

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF OCTOBER 31ST, 2018
BUDGET WORKSHOP**

Board Members Present

Tom LeGrand
Vince DiMaso
Mike Cotton
Larry Knapp
Rudy Vavra

Staff Present

Bridget Barclay
Christine Curtis
Tanya Clark
Crystal Limato
Ed Mills
Mary Morris
Rich Winchester

Board Member Absent

All members were in attendance.

Ex-Officer Member

Eoin Wrafter – Commissioner, Dutchess County Planning and Development

Others Present

Ronald Hicks – Assistant County Executive
Mary Kay Vrba, Executive Director, Dutchess County Tourism
Sarah Lee, CEO, Dutchess Alliance for Business

Meeting Open – Introductions

Tom LeGrand opened the meeting at 4pm.

Public Comment

There was no public comment.

Chairman's Report:

Chairman's report was skipped this session.

Capital Reports:

Rudy made a motion to approve Rejection of Bids for Hyde Park DOS Meter Project Contract. This was seconded by Larry; voted on and passed unanimously. (Res.2018.10.AA)

Community Projects:

Bellefield Development Water System – Revised MOU

Bridget explained that the MOU approved by the Board at the regular October meeting contemplates the installation, by the Owner (T-Rex Hyde Park Owner LLC), of a Water Main Extension along its access road to

West Dorsey Lane to enable the Authority to extend water service to properties to the south of the Property. The Owner has requested that the MOU be revised to provide for a reimbursement of \$50,000.00 to be paid by the Authority to the Owner at the point in time the Water Main Extension is put in service. Ron Hicks recommended the Owner's requested reimbursement be awarded for the extension to occur during phase one and for the project to move progressively without needless delay.

Rudy made a motion to approve Bellefield Development Water System – Execution of Revised MOU. This was seconded by Mike; voted on and passed unanimously with Larry abstaining. (Res.2018.10.AB)

1 Lagrange Avenue Building – Discussion of Request for Shared Use of Parking Lot Tabled.

Budget Workshop:

2019 Draft Salary Policy and Schedules

Bridget reviewed the Draft 2019 Salary Policy for the Board. The salary schedules reflect Cost of Living increases and salary adjustments to staff positions consistent with Dutchess County CSEA Contract, which for 2019 includes a Cost of Living increase of 2.25%. Those staff positions which have not reached the limit of merit pay increase, in accordance with the proposed Salary Plan, have been allocated an increase of up to 2.5%. The Proposed Management salary schedule also includes a Cost of Living increase of 2.25%.

2019 Proposed Staff Costs and Allocations

Bridget Reviewed the summary, provided to the Board, of changes from 2018 to 2019 in benefit and salary costs. Salary costs were based on the proposed 2019 Salary Schedule. Also presented was the allocation of staff costs across the main revenue sources; County Staff Support, Benefit Assessment Fees, and Authority (administration fee, direct, capital projects and escrow funded.)

2019 Contract Operations Proposal Summary

Bridget provided the Board a summary of cost proposals received for the thirteen water and sewer systems for which new 2019 proposals were solicited. She noted the Board would not be asked to vote on the award of contracts until the regular November meeting. Tom noted he would like to see DCWWA move to operate all systems with staff within two years.

2019 Systems and Budgets/Rates

Mary reviewed the budgets and rates for each system for the Board, noting Board members were provided a summary sheet of annual rate changes from 2015 through 2019, a copy of draft budgets for each system and the Authority General Fund, and a memo highlighting key factors affecting budget and rates for each system. The Authority Administration Fee charged to the systems for the 2019 budget is 11%, with the exception of the CDWTL which is contractually limited to 8%. Increases in contract operations costs, based on the 2019 proposals, have impacted most contract operated systems. A discussion was then held on the specific system budgets, and those expense lines showing the most significant changes from 2018. It was also noted that several water systems experienced significant decreases in water sales volumes that impacted proposed 2019 rates.

Confirm Next Meeting Date:

Board confirmed the next board meeting date and Public Hearing of November 28th, 2018.

Executive Session:

No Executive session was called.

Motion to Adjourn:

At 5:11pm Tom asked for a motion to adjourn. Rudy made that motion. This was seconded by Larry; voted on and passed unanimously.

Respectfully submitted,

Crystal Limato,
Senior Typist

Resolutions

1. (2018.10.AA) – Rejection of Bids for Hyde Park DOS Meter Project Contract
2. (2018.10.AB) – Bellefield Development Water System – Execution of Revised MOU