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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF JULY 22, 2020

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 Attending in Person

Rudy Vavra
Mike Cotton

Staff Attending in Person

Jonathan Churins

Board Members Present via Video/Conference Call

Tom LeGrand
Vincent Dimaso

Staff Present via Video/Conference Call

Christine Curtis
Danielle Hardman
Cris Limato
Bridget Barclay
Rich Winchester
Michael Keating
Ed Mills

Board Members Absent

Larry Knapp

Ex-Officio Member Present via Video/Conference Call

None.

Others Present via Video/Conference Call

Will Truitt, Legislative Liaison

Meeting Open – Introductions

The meeting opened at 4:10 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 conference call.

Public Comment

No members of the public were present.

Approval of Meeting Minutes

Rudy made a motion to approve the regular meeting minutes of May 20, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.A)

Rudy made a motion to approve the special meeting minutes of June 05, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.B)

Rudy made a motion to approve the regular meeting minutes of June 17, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.C)

Chairman's Report

County Ethics Law Financial Disclosure Requirement

Tom informed the Board and staff that concerns regarding the County Ethics Law Financial Disclosure Requirement from the three operating Boards have been brought to the County Executive and the County Attorney's office. Any Board member not comfortable signing the disclosure statement was directed not to sign until discussions are furthered within the legislature. Will Truitt anticipates this appearing on the Legislature agenda in the next few months.

Approval of Amendment to Employee Handbook to Include Telework

Bridget presented an overview of the Authority's Telework Policy. Upon the onset of the COVID-19 Pandemic, the Authority quickly moved to having majority of office staff telework. Concerns for COVID-19 are continuing and therefore the Authority will continue to have office staff work telework at this time. DCWWA's Telework Policy borrows generously from the County's Telework Policy. Rudy made a motion to approve the Amendment to the Employee Handbook to Include the presented Telework Policy. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.D).

Operations Reports

Monthly System Operations Reports

Mike inquired about the status of the Greenfields Wastewater Treatment Plant. Jonathon reviewed that recently the Greenfields Wastewater Treatment Plant suffered a catastrophic loss when a fire broke out on June 26, 2020. The fire claimed the treatment building that contained the rotating biological contactors, the air system and disinfection along with all equipment. DCWWA is working with the Contract Operator of the System and is in operation as best it can be however it is not currently meeting permit. Modified components at the existing facility are being used at this time. The primary goal is to complete construction of the planned upgrades as quickly as possible. The insurance company has completed their investigation and determined the fire to be "no fault" and most likely due to aging faulty equipment.

The site has been cleared for entry and clean up and remediation has begun. A claim will be submitted to the insurance company once a broader view of actual costs is clear. Ed will be managing this process and coordinating with the insurance company in the coming months.

Extension of Operations Contracts

Bridget reviewed that DCWWA historically requests proposals for Contract Operator contracts on a 3 year cycle. Due to differences in the current terms of existing Operations Contracts, complexity of procurement process and complications presented by the COVID-19 pandemic, staff is looking to extend out the current Operations Contracts. Existing contracts with JCO, Inc and Environmental Consultants are proposed to be extended an extra year. This will allow for all contracts to be put out for proposals at the same time. The Board concurred and a resolution will be presented at a future board meeting for approval of the contract extensions.

Finance Reports:

Approval of Warrant

Amendment No. 1 to the warrant was presented along with the Warrant. The amendment was added to cover a voucher submitted for renewal of Annual Hosting Fees for the Authority's accounting software. Rudy made a motion to approve the warrant as amended. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.E).

Fund Balance Presentation Memo

Bridget noted that the presented Memo was originally presented to the Board in the April Board meeting, in response to questions proposed by the Board at the yearly financial Audit. Mike Cotton was looking for more information and clarification on Accounting Policies and "Fund Balance" or actual "Cash on Hand" that is available for use by the Authority. Bridget reviewed that the Authority is required to present financials on an accrual basis and therefore audit reports are presented as required by law. Bridget explained that the Annual Audit does present a report on "unrestricted cash and cash equivalents" which are funds that are readily available to the Authority. Mike requested further discussion and review of the Accounting policies outside of the Board meeting.

CIA Water Rate Reduction Request

Bridget reviewed that prior to the COVID-19 pandemic, the CIA submitted a request for a water rate reduction to help manage the site's water expense. Staff is recommending the Board deny the request at this time due to loss of revenue during the COVID-19 shut down. The CIA facility has had a substantial decrease in usage which dramatically affects the 2020 budget and revenue for the system. The suggestion was made that the request made me revisited at some point. The Board members agreed, and a response will be sent out.

Capital Project Reports:

CDWTL Pump Station Chem Room Heat

Mike Keating reported that KC Engineering was brought on to develop improvement drawings and contract documents to bid out heating improvements for the chemical rooms at the CDWTL pump station. One bid was received from Black Electric for \$36,500. Staff is recommending award be granted to Black Electric as it was the only bid received and reasonable in comparison to the engineer's estimate. Rudy made a motion to approve the Award of Heating Unit Installation Contract to Black Electric. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.07.F) (Attachment A).

