

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF DECEMBER 19, 2018**

Board Members Present

Tom LeGrand
Mike Cotton
Rudy Vavra

Staff Present

Bridget Barclay
Jonathan Churins
Tanya Clark
Jerry Gilnack
Crystal Limato
Ed Mills
Mary Morris
Rich Winchester

Board Member Absent

Vince DiMaso and Larry Knapp were not in attendance.

Ex-Officer Member

Eoin Wrafter – Commissioner, Dutchess County Planning and Development

Others Present

Jacob Henderson and Cassidy Disasparra – students of the P.I.G. program at Pine Plains High School.

Meeting Open – Introductions

Meeting opened at 4:00pm.

Public Comment

No member of the public had comments.

Approval of Meeting Minutes

Rudy made a motion to approve the minutes of November 28, 2018. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.A)

Chairman's Report:

Chairman's report was skipped this session.

Operations Reports:

System Operations Report

Mike questioned the high flow levels and an I & I study for the Valley Dale WW plant. Rich responded that this is some of the highest flows we have seen, due to heavy rainfall.

Award of Sludge Hauling and Wet Well Cleaning Contract

Rudy made a motion to approve the award of 2019 Sludge Hauling and Pump Station /Wet Well Cleaning services to Residual Management Services / EarthCare. The motion was seconded by Mike, voted on and passed unanimously. (Res.2018.12.B)

Award of Chemical Purchases

Rudy made a motion to approve the award of 2019 Chemical Purchases from the lowest responsible bidders as recommended. The motion was seconded by Mike, voted on and passed unanimously. (Res.2018.12.C)

Award of Annual HVAC Contract

Rudy made a motion to approve the award of 2019 Annual HVAC Maintenance and Service Contract as recommended. The motion was seconded by Mike, voted on and passed unanimously. (Res.2018.12.D)

Finance Reports:

Approval of Warrant

Mary requested that the approval of the Warrant be held until after the executive session.

Adoption of the 2019 Salary Policy and Schedules

Rudy made a motion to approve the 2019 Salary Policy and Schedules as presented. This was seconded by Mike; voted on and passed unanimously. (Res.2018.12.F)

Adoption of the 2019 System Budgets and Rates

Mary reviewed the 2019 System Budgets and Rates and overviewed any significant changes.

Rudy made a motion to approve the award of 2019 System Budgets and Rates. The motion was seconded by Mike, voted on and passed unanimously. (Res.2018.12.G)

Approval of the 2019 Public Authorities Law Budget Report

Mary reviewed the 2019 Public Authorities Law Budget Report and stated PARIS requires different information and a significantly different format, then previously submitted to the Authority. She, also, noted that the report was due November 1st, but we file late due to our Budget adoption schedule.

Rudy made a motion to approve the Public Authorities Law 2019 Budgets Report and authorize its submittal. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.H)

Annual Contracts

Authorize Audit and Accounting Service Agreement

Rudy made a motion to approve the amended Audit and Accounting Services Agreement with RBT, CPAs, LLP of Poughkeepsie, NY to be extended through the 2019 Calendar year. The motion was seconded Mike; voted on and passed unanimously. (Res. 2018.12.I)

Authorize Insurance Service Agreement

Rudy made a motion to approve the Insurance Service Agreement with Rose and Kiernan, Inc. of Fishkill, NY. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.J)

Authorize Legal Service Agreement

Rudy made a motion to approve the 2019 General Legal Services Agreements with: Legal Counsel – Van De Water & Van De Water in an amount-not-to-exceed \$35,000. Special Counsel – Drake, Loeb, Heller, et al, in an amount-not-to-exceed \$35,000. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.K)

Authorize Financial Service Agreement

Rudy made a motion to approve the 2019 Financial Services Agreement with Environmental Capital Associates in an amount-not-to exceed \$30,000. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.L)

Authorize Annual County Staff Salary Assistance Agreement

Rudy made a motion to approve the 2019 County Staff Salary Assistance Agreement. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.M)

Authorize System Engineering Services Agreement

Rudy made a motion to approve the 2019 System Engineering Services Agreements. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.N)

Authorize General Land Surveying Agreement

Rudy made a motion to approve the award of 2019 General Services Agreement Survey for 2019 to Chazen Engineering, Land Surveying & Landscape Architecture Co., P C., in the amount not-to-exceed \$35,000. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.O)

Authorize System Operations Contracts

Rudy made a motion to approve the award of 2019 System Operations Contracts. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.P)

Capital Reports:

DCAWL Project Close Out Report

Bridget stated the project closeout occurred \$337,970 under budget thanks to the efforts of Jonathan Churins and Morris Associates Engineering & Surveying Consultant, PLLC.

