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## DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF FEBRUARY 24, 2021

### Board Members Attending in Person

### Staff Attending in Person

Jonathan Churins

### Authority Board Members

#### **Thomas LeGrand**

Chairperson

#### **Vincent DiMaso**

Vice-Chairperson

#### **Rudy Vavra**

Treasurer

#### **Michael Cotton, P.E.**

Secretary

#### **Lawrence R. Knapp**

### Ex officio Members

#### **Will Truitt**

County Legislature  
Legislative Liaison

#### **Eoin Wrafter**

Commissioner  
D.C. Dept. of Planning & Development

### Staff

#### **Bridget Barclay**

Executive Director

#### **Christine Curtis**

Deputy Director/Staff Treasurer

### Board Members Present via Video/Conference Call

Tom LeGrand

Mike Cotton

Larry Knapp

Rudy Vavra

### Staff Present via Video/Conference Call

Christine Curtis

Danielle Hardman

Criss Limato

Bridget Barclay

Rich Winchester

Michael Keating

Ed Mills

### Board Members Absent

Vincent DiMaso

### Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter, Dutchess County Commissioner of Planning

### Others Present via Video/Conference Call

Tom Mulroy

### Meeting Open – Introductions

The meeting opened at 4:05 pm

Tom LeGrand called the meeting to order and began with a roll call to identify those attending the meeting both in person and by video/conference call.

### Public Comment

No public comment.

### **Approval of Meeting Minutes**

Approval of meeting minutes of Aug 19, 2020 was tabled for a subsequent meeting as there was not a quorum of Board members present to approve. (Res.2021.2.A).

Rudy made a motion to approve the regular meeting minutes of January 20, 2021. The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.B)

### **Chairman's Report**

Tom reminded Board Members to complete and submit to Bridget the NYS Public Authority Budget Office Board Evaluations.

### **Operations Reports**

#### **Monthly System Operations Reports**

Tom referenced the operations report provided; no comments were presented.

### **Amended Intermunicipal Agreement with the Village of Tivoli**

Bridget explained that the shared services agreement with the Village of Tivoli has been amended to remove snow removal from the scope of work. DCWWA staff will complete snow removal. Rudy made a motion to approve the amended IMA agreement with the Village, the motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.C)

### **Finance Reports:**

#### **Approval of Warrant**

Rudy made a motion to approve the warrant as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.D).

### **Re-adoption of Accounting & Banking Policy**

Christine explained due to COVID, the accounts payable process is now fully electronic. The changes have been previously reviewed by RBT, DCWWA's Auditor, who had no concerns with the changes. Rudy made a motion to re-adopt our Accounting and Banking Policy, this was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.E).

### **Re-adoption of Employee Handbook**

Bridget explained changes made to the Employee Handbook that Mike had proposed at January's Board meeting. These changes were previously reviewed with Mike and he was satisfied, as they addressed his concerns. Rudy made a motion to approve the re-adoption of the Employee Handbook as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.F).

### **Status of Audit**

Christine reviewed that due to the impact of COVID-19 on organizations, the deadline for completion of the annual audit has been extended 60 days. The audit will be presented for the Board's approval at the May meeting. The auditor concurs with this schedule.

### **Capital Project Reports:**

#### **Five Year Capital Improvement Plan**

Mike K. reviewed that the DCWWA's Five Year Capital Improvement Plan is included in the Board packet for the Board's review. Mike C. inquired if the Authority is required to submit the plan to anyone, Bridget replied that it is not a requirement. Adoption of the plan is a recommendation of the State Public Authority Budget Office, it is also included as a reference in bonding documents and is a document the underwriter and bondholders like to see. Rudy made a motion to approve the Five year Capital Improvement Plan and was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.G).

#### **GFS WWTP Project Status**

Jonathan reported that the GFS WWTP construction project continues to move forward. The influent flow meter will be upgraded in the Spring. Both RBC's were placed on January 14<sup>th</sup>, north RBC was activated on February 10<sup>th</sup> following certification. South RBC startup was delayed due to COVID, we are waiting for certification from the manufacturer. Post June 26<sup>th</sup> fire, there has been an improved discharge outcome due to the introduction of coagulant injection modification. Sand filter cleaning and lower flow rates leading to significantly reduced discharge parameters for CBOD, TSS, and ammonia during January; however, the facility was unable to achieve a permit for all parameters. The system operator has maintained continuous contact with NYS DEC.

