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Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Michael Cotton

Ex officio Members

Brian Scoralick
Acting Executive Director
Soil and Water Conservation District

Eoin Wrafter
Commissioner
D.C. Dept. of Planning & Development

Staff

Bridget Barclay
Executive Director

Mary C. Morris
Deputy Director

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF MARCH 21, 2018**

Board Members Present

Tom LeGrand
Vince DiMaso
Rudy Vavra
Larry Knapp
Mike Cotton

Staff Present

Bridget Barclay
Jackie Burger
Jonathan Churins
Tanya Clark
Christine Curtis
Ed Mills
Mary Morris
Rich Winchester

Ex-Officio Member

Eoin Wrafter – Commissioner, Dutchess County Planning and Development

Others Present

Pete Marlow – Dutchess County Department of Health
Linda Hannigan – RBT CPA's LLP's
Jessica McMahon – RBT CPA's LLP's
William Cochran – RBT CPA's LLP's

Chairman's Report

There was no report this month.

Approval of Board Meeting Minutes

Vince requested a motion to approve the minutes of the February 21, 2018 board meeting as presented. This was seconded by Rudy; voted on and passed unanimously. (Res. 2018.03.A)

Operations

Larry asked if there was anything out of the ordinary. Rich said he had nothing to note and things are relatively quiet.

Award of Operations Contracts

Bridget noted that Board members had been advised by phone and email that we received a thirty-day termination notice from VRI, Inc. for the 13 water and sewer systems that they currently operate, terminating services as of March 31, 2018. Staff quickly put together and distributed a revised RFP for operations services, and Rich has been doing facility visits with potential proposers. Bridget reported that staff is still reviewing proposals received from several firms. She proposed that, in order to have operators in place by April 1st, that staff would update Board members by phone and email with the final recommendations, with a formal resolution to be adopted at the April meeting to ratify the contract award. All board members concurred with this approach.

Approval of Warrant

Larry made a motion to approve the Warrant as presented. This was seconded by Mike and passed unanimously. (Res. 2018.03.C)

2017 System Budget Close-outs

Mary said there is a memo in the package discussing budget close-outs. Larry asked if there was anything exceptional in the Closeout. Mary said no. Mike asked for clarification that the budgets are the same as those that we discussed at the previous Budget Workshop. Mary said they present results through year's end. Mike noted that the budgets are good.

Larry made a motion to accept the 2017 System Budget Closeout as presented. This was seconded by Mike and passed unanimously. (Res. 2018.03.D).

Review and Approval of 2017 Financial Statement

Linda Hannigan with RBT CPAs presented the financial statements and distributed a brief overview of the financial statements and results of the audit. The Authority received an unmodified/clean opinion in that the financial statements, in all material respects, present fairly the respective financial position of the business-type activities of the Authority. This audit is conducted not only under generally accepted auditing standards but also Government Auditing Standards.

Larry made a motion to approve the 2017 financial audit and to authorize the release of the 2017 Financial Statement. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2018.03.E)

Review and Approval of Components of 2017 Authority Budget Office Annual Report

Mary noted that the 2017 Authority Budget Office Annual Report was included in the package. The four Components of this report include year-end goals and accomplishments, what the Authority has as real property thru the year, description of

board members and staff, and a summary of Authority financials and debt. The last component is the Financial Statement. All of the above components will be submitted to the PARIS website. Mary noted that there were some final edits with minor changes to conform with the final Financial Statement.

Larry then made a motion to revise and approve the final edits with minor changes as recommended by the Audit Team. This was seconded by Rudy; voted on and passed unanimously. (Res. 2018.03.F)

Capital Projects - SHW Improvement Project Status

Bridget noted that the Change Order for the H.T. Lyons contract is a close-out change order with a cost reduction. Rudy made a motion to for the SHW HVAC Construction Contract Change Order No.2. This was seconded by Larry and passed unanimously. (R2018.03.G)

DC Airport Waterline Project Status

Bridget said the only work remaining to be done is the stairs to enable access to the meter pit at the CDWTL connection.

