

**DUTCHESS COUNTY**

**WATER AND  
WASTEWATER AUTHORITY**



1 LaGrange Avenue  
Poughkeepsie  
New York, 12603  
(845) 486-3601  
Fax (845) 486-3656  
dcwwa@dutchessny.gov  
www.DCWWA.org

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF MARCH 18, 2020**

Authority Board Members

Thomas LeGrand  
Chairperson

Vincent DiMaso  
Vice-Chairperson

Rudy Vavra  
Treasurer

Lawrence R. Knapp  
Secretary

Micheal Cotton

Ex officio Members

Brian Scoralick  
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

**Board Members Present**

Rudy Vavra

**Staff Present**

Bridget Barclay  
Jonathan Churins  
Danielle Hardman

**Staff Present via Conference Call**

Christine Curtis  
Michael Keating  
Ed Mills

**Board Members Present via Conference Call**

Tom  
Mike Cotton  
Vince DiMaso  
Larry Knapp

**Board Members Absent**

None.

**Ex-Officio Member**

Eoin Wrafter – Commissioner, Dutchess County Planning and Development was in attendance via Conference Call.

**Others Present**

Jennifer George – RBT Accountants Auditor via Conference Call  
Linda Hannigan – RBT Accountants Auditor via Conference Call

**Meeting Open – Introductions**

The meeting opened at 4:07 pm.

**Public Comment**

No members of the public were present.

### **Approval of Meeting Minutes**

Rudy made a motion to approve the minutes of February 19, 2020. The motion was seconded by Vince; voted on and passed unanimously with Mike Cotton abstaining. (Res.2020.03.A)

Rudy made a motion to approve the minutes of March 5, 2020. The motion was seconded by Vince; voted on and passed unanimously with Larry Knapp and Mike Cotton Abstaining. (Res.2020.03.B)

### **Chairman's Report**

Tom announced Jonathan Churins' promotion to Senior Project Manager from Project Manager. Tom added Jonathan has been with the Authority since 1998 and is an extraordinary asset to the team.

Tom announced Christine Curtis has been designated as Deputy Director, in addition to her title of Treasurer. Tom added Christine has been with the Authority since 2017, is a quick learn, and a dedicated worker with excellent people skills.

Tom congratulated Christine and Jonathan and thanked them for their committed service with the Authority.

### **Operations Reports**

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

Mike Cotton commented that Valley Dale Water System, Dalton Farms Water System and Central Dutchess Water Transmission Line all had high usage recorded. The operations report notes state that Valley Dale's high usage was due to a leak that has since been repaired. Bridget reviewed that the increase of usage at Central Dutchess is due to additional customers added to the Airport Water Line customer base. Additionally, the Town of East Fishkill has been utilizing water through a connection in the Hopewell Glen Water District which is a CDWTL customer. The Town is using construction and flushing water for a new distribution expansion being done as part of an EPA superfund remediation. Bridget advised Mike that follow up will be made with Operations on high usage at Dalton Farms and an update will be provided to him.

### **Finance Reports:**

#### **Approval of Warrant**

Christine commented that vehicles are now identified with plate numbers on the warrant per Eoin Wrafter's request. Rudy made a motion to approve the warrant as presented. This was seconded by Larry; voted on and passed unanimously. (Res.2020.03.C).

## **2019 System Budget Close-outs**

Christine reviewed the end of year system budget closeout documents are included in the Board packet for review. She brought attention to the following system notes:

- Airport Water Line – Startup with minimal customer base and additional customers added to system.
- Violet Ave. Water & Pinebrook Water – We had budgeted for allocations from fund balance.
- Shore Haven Water System - fund allocation changes and a resolution has been included that addresses those changes. Upon review, a misallocation of \$8,150.00 was found and incorrectly posted to SHW whereas it should have been dispersed to multiple systems. Additionally, there was a 5% decrease in water sales, and brine hauling costs were over budget by 9.5%. There was additional cost increase in chemicals and copper and lead system sampling increase that added to expenses.

Mike made note that the fund balances appear to be “fictitious” numbers. It appears as if that money does not really exist and inquired if liquid assets are available to cover those balances. Bridget explained that our accounting is done on an accrual basis, and part of the function of the Treasurer is to ensure liquid assets are available to cover expenses incurred. Bridget offered two suggestions, one, to have the auditors touch on the subject during review of the 2019 Financial Statement, second, further discussion can be held in regard to creating a “cash on hand” report to be presented to the board going forward. Tom asked for an executive summary to be sent around on the subject so that the Board members can clearly understand the process. Larry made a motion to approve the 2019 System Budget Close-outs as presented. This was seconded by Mike; voted on and passed unanimously. (Res.2020.03.D).

