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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF MAY 20, 2020

Board Members Attending in Person

None

Staff Attending in Person

Bridget Barclay
Jonathan Churins
Michael Keating
Rich Winchester

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
Ed Mills
Danielle Hardman
Cris Limato

Board Members Present via Video/Conference Call

Tom LeGrand
Vince DiMaso
Rudy Vavra

Board Members Absent

Larry Knapp
Mike Cotton

Ex-Officio Member Present via Conference Call

Eoin Wrafter – Commissioner, Dutchess County Planning

Others Present

None.

Meeting Open – Introductions

The meeting opened at 4:10 pm.

Tom Legrand called the meeting and began with a roll call to identify those attending the meeting both in the office and by conference call.

Public Comment

No members of the public were present.

Approval of Meeting Minutes

Bridget recommended that the Minutes be approved as amended and indicated that Mike Cotton was in the office for last month's Board meeting. Rudy made a motion to approve the regular meeting minutes of April 22, 2020 as amended. The motion was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.A)

Chairman's Report

COVID-19 Response Report

Tom mentioned that the Board will continue to attend meetings remotely. The floor was passed to Bridget and she reviewed DCWWA's COVID-19 response status. Bridget reviewed that a comprehensive report was provided in the Board packet and includes the Authority's plan as the County moves toward a gradual "re-opening". She reviewed that DCWWA, as an "essential service", has maintained full functionality since the outset of the COVID-19 pandemic. As businesses reopen and COVID-19 related restrictions are eased, the aspects anticipated to most impact DCWWA operations and functions will be the reversal of certain executive order, reversal of flexibility in compliance monitoring procedures, requirements and / or guidance instituted by the state as part of the Re-opening New York program, increased customer activity and response expectations and increased business and private construction activity. As the Authority moves through the re-opening staff is closely monitoring State and Federal guidelines to ensure that all policy and procedures remain up to date and adjustments are made as regulations and guidance change. At this time, DCWWA's focus is one of moving from a phase of rapid deployment to normalization and formalization of our current mode of operations. Management will continue to update the Board and staff on any changes to the Authority policies and procedures and will ensure staff is properly trained on best safety practices.

Operations Reports

Monthly System Operations Reports

No questions were presented on the Monthly System Operations Reports.

Authorize Amendment to Cooper Rd Operations Contract

Bridget reviewed that the Amendment to Cooper Rd Operations Contract presented extends DCWWA's contract with Dutchess County for the operation of the Cooper Rd System from March 15, 2020 through May 15, 2020. She noted that at this time the Authority is no longer managing the system and that operation of the system is now the responsibility of the residents. Rudy made a motion to approve the Amendment to the Cooper Rd Operations Contract. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.B).

NY WARN Memo – Authorize NY WARN Mutual Aid & Assistance Agreement

Ed explained the NY WARN Program is a Statewide Water / Wastewater Agency Response Network (WARN) designed to provide utility to utility response during an emergency. Additionally, it provides its member utilities with emergency planning and response and recovery information before, during and after an emergency. Staff is recommending the Authority join and believes it to be a long-term, potentially beneficial resource. Rudy made a motion to approve the NY WARN Mutual Aid & Assistance Agreement as presented. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.C).

Approval of Amendment to Procurement Policy

Rudy made a motion to approve the Amendment to the Procurement Policy as presented. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.D).

Finance Reports:

Approval of Warrant

No questions on the warrant were presented. Rudy made a motion to approve the warrant as presented. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.E).

Approval of Amendment to Employee Handbook

Bridget reviewed the change for Employee Benefit time specifically for when an employee is required to work on a regularly scheduled holiday. Rudy made a motion to approve the Amendment to the Employee Handbook as presented. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.F).

Fund Balance Presentation Memo

Tom tabled review of the Fund Balance Presentation Memo for the next meeting when Board Member Mike Cotton will be present.

CIA Water Rate Reduction Request

Tom tabled review of the CIA Water Rate Reduction Request for the next meeting when Board Member Mike Cotton will be present.

Capital Project Reports:

Hyde Park Phase 2 Meter Projects Status Report

Ed referenced the memo that was provided in the Board packet. Currently, field operations have been shut down due to the COVID-19 pandemic. The contractor has stated field operations will not resume until end of June, early July. Operations will not reactivate until 2 weeks after NYC reopens. On behalf of SAKS Metering, Inc., Ed is requesting an extension of the Contract for the 2 months of time that operations have been interrupted due to the COVID-19 pandemic. Rudy made a motion to approve the Execution of Change Order No. 1 to Contract HPR-PWSC-2019 PHASE 2 for the Hyde Park Regional Phase 2 Water Meter Project as presented. This was seconded by Vince, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.05.E).

GFS WWTP Project Status

Jonathan reviewed the project is in the submittal phase and the Authority is working its way through administrative and construction submittals. Project is on schedule and construction mobilization is expected to begin June 3rd, 2020.

GFS I&I Rehabilitation Project

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

Tivoli Water System

Mike reported that the Tivoli Tank reconstruction project is moving forward, and the electrical and general contractors are currently processing submittals. The General Contractor has begun site preparation at the well field where the new tank will be installed. Construction access to the site has been completed. The Water main and well improvement projects are still under review with the Department of Community and Behavioral Health. Mike has been proactive in following up with the department in seeking approval.

Tivoli Sewer System

Mike reviewed that recently he and operations staff met with a contractor to begin the approved flow meter study. Flow meters have been installed at three key manholes and the data collected from those meters will be provided to the contracted engineer to evaluate for detailed design.

Pinebrook Water Interconnection Project Status

Jonathan reviewed MJ Engineering is working on design of the project. The initial site surveying and geotechnical work has been completed. Some additional geotechnical work will most likely be done to further define the profile of rock in the corridor of where lines will be run. Project is on track for

bid documents to be submitted by the end of the year and construction to begin next summer.

Community Projects

Bridget reviewed that all community projects are on hold at this time. The community projects currently on hold are the Town Poughkeepsie Storage Tank Feasibility Study and the evaluation of the Village of Rhinebeck water system.

New for Consideration

Nothing new presented.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:43 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, June 17, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2020.05.A) Minutes of April 22, 2020 Regular Meeting
2. (2020.05.B) Authorize Amendment to Cooper Road Operations Contract
3. (2020.05.C) Authorize NY WARN Mutual Aid & Assistance Agreement
4. (2020.05.D) Approve of Amendment to Procurement Policy
5. (2020.05.E) Approval of Warrant
6. (2020.05.F) Approval of Amendment to Employee Handbook
7. (2020.05.G) Authorize CO No. 1 to Installation Contract – HP Phase 2 Meter Project
8. (2020.05.H) Open Executive Session – Not Used
9. (2020.05.I) Close Executive Session – Not Used