

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF MARCH 20, 2019**

Board Members Present

Tom LeGrand
Vincent DiMaso
Rudy Vavra
Larry Knapp

Staff Present

Bridget Barclay
Jonathan Churins
Christine Curtis
Crystal Limato
Ed Mills
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

Don Sagliano, County Legislature, Legislative Liaison, Jennifer George, Lead Partner, and Jessica McMahon, Lead Auditor, of RBT CPA's, LLP.

Meeting Open – Introductions

Meeting opened at 4:10pm.

Public Comment

Mark Della Guardia, of Greenbush District, was present.

Approval of Meeting Minutes

Minutes of the December and January meetings (Res.2019.03.A) and (Res.2019.03.B), were tabled for a subsequent meeting as there was not a quorum of board members present at those meetings.

Rudy made a motion to approve the meeting minutes of February 20, 2019. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.03.C)

Rudy made a motion to approve the special meeting minutes of March 1, 2019. The motion was seconded by Larry; voted on and passed unanimously. (Res.2019.03.D)

Chairman's Report:

County Board of Elections Polling place Designation

Bridget distributed a letter submitted to the Board of Elections requesting that the Board of Elections cancel its designation of the Premises at 1 Lagrange Avenue, Poughkeepsie, NY as a polling place.

Operations Reports:

There were no comments/questions regarding the details of the Monthly System Operations Report.

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 Vince; voted on and passed unanimously. (Res.2019.03.E)

2018 System Budget Close-Outs

Mary reported an overview of the 2018 System Budget Close-Outs, providing details for a few systems. The Arbors Water System has an expense of \$166,926.00 listed as a capital improvement for meter purchases in ABW/GBW/GFW/PBW/VAW systems, reimbursable through a NY DOS Grant. The Shore Haven Water System had the first year of post construction operation of new functions including the addition of a water softener, resulting in the need for hauling brine from the facility for off-site disposal. The general volume and frequency were greater than anticipated, as were electric expenses and emergency call outs addressing system settings during the start-up period. The Valley Dale Sewer System had sand filter/Control Panel issues that required a 24-hour monitoring process, in addition to a float setting that required the need for new pumps.

Rudy made a motion to approve the 2018 System Budget Close-Outs. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.F)

Review of Financial Statements – Presented by Auditors

Jennifer George, Lead Partner, and Jessica McMahon, Lead Auditor, of RBT CPA's, LLP gave a brief overview of their audit findings. An aspect of the audit findings is to determine reasonable assurance that the financial statements are free from material misstatement, whether due to fraud or error. It was reported, there were

no findings. In addition, changes in the reporting process that occurred during the 2018 fiscal year that had some impact on the presentation of the 2018 material, particularly the implementation of Government Accounting Standards Board Statement 75, were reviewed with the board. Statement 75 changed the presentation of Government Post-Employment benefits.

Rudy made a motion to approve the Financial Statements. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.G)

Review and Approval of 2018 Authority Budget Office Annual Report

Rudy made a motion to approve the 2018 Authority Budget Office Annual Report, presented as, and inclusive of, information regarding annual review of overall Authority activities, procurement, investment and financial. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.H)

Capital Reports:

Lagrange Avenue Renovations

The contract with Transitional Builders increased by \$3,882.46, from the Original Contract Amount of \$197,345.00 to a Final Contract Amount of \$201,227.46.

Rudy made a motion to approve the Lagrange Ave. Change Order #1 for Transitional Builders. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.I)

The contract with Suburban Restoration Co., Inc., decreased by \$3,200.00, from the Original Contract Amount of \$25,580.00 to a Final Contract Amount of \$22,380.00.

Rudy made a motion to approve the Lagrange Ave. Change Order #1 for Suburban Builders. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.J)

SHW Project Status

Per directive from the County Health Department, samples of the finished water were retaken to test for the presence of radiologicals. Water samples collected on 2/6/19 indicated ND (No Detect) for combined radium 226 and radium 228 (Maximum Containment Level (MCL) being 5 PCI/L (pico curies per liter)). It is believed the sample collected in December had been collected from the wrong location and was not a representative of the entry point (i.e., post-treatment) water quality. Sampling protocols have been reviewed to avoid future errors. McNamee's close out documents remain pending and they have not yet applied for final payment.