## **Review and Approval of 2019 Financial Statements Presentation by Auditors**

Bridget invited Linda Hannigan and Jen George from RBT, CPA's to walk the Board through the draft 2019 Financial Statement. Linda Hannigan began with a review of the Auditor's Report and stated that it is the Auditor's opinion that the 2019 financial statements have been fairly presented in all material respects and in accordance with accounting principles generally accepted in the United States of America. Linda reviewed the Management's Discussion and Analysis report, prepared by DCWWA staff. In response to Mike Cotton's question, Linda called attention to page 13 which shows unrestricted cash and cash equivalents of 2.4 million dollars available for operations. Accounting is done on an accrual basis and the Authority's 2019-year end net position is 9.1 million dollars. Linda brought attention to the footnotes on pages 18 through 38. These pages explain the Authorities accounting policies, details on capital assets, details on cash, extensive detail on employee's retirement system and other post-employment benefits for retirees and the monetary effect of those plans. Page 42 to 43 is the report on internal control over financial reporting, which is required by government auditing

standards. There are no findings or issues to report. No questions on the financial statements were presented.

Linda introduced Jennifer George. Jennifer reviewed the 2019 Report to the Board of Directors. Jennifer also reviewed the Letter Communicating Management Suggestions. The letter includes comments that are offered as constructive suggestions to be considered as part of the ongoing process of modifying and improving the Authorities practices and procedures. Suggestions included; to provide more specific detail on the Capital Assets Policy; to obtain a proper accounting from Tivoli once takeover of the systems is complete; to include within the minutes or as an attachment more details on bids received; and to omit sales tax from all bills paid. Bridget responded that Management agrees with the suggestions presented and will work towards incorporating them into the Authority policies. The floor was opened to Board members for questions and none were presented. Jennifer thanked the Authority management for their assistance and cooperation in completing the Audit. Rudy made a motion to approve the 2019 Financial Statements as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.03.E).

#### **Review of 2019 Authority Budget Office Annual Report – ABO Report**

Christine noted that the Board packet included the annual Authority Budget Office Report. The report is presented in the same format as in previous years. Christine opened the floor for questions and none were presented. Rudy made a motion to approve the 2019 Authority Budget Office Annual Report as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.03.F).

#### **Approval of PBS WWTP Project Bond Resolution**

Rudy made a motion to authorize the Issuance and Sale of the Authority's Pinebrook Sewer Service Agreement Revenue Bonds, Series 2020 (EFC) and approval and execution of related documents as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.03.G).

#### **Capital Project Reports:**

##### **PBS WWTP Project Status Memo**

Jonathan reviewed Construction Administration work is completed and the CA contract is the last to be closed on the project. Additional work was identified that would enhance maintenance of the treatment plant through its entire lifecycle. The additional work caused a minimal contract cost increase of \$1,757.32. Rudy made a motion to approve the Pinebrook Wastewater Treatment Facility Replacement Amendment No. 01 to the Construction Administration Services Agreement as presented. This was seconded by Vince; voted on and passed unanimously with Mike abstaining as he is a customer of the system (Res.2020.03.H).

### **GFS WWTP Project Status**

Jonathan reviewed that previously the Board approved the award of both General and Electrical Contracts. Proposals were received for the Construction Administration Contract. Upon review and in accordance with the Authority's Consultant Selection Procedures, staff is recommending award go to T&B Engineering. Larry inquired about the project schedule. Jonathan advised that all contracts should be in place this month, mobilization would occur early summer and construction completed throughout 2020 and 2021. Target completion of project is December of 2021. Rudy made a motion to approve the award of the Construction Administration Agreement for Greenfields Wastewater Treatment Plant Rehabilitation Contract to T&B Engineering, P.C in the amount of \$282,650.00 as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.03.1) (Attachment A).

### **GFS I&I Rehabilitation Project**

Jonathan reported that the project design and the Bid package has been completed and will be submitted March 20, 2020 to regulators. The project will continue to move forward with possible adjustments made due to the evolving COVID-19 pandemic.

