

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF JANUARY 16, 2019**

Board Members Present

Tom LeGrand
Vincent DiMaso
Rudy Vavra
Larry Knapp

Staff Present

Bridget Barclay
Tanya Clark
Crystal Limato
Mary Morris
Rich Winchester

Board Member Absent

Mike Cotton was not in attendance.

Ex-Officer Member

Eoin Wrafter – Commissioner, Dutchess County Planning and Development

Others Present

Ron Hicks, Assistant County Executive, and Don Sagliano, County Legislature, Legislature Liaison.

Meeting Open – Introductions

Meeting opened at 4:00pm.

Public Comment

No members of the public were present.

Approval of Meeting Minutes

The item was tabled for a subsequent meeting as there was not a quorum of board members present at that meeting. (Res.2019.01.A)

Annual Reorganization:

Designation of Temporary Chair

Rudy made a motion to appoint Bridget Barclay as Temporary Chair for the purpose of conducting the annual election of officers. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.B)

Election of Officers

Rudy made the motion that the following be nominated for the offices of the Authority for 2019:

Chair: Thomas LeGrand
Vice Chair: Vincent DiMaso
Treasurer: Rudy Vavra
Secretary: Larry Knapp

And further resolved that; nominations be closed, and that the previous noted persons be elected to the respective offices. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.C)

Designate Regular Meeting Date

Rudy made a motion that the regular meetings of the Authority shall be at 4:00 pm at 1 Lagrange Avenue on the third Wednesday of each month. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.D)

Designate Official Newspaper

Rudy made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.E)

Designate Official Banks/Depositories

Rudy made a motion that the Official Banks/Depositories for the Authority be as follows:

The Bank of New York Mellon
M&T Bank
JPMorgan Chase
TD Bank North

And further resolved that Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.F)

Committee Appointments

Rudy made a motion that the following Board Members be appointed to serve on the committees of the Authority as noted below; effective January 1, 2019:

Governance Committee:

Rudy Vavra (Chair), Michael Cotton, Thomas LeGrand (Ex-officio)

Audit Committee:

Michael Cotton (Chair), Vincent DiMaso, Thomas LeGrand (Ex-officio)

Finance Committee:

Vincent DiMaso, Rudy Vavra, Thomas LeGrand (Ex-officio)

Operations/Capital Projects Committee:

Larry Knapp (Chair), Michael Cotton, Thomas LeGrand (Ex-officio)

Personnel Committee:

Larry Knapp (Chair), Vincent DiMaso, Thomas LeGrand (Ex-officio)

This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.G)

Chairman's Report:

Ron Hicks, Assistant County Executive, made a presentation of Dutchess County Economic Development Programs and Initiatives.

Public Authority Budget Office Board Evaluations

Each Board Member was given a copy of the Authority Budget Office Board Performance Evaluation to fill in and return to the Authority office.

Operations Reports:

System Operations Report

Larry 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 Annual Brine Hauling Contract

Rudy made a motion to approve the award of 2019 Annual Brine Removal and Disposal contract to Fred A. Cook, Jr. Inc. for the price of \$140.00 per 1,000 Gallons hauled for the Shore Haven Water Treatment Facility. The motion was seconded by Larry, voted on and passed unanimously. (Res.2019.01.H)

Finance Reports:

Approval of Warrant

Mary advised the board that an amendment to the warrant was being presented, and the total amount to be paid slightly increased.