Dutchess County Airport Water Line Project Authorization of Amendment No.1 Engineering Design Services Agreement

The Morris Associates Engineering & Surveying Consultant, PLLC final contract of \$116,089.03 decreased \$5,884.97 from an original contract of \$121,974.00.

Rudy made a motion to approve Amendment No. 1 of the Dutchess County Airport Water Line Project Engineering Design Services Agreement. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.Q)

Dutchess County Airport Water Line Project Authorization of Amendment No.1 Construction Administration Services Agreement

The Morris Associates Engineering & Surveying Consultant, PLLC final contract of \$113,295.00 decreased \$27,765.00 from an original contract of \$141,060.00.

Rudy made a motion to approve Amendment No. 1 of the Dutchess County Airport Water Line Project Construction Administration Services Agreement. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.R)

ACSD Project Close Out Report

ACSD Beekman Elementary Water Line Project Design Services During Construction Authorization of Amendment No.1

The Delaware Engineering final contract of \$10,553.77 decreased \$11,076.23 from an original contract of \$21,630.00.

Rudy made a motion to approve Amendment No. 1 of the ACSD Beekman Elementary Water Line Project Design Services During Construction for Contract No. PWC-DFW-2017-01. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.S)

ACSD Beekman Elementary Water Line Project Authorize CA Services Amendment No.1
Item was tabled, as reported numbers needed to be revised. (Res.2018.12.T)

HPWTF I&C Project Status

Tanya stated previous installation issues have been addressed with General Controls and hope to be complete soon. Operator training is being done step-by-step with installation and Procedural Manual is being worked on concurrently. Things are progressing well, despite previous delays.

PBS WWTP Project Status

Jonathan explained things were progressing well, despite generator moving concerns. The concern in question is which piece of machinery was best suited to move the generator with the least complications, a crane or an excavator. Rudy recommended the crane to be better suited for the task at hand, Jonathan concurred, but will factor and weigh all options.

GFS WWTP Project Status

Jonathan stated that Project documents are being finalized for submission to the EFC by the end of the month and a bid by February.

Lagrange Ave. Project Status

Tanya reported that construction continues as per schedule. A concrete masonry wall was found during demolition and braced. Estimated date of project completion is January 4th, 2019.

Authorize Amendment No.2 to the Professional Services Letter Agreement (PLSA) No. LGR-2018-4 Professional Services for Building Modifications at 1 Lagrange Avenue with Swartz Architecture, DPC to include CA Services and Structural Contracts.

Rudy made a motion to approve the Amendment No.1 to Professional Services Letter Agreement (PLSA) No. LGR-2018-4 Professional Services for Building Modifications at 1 Lagrange Avenue with Swartz Architecture, DPC to increase this Agreement to the amount not-to-exceed \$39,563.75. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.U)

Hyde Park Meter Project

Bridget stated that recently, a detailed Request for Bid was issued for the Hyde Park Dept. of State Grant Funded Water Meter Project. The intent of this project is to replace 651 existing water meters in Arbors, Violet Avenue, Greenbush, Greenfields and Pinebrook water systems with Neptune AMR (automatic meter reading) meters.

Rudy made a motion to approve the award of the Hyde Park DOS Meter Project Contract, to National Metering Services, Inc., Kearny, NJ in the amount not-to-exceed \$113,467.00. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.V)

CA Services Review

The item was tabled for a subsequent meeting when all board members are in attendance.

