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**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF JUNE 17, 2020**

Board Members Attending in Person

Rudy Vavra
Mike Cotton

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

Staff Present via Video/Conference Call

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

Board Members Present via Video/Conference Call

Tom LeGrand

Board Members Absent

Larry Knapp
Vince Dimaso

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner, Dutchess County Planning

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

The approval of the meeting minutes for May 20, 2020 was tabled, as there was not a quorum of board members that had been present at that meeting to approve. (Res.2020.06.A).

Chairman's Report

COVID-19 Return to Work Policy

Bridget reviewed that per the direction of the CDC and the State of New York, DCWWA will implement a COVID-19 Return to Work Policy. The policy provides guidance for Supervisors and staff on what steps must be taken for employees that have been absent from the office due to COVID-19 related concerns. Return to work protocols apply to employees returning to the workplace after illness or quarantine. One requirement will be the completion of an Employee Health Screening form that must be completed by the affected employee prior to return to the workplace. This policy will be implemented to protect the health and safety of the public and all DCWWA staff. Rudy made a motion to approve the Return to Work Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.06.B).

Operations Reports

Monthly System Operations Reports

Mike Cotton inquired about the spike in usage at the CDWTL and the Dalton Farms Water System. Rich Winchester reviewed that the Central Dutchess Water usage increase is due directly to an increase of use at the Global Foundries facility. He further noted that increase of use in the Dalton Farms Water System was due to the completion of the annual flushing of the system.

Overview of Facility Security Measures

Per the Board's request an overview of security measures taken at each of DCWWA's facilities was presented in a report. The report listed out facility and well head security including fencing and alarm system details.

Overview of Facility Backup Power Provisions

Per the Board's request an overview of the Backup Power Provisions was presented to the board in a report. The report listed out each facility and all backup generator and transfer switch data.

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 an emergency repair needed at the Schreiber Water System. 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.2020.06.C).

2019 Continuing Disclosure Statement

Christine presented the 2019 Annual Financial Information and Operating Data, which has been submitted to the Municipal Securities Rulemaking Board as required by DCWWA's bonding documents.

Division of Water Resources Preliminary 2021 Budget Request

Bridget reviewed that each year the Authority is required to send a Preliminary Budget for the coming year to the County. Due to the financial crisis directly related to the COVID-19 pandemic, the County has requested all departments submit baseline and minimal cost budgets justified by critical programs and services. Additionally, the County is requiring the Authority to submit two levels of cost reduction. Staff is proposing to submit a budget that shows a 69% decrease in the Division of Water Resources total net cost to the County, specifically in staff support costs, to meet this request. Tom expressed concern that the proposed revised budgets were too low and suggested the Authority submit higher numbers. The Proposed budgets will be submitted to the County by June 25th for review.

Fund Balance Presentation Memo

Tom tabled review of the Fund Balance Presentation Memo for the next meeting per the request of Board Member Mike Cotton.

CIA Water Rate Reduction Request

Tom tabled review of the CIA Water Rate Reduction Request for the next meeting when more Board Members are available for the discussion.

Capital Project Reports:

EFC Funding Memo

Bridget reviewed that due to financial impact on the State from the COVID-19 Pandemic, NYS EFC was directed by the State Budget Office to temporarily suspend disbursement of funds from grant proceeds. This suspension initially impacted two of the Authority's current projects, the Tivoli Water Project and Greenfields Sewer project, but staff was notified today that State disbursements are now available again. Additionally, the Authority has suspended two capital improvement projects, the Tivoli Sewer Improvements

and the Pinebrook Water Interconnection, due to delayed closings for financing through EFC. Staff will continue correspondence with EFC and monitor the situation.

DFS Clarifier Installation

Rudy made a motion to approve the award of the DFS Clarifier Installation Contract as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.06.D) (Attachment A).

Hyde Park Phase 2 Meter Projects Status Report

Ed referenced the memo that was provided in the Board packet. Ed reviewed the project continues to be on hold while Saks Metering, Inc works on their return to work plans. Ed will continue to communicate and work with the Contractor on next steps.

GFS WWTP Project Status

Jonathan stated the project is in the submittal phase and the Authority is working its way through administrative and construction submittals. The General Contractor was delayed on presenting administrative submittals but quick to produce technical submittals. The construction mobilization date was pushed from June 3rd, 2020 to June 29th, 2020. Jonathan reviewed that the schedule change will not impact anticipated date of completion for the Project.

GFS I&I Rehabilitation Project

Jonathan reported project design is complete and the Authority is still awaiting comments and approval from EFC to move forward.

Tivoli Water System

Mike reported that the Authority has received comments back from the State on the water main improvement project and they are currently under staff review. The Tivoli Tank reconstruction project is moving forward. The General Contractor has completed the concrete footings and piles. Water main and well improvement projects are still under review with the Department of Community and Behavioral Health.

Tivoli Sewer System

Mike presented the Flow meter study intended to determine existing peak flows and potential approximate areas of problems is ongoing. The Authority is working with the Contracted Engineer to incorporate flow study data into the facility design.

Pinebrook Water Interconnection Project Status

Jonathan reviewed that currently the Authority is working through the design process and the project remains on schedule.

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 and the Town Poughkeepsie Storage Tank Feasibility Study Project. Updates on those projects will be presented in the coming months.

New for Consideration

Nothing new presented.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:46 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, July 22, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2020.06.A) Minutes of May 20, 2020 Regular Meeting - Tabled
2. (2020.06.B) Approval of COVID-19 Return to Work Policy
3. (2020.06.C) Approval of Warrant as amended
4. (2020.06.D) Award of DFS Clarifier Installation Contract (Attachment A)
5. (2020.06.E) Open Executive Session – Not Used
6. (2020.06.F) Close Executive Session – Not Used

ATTACHMENT A

RESOLUTION NO. 2020.6.D

Authority Board – DCWWA

June 17, 2020 meeting

AWARD OF THE CLARIFIER INSTALLATION CONTRACT AT

DALTON FARMS WASTEWATER SYSTEM

Rudy offers the following resolution and moves its adoption:

WHEREAS, the Dutchess County Water and Wastewater Authority (Authority) received proposals between May 20, 2020 and June 8, 2020 for the installation of the second Polychem clarifier sludge collection system in the Dalton Farms Wastewater 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.	Eventus Construction Co., Inc., Amawalk, NY	\$60,000.00
2.	TAM Enterprises Inc., Goshen, NY	\$60,000.00
3.	P.K. Songer Plumbing, Montgomery, NY	\$26,400.00

WHEREAS, Staff has subsequently reviewed the proposals received and recommends award to P.K. Songer Plumbing; 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 P.K. Songer Plumbing for the price of \$26,400.00.

Seconded by Mike .

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