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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF JANUARY 20, 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

Lawrence R. Knapp

Secretary

Michael Cotton, P.E.

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

Mike Cotton

Vince DiMaso *Present but unable to participate due to faulty microphone

Staff Present via Video/Conference Call

Christine Curtis

Danielle Hardman

Criss Limato

Bridget Barclay

Rich Winchester

Michael Keating

Ed Mills

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter, Dutchess County Commissioner of Planning

Others Present via Video/Conference Call

None.

Meeting Open – Introductions

The meeting opened at 4:12 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 members of the public were present.

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.2021.01.A).

Larry made a motion to approve the regular meeting minutes of December 16, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.B)

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. The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.C)

Election of Officers

Rudy made the motion to nominate the following for the offices of the Authority for 2021:

Chair: Thomas LeGrand
Vice Chair: Vincent DiMaso
Treasurer: Rudy Vavra
Secretary: Michael Cotton, P.E.

And further resolved that; nominations be closed, and that the previous noted persons be elected to the respective offices. This was seconded by Mike; voted on and passed unanimously. (Res.2021.01.D)

Designate Regular Meeting Date

Larry made a motion that the regular meetings of the Authority shall be at 4:00 pm at 1 Lagrange Avenue on the following dates:

<u>Proposed 2021 Dates</u>	<u>Notes</u>
1/20/2021	3rd Wednesday
2/24/2021	4th Wednesday
3/24/2021	4th Wednesday
4/21/2021	3rd Wednesday
5/19/2021	3rd Wednesday
6/23/2021	4th Wednesday
7/21/2021	3rd Wednesday
8/18/2021	3rd Wednesday
9/22/2021	4th Wednesday
10/20/2021	3rd Wednesday
11/3/2021 *	Special Budget Workshop
11/23/2021	4th Tuesday
12/22/2021	4th Wednesday

The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.E)

Designate Official Newspaper

Rudy made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.F)

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. The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.G)

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, 2021:

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 (Chair), 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)

The motion was seconded by Larry; a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.G)

Public Authorities Annual Board Evaluations

Board Members were given a copy of the Authority Budget Office Board Performance Evaluation to complete and return to the Authority office.

Chairman's Report

Nothing to report.

Operations Reports

Monthly System Operations Reports

Larry inquired about permit levels being out of compliance at the Greenfields Wastewater Treatment Plant. Jonathan responded that these issues are due to the recent facility fire and that the Authority is moving quickly to resolve compliance issues and working with all regulators involved. Jonathan noted that he hopes to see compliance issues resolved by the end of March.

Approval of VDS Agreement for I&I Investigations

Rudy made a motion to approve the Valley Dale Sewer Professional Service Letter Agreement with Weston & Sampson PE, LS, LA, PC for an I&I study as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.I) (Attachment "A").

Finance Reports:

Approval of Warrant

Larry inquired about the two large payments for the Tivoli Water System Improvements to Peter Luizzi & Bros Contracting. Mike K responded that there was a hold up on payments due to delay in EFC processing. Rudy made a motion to approve the warrant as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.J).

Re-adoption of Procurement Policy

Bridget reviewed that staff made a minor change to the policy which was simply adding the Authority website to a document. Rudy made a motion to approve the re-adoption of the Procurement Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.K).

Re-adoption of Disposal of Property Guidelines

Larry made a motion to approve the Re-adoption of Disposal of Property Guidelines as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.12.L).

Re-adoption of Accounting and Banking Policy

Staff requested the re-adoption of the Accounting and Banking Policy be tabled for further review. (Res.2021.01.M).

Re-adoption of Investment Policy

Rudy made a motion to approve the Re-adoption of Disposal of Investment Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.N).

Re-adoption of Employee Handbook

Mike C. suggested staff include language regarding the Authority's COVID policy and clarification on comp time for exempt and non-exempt staff. Staff requested the resolution re-adoption of the Employee handbook be tabled for further review. (Res.2021.01.O).

Correction of C, D and L Water Rate Sheets

Rudy made a motion to approve the corrected water rate sheets of Hyde Park Zone C, D and L as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.P).

Approve Annual Financial Services Agreements

Rudy made a motion to approve the Annual Financial Services Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.Q).

Approve Annual Legal Services Agreements

Rudy made a motion to approve the Annual Legal Services Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.R).

Approve Annual General Survey Services Agreements

Rudy made a motion to approve the Annual General Survey Services Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.S).

Capital Project Reports:

GFS WWTP Project Status

Jonathan reported that the GFS WWTP construction project continues to move forward. Schedule has been shuffled around in an effort to prioritize getting secondary treatment back online by early February 2021. Project construction continues to move forward but has had some delays due to COVID. Project maintains a goal of completion of late 2021.