Rudy made a motion to approve the warrant as amended. This was seconded by Larry; voted on and passed unanimously. (Res.2019.01.I)

Review and Re-Adoption of Procurement Policy

Rudy made a motion to approve the adoption of the attached 2019 Goods and Services Procurement Policy. This was seconded by Vince; voted on and passed unanimously. (Res.2019.01.J)

Review and Re-Adoption of Disposal of Property Guidelines

Larry made a motion to approve the adoption of the attached 2019 Disposal of Property Guidelines. The motion was seconded by Vince, voted on and passed unanimously. (Res.2019.01.K)

Review and Re-Adoption of Accounting Procedures and Banking Policy

Rudy made a motion to approve the adoption of the recommended Accounting Procedures and Banking Policy. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.L)

Review and Re-Adoption of Investment Policy

Rudy made a motion to approve the adoption of the recommended Investment Policy. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.M)

Review and Re-Adoption of Employee Handbook

Rudy made a motion to approve the adoption of the attached Employee Handbook. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.N)

Capital Reports:

Approval of the Five-Year Capital Plan

Tanya provided a brief overview of the Five-Year Capital Plan, detailing any notable changes.

Rudy made a motion for the adoption of the attached 2019 – 2023 Capital Improvement Plan. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.O)

ACSD Project – Approval of change order for CA Services Agreement

Rudy made a motion to approve the Change order for CA Services Agreement No. 1 for contract No. PWC-DFW-2017-01 with CPL Engineering/Morris Engineering to establish a final contract of \$54,825.00 decreasing \$26,275.00 from an original \$81,100.00, for the Arlington Central School District Beekman Elementary School Water Line Project. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.P)

SHW Project Status

Water testing results for Shore Haven deem the water to be of good quality. McNamee has executed Change Order No. 2 which has reduced and set the final contract price to \$532,491.82. McNamee's close out documents remain pending and they have not

applied for final payment. Eventus has executed Change order No. 4 which has reduced and reset the final contract price to \$441,708.91. Final payment has been remitted to Eventus.

HPWTF I&C Project Status

Tanya stated the field work had been completed and they were waiting for the submission of final paperwork.

PBS WWTP Project Status

Jonathan explained things were progressing well. Plant testing/start up dates will be either Jan. 28th – Feb. 1st or Feb. 18th – 23rd.

GFS WWTP Project Status

Jonathan stated that Project documents have been submitted to the EFC and are pending decision.

Lagrange Ave. Project Status

Tanya reported that the building construction is completed with the exception of punch list items. Comments were received from the Town on the site plan for the parking lot revision, and revised final documents were resubmitted for approval to the Town on January 8, 2019.

CA Services Review

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

New for Consideration:

Benefit Account Plan Termination Resolution

Rudy made a motion to approve the Benefit Account Plan Termination Resolution. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.01.Q)

Executive Session:

There was no Executive Session held. (Res. 2019.01.R) and (Res. 2019.01.S)

Motion to Adjourn:

At 5:05 pm Tom asked for a motion to adjourn. Rudy made that motion. This was seconded by Larry; voted on and passed unanimously.

Next Meeting date is Wednesday, February 20, 2019 4:00pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Crystal Limato,
Senior Typist

Resolutions

1. (2019.01.A) Minutes of December 19, 2018 Regular Meeting- TABLED
2. (2019.01.B) Designation of Temporary Chair
3. (2019.01.C) Election of Officers
4. (2019.01.D) Designate Regular Meeting Date
5. (2019.01.E) Designate Official Newspaper
6. (2019.01.F) Designate Official Banks/Depositories
7. (2019.01.G) Committee Appointments
8. (2019.01.H) Award of Annual Brine Hauling Contract
9. (2019.01.I) Approval of Warrant as Amended
10. (2019.01.J) Review and Re-Adoption of Procurement Policy
11. (2019.01.K) Review and Re-Adoption of Disposal of Property Guidelines
12. (2019.01.L) Review and Re-Adoption of Accounting Procedures and Banking Policy
13. (2019.01.M) Review and Re-Adoption of Investment Policy
14. (2019.01.N) Review and Re-Adoption of Employee Handbook
15. (2019.01.O) Approval of Five-Year Capital Plan
16. (2019.01.P) ACSD Project – approval of Change Order for CA Services Agreement
17. (2019.01.Q) Benefit Account Plan Termination Resolution