### **Hyde Park Phase 2 Meter Projects Status Report**

Ed stated that the Authority is in discussions with the contractor about a temporary pause in field operations due to increased risks regarding the current COVID-19 pandemic.

### **Tivoli Water & Sewer System**

Mike reported that the Tank reconstruction contracts were approved at the March special meeting and a notice to proceed is anticipated in the coming weeks. The Authority is working with design consultants on the distribution system improvements. Staff and contractor are collaborating on most cost-effective design for the system, specifically options for a stream crossing. The project design is to be 80% complete by April 2020. Staff is awaiting construction design comments from the Department of Behavioral and Community Health on the wells and well field design.

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

Jonathan reviewed that the Authority is working to establish an interconnection between the Pinebrook Water System and Hyde Park Regional Water System. The Authority finds that interconnection is the best and most cost-effective option for the community in resolving water source water quality issues impacting users. An RFP for design work was issued, resulting in four proposals received. Upon review, staff is recommending award go to MJ Engineering & Land Surveying. Mike suggested that scoring from the evaluation process be presented to the Board going forward. Jonathan agreed. Rudy made a motion to approve the award of the Professional Design Services Agreement for Pinebrook Water System and Hyde Park Water System Interconnection Contract to MJ

Engineering & Land Surveying in the amount of \$112,350.00 as presented. This was seconded by Vince; voted on and passed unanimously with Mike Cotton abstaining as he is a customer of the system. (Res.2020.03.J)(Attachment B).

### **Hyde Park Water Treatment Plant I&C Project Change Order Recommendation Memo**

Mike reviewed that the Authority is working on project close out of the General Control Systems, Inc contract which was for upgrades on instrumentation and the control system for the Hyde Park Regional Water Treatment Plant. All contracted work has been completed and there is an outstanding balance of monies due to the contractor. The project extended passed the original contract term. A resolution was presented detailing cost changes on the final contract. Rudy made a motion to approve the Hyde Park Water Treatment Plant Instrumentation & Control Replacement Project - Change Order #4 of the General Construction Agreement PWC-HPR-2017-01 as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.03.K).

### **Community Projects**

#### **Village of Rhinebeck Water and Sewer**

Bridget stated that the Authority has not received a recent update from the Village as to whether a water and sewer evaluation contract has been awarded.

#### **Joint Municipal Storage Feasibility Study**

Bridget reviewed the feasibility study is moving forward. Proposals were due mid-March and the Authority is working on obtaining copies of the proposals to review.

#### **Dutchess BOCES Campus – Interconnection of Poughkeepsie Water System**

Bridget has confirmed the County will be participating in the interconnection project to get water to the Dutchess County Automotive Center. The County's financial contribution will be minimal as their expected usage will be low.

#### **New for Consideration**

Rudy, for the safety of the Authority staff, would like to re-address with the County using the office as a polling site for the upcoming primary election, due to the ongoing COVID-19 pandemic.

Bridget updated the Board on what the Authority has implemented in the recent weeks in response to the COVID-19 pandemic. The following actions are being taken:

- Actively encouraging all staff to stay home if sick or if they have experienced any kind of exposure to the Virus.

- Staff is not to participate in meetings greater than 20 people.
- Increased cleaning of the building and cleaning supplies available to all staff.
- Emphasis on hand washing and social distancing.
- Operations actively working on inventorying critical supplies.
- Operations to increase cleaning where needed including company vehicles.
- Actively rethinking how we interact with our Contract operators.
- Assignment of specific work-stations; limiting shared work space and use of vehicles.
- Limit exposure of operation staff to the public.
- Limit operational work orders to priority items only.
- Office Staff working remotely, staggering in-office shifts.
- Managers rotating in office.

Bridget reviewed that the Authority will continue to navigate through this time and make adjustments as needed making sure to follow all State and Federal guidelines.

**Executive Session:**

A closed executive session was called by Tom. Rudy made a motion to open the executive session. The motion was seconded by Larry; voted on and passed unanimously. (Res.2020.03.L)

A motion was made by Rudy to close the executive session. The motion was seconded by Larry, voted on and passed unanimously. (Res.2020.03.M)

**Motion to Adjourn:**

At 5:40 pm Tom made a motion to adjourn. This was seconded by Vince, voted on and passed unanimously.