ACSD Water Line Project Status

Remaining work to be done includes plumbing work within the school building, the final electrical connection to the hot box, and final repaving.

HPWTF I&C Project Status

General Contractor and Mechanical Contractor site work continues. The General Contractor has requested a second contract extension; supporting documentation has been requested.

PBS WWTP Project Status

The Local Health Department and NYSDEC have concluded their review process and have requested drawings, plans and specifications in the final format. The documents were provided on March 9th.

GFS WWTP Project Status

Project design schedule is now indeterminate, awaiting DEC, DBCH, and EFC review of the submission.

Global Foundries Assignment Agreement

Bridget said staff is seeking concurrence from the Board regarding open issues currently being negotiated with Global Foundries. She noted that a memo was included in the board package detailing the open issues and the staff's recommendations. Discussion followed noting the complexity of the agreement, and that the issues involved impact not only the Authority and Global Foundries, but also I.Park, as the purchaser of lots in the subdivided east campus, and the Town of East Fishkill. Larry recommended we request that Global schedule a meeting with all parties.

Partnership for Manageable Growth

Bridget reported that the only application received for the Dutchess County Partnership for Manageable Growth (PMGP) Water and Wastewater Facility Planning and Development grants was from the Village of Pawling and the Pawling Joint Sewer Commission for its Pawling Joint Wastewater Treatment Plant Project.

Rudy made a motion that the Authority hereby recommends to Dutchess County that the Village of Pawling and Pawling Sewer Commission's Application for the Pawling Treatment Plant Wastewater Treatment Plant considered for funding, depending on PMG Program funding levels.

This was seconded by Larry and passed unanimously (R2018.03.H)

Bellefield Development Sewer System

Bridget noted that a copy of the proposed MOU was included in the board package. Vince made a motion to Authorize Execution of MOU. This was seconded by Mike and passed unanimously with Larry abstaining, as his firm may be involved in construction for the Bellefield project.
(R2018.03.I)

Executive Session to Discuss Personnel Issues

Rudy made a motion to go into executive session to discuss personnel issues. This was seconded by Mike and passed unanimously. (R2018.03.J)

Close Executive Session

Rudy made a motion, seconded by Larry, to close the executive session. This was voted on and passed unanimously. (R2018.03.K)

1 Lagrange Ave. Preliminary Renovation Plan

Bridget directed the Board's attention to the preliminary renovation plan, prepared by Tanya, that was included in the board package. The plan identifies the specific objectives of the proposed renovation, and calls out the details of both demolition and new construction. The board discussed the proposed renovations and agreed the proposed plan accomplishes our objectives and is appropriate in scope, and should proceed.

Confirm next meeting date

Tom confirmed the next meeting date – Wednesday, April 18, 2018

Motion to adjourn

At 5:40 pm Tom asked for a motion to adjourn. Rudy made the motion, seconded by Vince.

Respectfully submitted,

Jackie Burger
Senior Typist

Resolutions

1. Adoption of Minutes - February 21, 2018 (R2018.03.A)
2. Award of Operations Contracts (R2018.03.B) - Pulled
3. Approval of Warrant (R2018.03.C)
4. 2017 System Budget Close-Outs (R2018.03.D)
5. Review and Approval of 2017 Financial Statements (R2018.03.E)
6. Review and Approval of 2017 Authority Budget Office Annual Report (R2018.03.F)
7. SHW HVAC Construction Contract Change Order No. 2 (R2018.03.G)
8. Recommendation regarding Pawling Sewer Project Application (R2018.03.H)
9. Bellefield Development Sewer System – Authorize Execution of MOU (R2018.03.I)
10. Executive Session to Discuss Personnel Issues (R2018.03.J)
11. Close Executive Session (R2018.03.K)