Community Projects:

The Authorization of the Execution of MOA for Red Hook Acres (Res.2018.12.W) was presented. Tom noted that he would recuse himself due to a conflict of interest. Lacking a quorum to vote on the resolution, the item was tabled

Executive Session:

At 4:35pm Rudy made a motion to enter Executive Session. This was seconded by Mike; voted on and passed unanimously. (Res. 2018.12.X)

At 4:48pm Rudy made a motion to close Executive Session. This was seconded by Mike; voted on and passed unanimously. (Res. 2018.12.Y)

New for Consideration:

The Authorization of Execution of Change Order No. 4 to SHW-PWC-2015-B2P with Eventus Construction Company, Inc. of Amawalk, NY to decrease the total contract amount by \$5,000, establishing a revised final contract price of \$441,708.91, for the Shore Haven Water Permanent Treatment System Improvement Project.

Rudy made a motion to approve the Authorization of Execution of Change Order No. 4 to SHW-PWC-2015-B2P. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.Z)

The Authorization of Execution of Change Order No. 2 to SHW-PWC-2015-B2G with McNamee Construction Corp. of Lincolndale, NY to decrease the total contract amount by \$17,008.18, establishing a final contract price of \$532,491.82, for the Shore Haven Water Permanent Treatment System Improvement Project.

Rudy made a motion to approve the Authorization of Execution of Change Order No. 4 to SHW-PWC-2015-B2G. The motion was seconded by Mike; voted on and passed unanimously. (Res.2018.12.AA)

Approval of the Warrant

Mary advised the board that there was a revision to the Warrant and summarized the changes.

Rudy made a motion to approve the Warrant as revised. This was seconded by Mike, voted on and passed unanimously. (Res.2018.12.E)

Motion to Adjourn:

At 4.55 pm Tom asked for a motion to adjourn. Rudy made that motion. This was seconded by Mike; voted on and passed unanimously.

Next Meeting date is Wednesday, January 16, 2019 4:00pm, at the Dutchess Alliance for Business, 3 Neptune Road in the Town of Poughkeepsie.

Respectfully submitted,

Crystal Limato,
Senior Typist

Resolutions

1. (2018.12.A) Minutes of November 28, 2018 Regular Meeting
2. (2018.12.B) Award of Sludge Hauling and Wet Well Cleaning Contract
3. (2018.12.C) Award of Chemical Purchases
4. (2018.12.D) Award of Annual HVAC Contract
5. (2018.12.E) Approval of Warrant
6. (2018.12.F) Adoption of 2019 Salary Policy and Schedules
7. (2018.12.G) Adoption of 2019 System Budgets and Rates
8. (2018.12.H) Approval of 2019 Public Authorities Law Budget Report
9. (2018.12.I) Authorize Audit and Accounting Services Agreement
10. (2018.12.J) Authorize Insurance Services Agreement
11. (2018.12.K) Authorize Legal Services Agreements
12. (2018.12.L) Authorize Financial Services Agreement
13. (2018.12.M) Authorize Annual County Staff Salary Assistance Agreement
14. (2018.12.N) Authorize System Engineering Services Agreements
15. (2018.12.O) Authorize General Land Surveying Agreement
16. (2018.12.P) Authorize System Operations Contracts
17. (2018.12.Q) Amendment No. 1 to Engineering Design Agreement
18. (2018.12.R) Amendment No. 1 to Construction Administration Agreement
19. (2018.12.S) Amendment No. 1 to Engineering Design Agreement
20. (2018.12.T) Amendment No. 1 to Construction Administration Agreement
21. (2018.12.U) Amendment No. 2 to Architect Agreement
22. (2018.12.V) Award of Meter Install Contract
23. (2018.12.W) Authorize Execution of MOA for Red Hook Acres - TABLED
24. (2018.12.X) Open Executive Session
25. (2018.12.Y) Close Executive Session
26. (2018.12.Z) Authorize the Execution of Change Order No. 4 to SHW-PWC-2015-B2P for the Shore Haven Water Permanent Treatment System Improvement Project
27. (2018.12.AA) Authorize the Execution of Change Order No. 2 to SHW-PWC-2015-B2G for the Shore Haven Water Permanent Treatment System Improvement Project