The next regular board meeting date is on Wednesday, April 22, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,  
Senior Typist

## **Resolutions**

1. (2020.03.A) Minutes of February 19, 2020 Regular Meeting
2. (2020.03.B) Minutes of March 5, 2020 Special Meeting
3. (2020.03.C) Approval of Warrant
4. (2020.03.D) Approval of 2019 System Budget Close-outs
5. (2020.03.E) Approval of 2019 Financial Statements
6. (2020.03.F) Approval of 2019 Authority Budget Office Annual Report
7. (2020.03.G) Approval of PBS WWTP Project Bond Resolution
8. (2020.03.H) Approval of Amendment – PBS WWTP Construction Administration Agreement
9. (2020.03.I) Award of GFS WWTP Construction Administration Agreement
10. (2020.03.J) Award of Pinebrook Water interconnection Project Engineering Design Agreement
11. (2020.03.K) Approval of HPWTP I&C General Construction Contract Change Order #4
12. (2020.03.L) Open Executive Session
13. (2020.03.M) Closed Executive Session

**ATTACHEMENT A**

RESOLUTION NO. 2020.03.I

Authority Board-DCWWA  
March 18, 2020 Meeting

**AWARD CONSTRUCTION ADMINISTRATION AGREEMENT FOR  
GREENFIELDS WASTEWATER TREATMENT PLANT REHABILITATION**

Rudy offers the following resolution and moves its adoption:

WHEREAS; the Authority staff has solicited proposals for Construction Administration Services in accordance with the DCWWA procurement policy for the Greenfields Wastewater Treatment Plant Rehabilitation Project from nine (9) qualified firms:

WHEREAS; two (2) proposals were received on March 3, 2020 from the following firms:

<u>Proposer</u>	<u>Not to Exceed Proposal Amount</u>
1. KC Engineering and Land Surveying, PC, Poughkeepsie, NY	\$ 422,170.00
2. T & B Engineering, P.C., Red Hook, NY	\$ 282,650.00

WHEREAS; the Authority staff participated in a Best Value Evaluation (BVE) of the proposals received and, based on the resultant scoring, recommend that the firm of T & B Engineering, P.C., be awarded the Greenfields Wastewater Treatment Plant Rehabilitation – Professional Construction Administration Services Contract for a cost not to exceed \$282,650.00, and

WHEREAS; the Authority Board has reviewed the recommendations of the BVE team and considered the benefits to the Authority,

THEREFORE; be it resolved that the Executive Director or Deputy Director is authorized to execute a contract with T & B Engineering, P.C., for the Greenfields Wastewater Treatment Plant Rehabilitation – Professional Construction Administration Services Contract for a cost not to exceed **\$282,650.00**.

Seconded by Vince.

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

**ATTACHEMENT B**

RESOLUTION NO. 2020.03.J

Authority Board-DCWWA  
March 18, 2020 Meeting

**AWARD PROFESSIONAL DESIGN SERVICES AGREEMENT FOR  
PINEBROOK WATER SYSTEM INTERCONNECTION PROJECT**

Rudy  offers the following resolution and moves its adoption:

WHEREAS; the Authority staff has solicited proposals for Professional Design Services in accordance with the DCWWA procurement policy for the Pinebrook Water System Interconnection Project from fifteen (15) qualified firms:

WHEREAS; four (4) proposals were received on March 6, 2020 from the following firms:

<u>Proposer</u>	<u>Not to Exceed Proposal Amount</u>
1. Rennia Engineering design, PLLC, Dover Plains, NY	\$ 187,800.00
2. T & B Engineering, P.C., Red Hook, NY	\$ 114,800.00
3. Clark Patterson Lee Engineering, Poughkeepsie, NY	\$ 166,900.00
4. MJ Engineering & Land Surveying, PC, Clifton Park, NY	\$ 112,350.00

WHEREAS; the Authority staff participated in a Best Value Evaluation (BVE) of the proposals received and, based on the resultant scoring, recommend that the firm of MJ Engineering & Land Surveying, PC, Clifton Park, NY be awarded the Pinebrook Water System Interconnection Project – Professional Design Services Contract for a cost not to exceed \$112,350.00 and,

WHEREAS; the Authority Board has reviewed the recommendations of the BVE team and considered the benefits to the Authority,

THEREFORE; be it resolved that the Executive Director or Deputy Director is authorized to execute a contract with MJ Engineering & Land Surveying, PC for the Pinebrook Water System Interconnection Project – Professional Design Services Contract for a cost not to exceed \$112,350.00.

Seconded by  Vince .

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