#### **GFS Collection System Project**

Jonathan reviewed EFC comments have been received and responded to. Additionally, the Town Highway Erosion Control Review has been received and responded to and a verbal response indicated that approval is imminent. Mike K. has released Construction Administration RFP.

### **Tivoli Water System Improvements**

#### **Water Main and Distribution System Improvements**

Mike K. reviewed that water main construction is on pause as the Contractor has shut down work for winter break. Water main work will begin again on March 1<sup>st</sup> and should be done by May.

#### **Water Tank Improvements**

Yard work and tank painting.

Mike explained the reason for the change orders for the Storage Project; general contractor had experienced a back log in their schedule due to COVID. The electrical contractor being the lag contractor to the general contractor was also impacted.

Rudy made a motion to approve the execution of the General Contract Change Order No. 1 for the PWC-TVW-2019-01 for the Tivoli Water Storage Tank Replacement Project as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.H).

Rudy made a motion to approve the execution of the Electrical Contract Change Order No. 1 for the PWC-TVW-2019-02 for the Tivoli Water Storage Tank Replacement Project as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.I).

### **Well and Wellfield Improvements**

T&B working on bid documents.

### **Tivoli Sewer Project Status**

Continuing with phase two of the flow monitoring. Jonathan and Mike working with the contractors to move meters trying to find optimal location. Mike C. asked if we were comfortable with the budget for the project, Mike K said that T&B hit 50 % for the pre-plan and was told to be judicious with the other 50%. We do not expect any overrun.

### **Pinebrook Water Interconnection Project Status**

Jonathan reviewed staff is continuing to work on easements, one has been executed, a temporary easement for tree removal, and Town of Hyde Park Highway erosion control has provided an approval.

### **Community Projects**

#### **Project Redtail Water Service**

Bridget explained that this is a new customer for CDWTL, located at the old "IBM West Campus" property. A service line, meter, and backflow prevention were all installed during the original construction of the CDWTL and have been recently inspected and certified. We have negotiated agreements with both the Poughkeepsie Joint Water Board to purchase the water requested, and a water sale agreement with USEF Tioranda. Rudy made a motion to approve the Addendum No. 6 to the Poughkeepsie Water Sale Agreement. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.J). Rudy made a motion to approve the USEF Water Sale Agreement, this was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.02.K).

#### **Bellefield Project MOU**

Bridget summarized the history of the Water MOU with T-Rex for the Bellefield Project. There is a dispute with T-Rex regarding the timing of the Reimbursement payment for the West Dorsey Water Main Extension. Assistant County Executive Ron Hicks had been involved in the negotiation of that issue with T-Rex and has confirmed with T-Rex that the compromise negotiated was for payment of the reimbursement once the Water Main Extension was put in

service to provide water to the properties to the south of Bellefield. T-Rex then requested, the day prior to the Board meeting, that the parties negotiate a compromise on this issue. As there was not adequate time to review the request and prepare anything for the Board, this issue will be addressed at the March Board Meeting.

**New for Consideration**

Nothing new presented.

**Executive Session:**

No executive session was presented.

**Motion to Adjourn:**

At 4:40 pm Tom made a motion to adjourn. This was seconded by Rudy, a roll call vote was taken, voted on and passed unanimously.

The next regular Board meeting date will be Wednesday, March 24, 2021 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso,  
Program Assistant

**Resolutions**

1. (2021.02.A) Approval of Minutes of August 19, 2020 Regular Meeting – TABLED
2. (2021.02.B) Approval of Minutes of January 20, 2021
3. (2021.02.C) Amended Intermunicipal Agreement with Village of Tivoli
4. (2021.02.D) Approval of Warrant
5. (2021.02.E) Re-adoption of Accounting and Banking Policy
6. (2021.02.F) Re-adoption of Employee Handbook
7. (2021.02.G) Approve Five Year Capital Improvement Plan
8. (2021.02.H) Approve TVW Storage Project General Contract Change Order #1
9. (2021.02.I) Approve TVW Storage Project Electrical Contract Change Order #1
10. (2021.02.J) Approve Addendum No. 6 to the Poughkeepsie Water Sale Agreement
11. (2021.02.K) Approve USEF Water Sale Agreement
12. (2021.02.L) Open Executive Session – Not used
13. (2021.02.M) Close Executive Session – Not used