Hyde Park Phase 2 Meter Projects Status Report

Ed referenced the memo that was provided in the Board packet. Ed highlighted a project re-start date for July 27, 2020 has been scheduled and Saks Metering has reported they are currently scheduling appointments with customers.

EFC Funding Memo

Bridget reviewed that NYS EFC temporarily suspended disbursements of funds from grant proceeds. This suspension initially impacted the closing on financing for the Pinebrook Water Interconnection project. Although delayed, DCWWA has since closed on the loan but claim for reimbursement through EFC has been temporarily postponed due to the financial impact of COVID-19 on the State's finances. The Authority anticipates reimbursement to come within a 2 to 4-week period.

GFS WWTP Project Status

Jonathan reported that we have worked to restore secondary treatment as best we can. We are working with the system engineer to review options, have added coagulation, and are working to add aeration back into the system. The contractor has been making submittals and has begun work on-site. The Authority is looking to replace all components destroyed at the plant in the next 6 months.

GFS I&I Rehabilitation Project

Jonathan reported EFC has responded with comments on the design drawings and meetings are scheduled with staff and the project engineer to review. The project could potentially go out to bid in the next month or so.

Tivoli Water System

Mike reported that the water distribution improvements design is complete and bid is currently being advertised. Bids will be received by August 12th, 2020. The Tivoli Tank reconstruction project is moving forward. The General Contractor has completed the concrete footings, piles and center pier. Electrical work has started

and the new water tank should be received by the end of July. The well field improvement project is still under review with the Department of Community and Behavioral Health.

Tivoli Sewer System

Mike presented work with the Contracted Engineer on the facility design has been suspended due to uncertainty and timeliness of NYS EFC funding.

Pinebrook Water Interconnection Project Status

Jonathan reviewed that project management is still working through the design process and the project remains on schedule. The goal is to be out to bid by December 2020. Jonathan reviewed that currently there are water quality concerns within the community and water is being trucked in. Jonathan reviewed that the purpose of the project is to construct PBW interconnection between the Pinebrook Water System and the DCWWA Hyde Park Regional Water System. This is the most cost-effective approach to resolving extensive source water quality and quantity problems impacting the users of the system.

Community Projects

Bridget reviewed that after a pause on community projects due to the pandemic, conversations have resumed on the Rhinebeck Water & Sewer Evaluation Project. The Authority, the Town of Poughkeepsie and the Town of Pleasant Valley met to review engineering submittals for the Joint Storage Tank Feasibility Study Project. An engineering firm will be selected soon.

New for Consideration

Nothing new presented.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:59 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 is on Wednesday, August 19, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2020.07.A) Minutes of May 20, 2020 Regular Meeting
2. (2020.07.B) Minutes of June 05, 2020 Special Meeting
3. (2020.07.C) Minutes of June 17, 2020 Regular Meeting
4. (2020.07.D) Approval of Amendment to Employee Handbook to Include Telework
5. (2020.07.E) Approval of Warrant as amended
6. (2020.07.F) Award of Heating Unit Installation Contract
7. (2020.06.G) Open Executive Session – Not Used
8. (2020.06.H) Close Executive Session – Not Used

ATTACHMENT A

RESOLUTION NO. 2020.7.F

Authority Board – DCWWA

July 22, 2020 meeting

**AWARD OF THE CHEMICAL ROOM HEATER INSTALLATION CONTRACT AT
CENTRAL DUTCHESS TRANSMISSION LINE WATER SYSTEM**

Rudy offers the following resolution and moves its adoption:

WHEREAS, the Dutchess County Water and Wastewater Authority (Authority) received a bid for the installation of heaters in the chemical room in the Central Dutchess Transmission Line water district in accordance with the Authority's procurement policy for public works with a contract value less than or equal to \$35,000.00 as follows:

<u>Proposer</u>	<u>Amount</u>
1. Black Electric, Poughkeepsie, NY	\$36,500.00

WHEREAS, Staff advertised the bid in the Poughkeepsie Journal, Bidnet, and sent the Bid Advertisement via e-mail to nineteen (19) contractors, thereby making a good faith effort to solicit as many bids as possible;

WHEREAS, Staff has subsequently reviewed the one bid received and having met our own estimate of the cost of this project, recommends award to Black Electric; and

WHEREAS, the Board has reviewed the recommendation of the staff and considered the benefits to the Authority,

THEREFORE, BE IT RESOLVED THAT; the Board hereby authorizes the Executive Director or Deputy Director to execute a contract with Black Electric for the price of \$36,500.00.

Seconded by Mike .

<u>Record of Vote:</u>	<u>Aye</u>	<u>Nay</u>
Thomas LeGrand	<u> X </u>	<u> </u>
Vincent DiMaso	<u> X </u>	<u> </u>
Larry Knapp	<u> </u>	<u> </u>
Rudy Vavra	<u> X </u>	<u> </u>
Michael Cotton	<u> X </u>	<u> </u>