

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF AUGUST 19, 2020**

**Board Members Attending in Person**

Vincent Dimaso  
Mike Cotton

**Staff Attending in Person**

Jonathan Churins

**Board Members Present via Video/Conference Call**

Tom LeGrand

**Staff Present via Video/Conference Call**

Christine Curtis  
Danielle Hardman  
Criss Limato  
Bridget Barclay  
Rich Winchester  
Michael Keating

**Board Members Absent**

Larry Knapp  
Rudy Vavra

**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 4:10 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**

Vince made a motion to approve the regular meeting minutes of July 22, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.08.A)

### **Chairman's Report**

Nothing to report.

### **Operations Reports**

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

No questions were presented.

### **Finance Reports:**

#### **Approval of Warrant**

Vince 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.2020.08.B).

Mike reported that he met with Bridget and Christine to review his concerns regarding DCWWA internal financial controls. Mike indicated that he learned a lot about the detailed level at which we manage system funds and staff time, and was pleased with the segregation of duties regarding accounts payable/receivable and other internal controls. He expressed his appreciation for staff taking the time to review the information.

#### **Approval of Credit Card Policy**

Bridget presented an overview of the Credit Card Program that the Authority is looking to implement. The program is designed to assist in the management and payment of business-related purchases and brings benefits to employees, the Authority and its vendors. The Credit Card is designed to assist the procurement process and has built-in spending controls that prevent inappropriate purchases. It does not displace any part of the Authority's procurement policies.

Vince made a motion to approve the Credit Card Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.08.C).

#### **EFC Funding – Verbal Update**

As previously reported, Bridget reviewed, that due to the financial impact of the COVID-19 pandemic on New York State, EFC has temporarily suspended disbursements of grant funds. The Authority received notice that grant funding for the Tivoli Sewer Project, in the amount of about \$925,000.00, is on indefinite hold with funds being withheld at this time. Bridget will meet with the Village of Tivoli to review next steps and alternate funding options for the Village. Mike inquired about EFC funding for the Pinebrook Interconnection Project. Bridget reviewed that the Authority has already closed on the EFC loan that is funding the Project and that grant disbursements are being made.

## **Capital Project Reports:**

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

Mike K. referenced the memo that was provided in the Board packet. On July 27<sup>th</sup>, 2020 SAKS Metering re-started meter replacements after the COVID-19 shutdown. Current Project percentage complete is based on approved payments to Contractor is 66.4%.

### **GFS WWTP Project Status**

Jonathan reported that the GFS WWTP construction project is progressing. Site work is being completed including demolition, temporary construction, excavation, and preparation to receive new treatment plant components. Project Management is looking for approval to allocate funds to the design engineer for inspection of the Treatment Plants storage tanks potentially damaged by the fire. Cost for the tank inspection will be covered by the insurance company. Temporary treatment at the plant continues. Vince made a motion to approve Amendment 5 to the Engineering Design Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.08.D).

### **GFS Collection System Project**

Jonathan referenced the memo provided in the Board packet. He reviewed that comments were received by EFC of which the Authority has responded. Currently, the Authority is awaiting further comments from EFC before the project can go out to bid.

## **Tivoli Water Distribution System Improvements**

### **Tivoli Distribution System Improvements – Construction Bid Summary**

Mike K. reported that the water distribution improvement Bids for the water main work have been received. Given the age of the system, its elevated level of water main failure, and the improvement to fire flow capacity, the Authority is recommending the Board approve the resolution to award the General Construction contract to low bidder, Peter Luitzi & Brothers, in the amount of approximately \$2.2 Million. Luitzi Brothers bid came in just above the engineer's estimate for the project. Vince made a motion to approve the Tivoli Distribution System Improvements – Award of General Construction Contract to Peter Luitzi & Brothers as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.08.E) (Attachment A).

Mike K. furthered that the Authority received (4) proposals for the Construction Administration Contract on August 11, 2020 and is recommending the award go to low bidder, MJ Engineering, in the amount not-to-exceed \$218,000.00. Vince made a motion to approve the Tivoli Distribution System Improvements – Award of Construction Administration Contract to MJ Engineering as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.08.F) (Attachment B).

Mike K. added that Tivoli Water Tank Improvement project mobilization and tank construction has begun. Crews are on site and performing welding on site. Staff is working to address comments received by the DCBCH on the well and wellfield project.

#### **Tivoli Sewer Project Status**

Mike K. reported no significant movement on the project noting project is on hold due to changes in NYS EFC funding availability.

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

Jonathan reviewed that project management continues to work through the design process and the project remains on schedule. Staff is working on returning comments to the Design Engineer and has submitted a copy to the Health Department for early review.

#### **Community Projects**

Bridget reviewed that the Peach Rd Water Line extension project is continuing to move forward. The project will go before the legislature for approval at the September meeting.

The Authority, the Town of Poughkeepsie and the Town of Pleasant Valley met to review engineering submittals for the Joint Storage Tank Feasibility Study Project. Upon review the consensus recommendation was to award evaluation and feasibility contract to CPL Engineering.

#### **New for Consideration**

Nothing new presented.

#### **Executive Session:**

No executive session was presented.

#### **Motion to Adjourn:**

At 4:34 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 is on Wednesday, September 23, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,  
Senior Typist