ed referenced the memo that was provided in the Board packet. Currently, field operations have been shut down due the COVID-19 pandemic. The contractor has stated field operations will not resume until June 1, 2020 at the earliest. In early May, Ed will touch base with the Contractor to discuss how to move forward once operations can commence.

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

Jonathan reviewed all primary contracts necessary for construction have been executed. Staff, consultants and contractors are developing EFC regulatory paperwork for approval. Construction Administrator, General and Electrical Contractors are working through administrative and construction submittals. Staff is giving extra review on safety plans and regulatory requirements regarding COVID-19. Project is on schedule with a target completion date of October 2021.

##### **GFS I&I Rehabilitation Project**

Jonathan reported that the project design has been completed and submitted to regulators for review. Staff is responding to regulator questions. The project is ongoing and will continue to move forward.

##### **Tivoli Water System**

Mike reported that the Tank reconstruction is proceeding with contractor submittals. Tank reconstruction is expected to commence in May. Wells and well fields analysis are still under review with EFC and DCBH. Tighe & Bond Engineering continues to follow up with the regulators on a regular basis. Distribution improvement design project continues to move forward and comments are expected soon from MJ Engineering. Expected bid date for water main work is August of 2020.

##### **Tivoli Sewer System**

Mike reviewed that a task order has been issued to Tighe & Bond Engineering to complete a facility plan. DCWWA received a recommendation from Tighe & Bond to do a flow study specifically in regards to inflow and infiltration issues at the

treatment facility. The flow study is intended to determine existing peak flows and potential approximate area of issue. A resolution to purchase a flowmeter in order to complete the recommended flow study was presented. Rudy made a motion to approve the Professional Service Letter Agreement for the Tivoli Sewer System Flowmeter Purchase and Study as presented. This was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.04.1)(Attachment A).

**Pinebrook Water Interconnection Project Status**

Jonathan reviewed that DCWWA has engaged MJ Engineering and they are moving forward with field work necessary to complete design of the interconnection of Pinebrook Water System with the Hyde Park Regional Water System. The goal of the project is to resolve ongoing water quality issues for the Pinebrook Community. Project is on schedule with design phase completion date set for October 2020 and with bid documents going out in November 2020.

**New for Consideration**

Nothing presented.

**Executive Session:**

No executive session was presented.

**Motion to Adjourn:**

At 4:44 pm Tom made a motion to adjourn. This was seconded by Vince, voted on and passed unanimously.

The next regular board meeting date is on Wednesday, May 20, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,  
Senior Typist

## **Resolutions**

1. (2020.04.A) Minutes of March 18, 2020 Regular Meeting
2. (2020.04.B) Approval of Amendment to 2020 Holiday Schedule
3. (2020.04.C) Approval of Warrant
4. (2020.04.D) Approval to Amendment to Accounting Policy
5. (2020.04.E) Approval to Amendment to Employee Handbook
6. (2020.04.F) Approval of Temporary Suspension of Late Payment Penalties
7. (2020.04.G) Approval of Budget and Rates for Tradition Water
8. (2020.04.H) Approval of Budget and Rates for Tradition Sewer
9. (2020.04.I) Award of Professional Services Agreement for TVW Flowmeter Study
10. (2020.04.J) Open Executive Session – Not Used
11. (2020.04.K) Close Executive Session – Not Used

ATTACHEMENT A

RESOLUTION NO. 2020.04.I

Authority Board – DCWWA

April 22, 2020 meeting

AWARD OF PROFESSIONAL SERVICE LETTER AGREEMENT FOR THE  
TIVOLI SEWER SYSTEM FLOWMETER PURCHASE AND STUDY

Rudy offers the following resolution and moves its adoption:

WHEREAS, the Dutchess County Water and Wastewater Authority (Authority) received a proposal on March 12, 2020 to provide professional services for the Tivoli Sewer Flow Monitoring Study, Equipment Purchase, and Training of which includes an Inflow/Infiltration Analysis and reporting in accordance with the Authority's procurement policy for professional services with a contract value equal to or greater than \$10,001.00 as follows:

<u>Proposer</u>	<u>Amount</u>
1. Infrastructure Engineering Corp., Poway, CA	\$15,250.00

WHEREAS, management has stated this is a sole source based on the need for compatibility and interoperability with existing equipment and systems, and the training that will be conducted, staff has subsequently reviewed the proposal received with management and thereby recommends award to Infrastructure Engineering Corp.; and

WHEREAS, the Board has reviewed the recommendation of the staff and considered the benefits to the Authority,

THEREFORE, BE IT RESOLVED THAT; the Board hereby authorizes the Executive Director or Deputy Director to execute a Professional Service Letter Agreement ("PSLA") with Infrastructure Engineering Corp. for the price of \$15,250.00.

Seconded by Larry.

<u>Record of Vote:</u>	<u>Aye</u>	<u>Nay</u>
Thomas LeGrand	<u>X</u>	—
Vincent DiMaso	<u>X</u>	—
Larry Knapp	<u>X</u>	—
Rudy Vavra	<u>X</u>	—
Michael Cotton	<u>X</u>	—