HPWTF I&C Project Status

The contract with Tighe & Bond Engineering, PC., 47 West Market Street, Suite #2, Rhinebeck, NY increased \$6,890.00, from the Original Contract Amount of \$84,000.00 to a Final Contract Amount of \$90,890.00.

Rudy made a motion to approve the HPWTF I&C Service Agreement Amendment No.3. This was seconded by Larry; voted on and passed unanimously. (Res.2019.03.K)

PBS WWTP Project Status

Jonathan explained things were progressing well. The dark water switchover was completed, following final checks and adjustments. Demolition and restoration will occur as weather permits by the end of March, with Substantial Completion by March 31st and Final payment by May 31st.

GFS WWTP Project Status

Jonathan stated the NYS DEC has indicated the regulatory compliance date may be reset in consideration for its extended review process and delayed start due to DEC, DFBC and EFC review. A written request will be made following a schedule update when all regulatory reviews are complete. The project design schedule is now indeterminate, pending on EFC review and approval of submission.

GFS Collection System Repairs Project Status

Bridget stated DCWWA staff is working with Tighe & Bond on Bid Documents for the sewer collection system rehabilitation of the Greenfields Sewage Collection System (GFS) to address inflow and infiltration in that system as per the July 2017 GFS – Collection System I&I Analysis document. The contract documents are drafted and currently being revised to include the replacement of a section of pipe that exists along a surface water pond, and cost estimate are being updated. Once the document is fully revised it will be advertised for construction bid. As part of preparation for this project, letters were mailed to 19 property owners in the GFS district requesting easements for access to existing sewer lines that lie within these private properties. A hand full of property owners that received such letters have called and DCWWA staff will be meeting them in the field to discuss the easement requested for their property.

DOS Grant Funded Hyde Park Meter Replacement Project Status

Ed explained the Project includes replacement of approximately 651 old meters with Neptune radio meters in the Violet Avenue, Arbors, Greenbush, Greenfields and Pinebrook water systems. The Project is being funded in part by a Local Government Efficiency Grant awarded to the DCWWA by the NYS Department of State (DOS) to assist with the effort of consolidating several former Town of Hyde Park water and wastewater systems under DCWWA ownership and operation. Sometime in April, the meter replacement process should commence. Per the Notice to Proceed, the date for overall Substantial Completion for the project is 8/17/2019. The date of readiness for the final payment is 10/16/2019.

Community Projects:

Tivoli Water and Sewer Acquisition

Bridget reported that the Legislature will be holding a public hearing at its April 8th meeting, and considering resolutions to create a new County Water District Zone of Assessment and part-County Sewer District to encompass the Tivoli water and sewer service areas.

New for Consideration:

Rudy suggested Electronic Board Packets to minimize paper usage. Christine and Jonathan will explore viable options for presenting at the next meeting.

Executive Session:

There was no Executive Session held. (Res. 2019.03.L) and (Res. 2019.03.M).

Motion to Adjourn:

At 4:44 pm Rudy made a motion to adjourn. This was seconded by Larry; voted on and passed unanimously.

Next Meeting date is Wednesday, April 17, 2019 4:00pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Crystal Limato,
Senior Typist

Resolutions

1. (2019.03.A) Minutes of December 16, 2018 Regular Meeting- TABLED
2. (2019.03.B) Minutes of January 16, 2019 Regular Meeting- TABLED
3. (2019.03.C) Minutes of February 20, 2019 Regular Meeting
4. (2019.03.D) Minutes of March 1, 2019 Special Meeting
5. (2019.03.E) Approval of Warrant
6. (2019.03.F) 2018 System Budget Close-Outs

7. (2019.03.G) Approval of 2018 Financial Statements
8. (2019.03.H) Review and Approval of 2018 Authority Budget Office Annual Report
9. (2019.03.I) Lagrange Ave. Change Order #1 for Transitional Builders
10. (2019.03.J) Lagrange Ave. Change Order #1 for Suburban Builders
11. (2019.03.K) HPWTF I&C Service Agreement Amendment No. 3
12. (2019.03.L) Open Executive Session – Not Used
13. (2019.03.M) Close Executive Session – Not Used