GFS Collection System Project

Jonathan reviewed staff has responded to EFC minor comments and we are awaiting a response from EFC for an approval to proceed with bidding. Staff has initiated Town Highway and Sediment and Erosion Control review and approval.

Tivoli Water Distribution 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. Construction remains on schedule.

Rudy made a motion to approve the execution of CO No. 1 to PWC-TVW-2020-04 for the Tivoli Water Distribution System Improvements as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2021.01.T).

Water Tank Improvements

Mike K. added that Tivoli Water Tank work will commence in the spring and the Contractor has a pending submittal for an updated schedule that includes a contract change for extension of time due to COVID-19 delays. Water Tower expected to be in service last week of March. Substantial completion expected in April.

Well and Wellfield Improvements

Consultant is preparing a new bid package.

Tivoli Sewer Project Status

Contracted Engineer is updating facility design based on completed flow study. Report due from Engineer in March.

Pinebrook Water Interconnection Project Status

Jonathan reviewed Staff is continuing to work on easements and permitting for Highway work and erosion control.

Community Projects

No updates to report.

New for Consideration

Nothing new presented.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:45 pm Tom made a motion to adjourn. This was seconded by Mike, a roll call vote was taken, voted on and passed unanimously.

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

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2021.01.A) Approval of Minutes of August 19, 2020 Regular Meeting – TABLED
2. (2021.01.B) Approval of Minutes of December 16, 2020 Budget Workshop Meeting
3. (2021.01.C) Designation of Temporary Chair
4. (2021.01.D) Election of Officers
5. (2021.01.E) Designate Meeting Dates
6. (2021.01.F) Designate Official Newspaper
7. (2021.01.G) Designate Official Banks / Depositories
8. (2021.01.H) Approve Board Committee Appointments
9. (2021.01.I) Approval of VDS Agreement for I&I Investigations
10. (2021.01.J) Approval of Warrant
11. (2021.01.K) Re-adoption of Procurement Policy
12. (2021.01.L) Re-adoption of Disposal of Property Guidelines
13. (2021.01.M) Re-adoption of Accounting and Banking Policy - TABLED
14. (2021.01.N) Re-adoption of Investment Policy
15. (2021.01.O) Re-adoption of Employee Handbook – TABLED
16. (2021.01.P) Approve Correction of Zone D, D and L Water Rate Sheets
17. (2021.01.Q) Approve Annual Financial
18. (2021.01.R) Approve Annual Legal Services Agreements
19. (2021.01.S) Approve Annual General Survey Services Agreement
20. (2021.01.T) Approve TVW Main Improvement Contract Change Order #1
21. (2021.01.U) Open Executive Session – Not used
22. (2021.01.V) Close Executive Session – Not used

ATTACHMENT "A"

RESOLUTION NO. 2021.01.I

Authority Board – DCWWA

January 20, 2021 Meeting

Authorize Professional Service Letter Agreement with Weston & Sampson PE, LS, LA, PC for the Valley Dale Wastewater System – I & I Study

__Rudy__ offers the following resolution and moves its adoption:

Whereas, the Authority staff has observed that the Valley Dale collection system is experiencing I/I issues during high groundwater and/or rain events and requested that the 2021 Valley Dale Wastewater System Professional Engineering Contractor, Lawrence J. Paggi, P.E, (L. Paggi) conduct an I/I study and L. Paggi responded it was unable to do the required work;

Whereas the Authority staff then solicited proposals for Professional Engineering Services from Infrastructure Engineering Services (IEC), Arnold Construction, and Weston & Sampson PE, LS, LA, PC.

Whereas IEC stated they no longer do this type of work, Arnold Construction was unresponsive, and Weston & Sampson was the only company that has provided a proposal; and

Whereas the Authority staff has reviewed and recommends that the proposal submitted by Weston & Sampson PE, LS, LA, PC in the amount not to exceed \$12,200.00 be accepted because they are uniquely qualified as this work is building on prior I&I investigation work they did in the Valley Dale Wastewater System and is in the best interests of the Authority; and

Whereas the Authority Board has reviewed the recommendation of the Authority Staff and considered the benefits to the Authority;

Therefore, be it resolved that the Executive Director or Deputy Director is authorized to execute a Professional Letter Agreement with Weston & Sampson PE, LS, LA, PC in the amount not to exceed \$12,200.00 for the Valley Dale Wastewater System – I & I Study.

Seconded by: __Mike_____

Record of Vote: **Aye** **Nay**

Thomas LeGrand X

Vincent DiMaso Did not vote due to problem with microphone

Larry Knapp X

Rudy Vavra X

Michael Cotton X