



DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
May 15, 2024

1 LaGrange Avenue
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Board Members Attending in Person

Tom LeGrand
Larry Knapp
Dale Borchert

Staff Attending in Person

Mike Keating
Jessica McMahan
Jonathan Churins
Gary Banks
Rich Winchester
Pam Compasso
Mary Morris
Vanessa Kichline
Ed Mills
Carol Falcone
Daniel Hardman

Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Secretary

Jennifer Cannella

Ex-Officio Members

Eoin Wrafter
Commissioner
D.C. Dept. of Planning & Development

Brian Scoralick
Executive Director
D.C. Soil & Water Conservation District

Legislative Liaison

Faye Garito
County Legislature

Staff

Michael J. Keating, P.E.
Executive Director

Jonathan Churins
Deputy Director / Asset Manager

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Rudy Vavra

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Tanya Clark, Sr. Public Health Engineer – DBCH

Members of the Public in Person

Faye Garito – DC Legislative Liaison

Cody Nelson – DCWWA Maintenance Operator

Meeting Open – Introductions

The meeting opened at 4:30 p.m.

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

Chairman's Report

Tom LeGrand didn't have anything to report.

Approval of Meeting Minutes

Approval of Draft Meeting Minutes for February 21, 2024

Dale Borchert made a motion to approve the Draft Board Meeting Minutes from the Meeting on February 21, 2024. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.A)**.

Finance Reports

Approval of Warrant

The Warrant was provided to the Board, in the Board package.

Dale Borchert made a motion to approve the Warrant as Presented. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.B)**

Contractor Determination Procurement Project

In the Board Packet today is a Resolution for approval of a "Contractor Determination Program" that the Authority has been experimenting with for a couple years to assist in collecting standard rates for routine excavation services the Authority needs such as line repairs, paving, hydrant repairs etc.

The Operations department has stream-lined the process of satisfying the procurement requirement of needing three quotes for services by requesting annual rate sheets from several companies at the beginning of each year to have on file. The rate sheets are collected, and an analysis is done to determine which companies are the lowest cost and thereby labeled accordingly as Contractor No. 1, 2, 3.

When services are needed, especially in emergencies such as a water main break, Contractor No. 1 is called and given the PWSO based on the rates they supplied; if not available then the 2nd lowest cost Contractor on the list is then called.

This program is similar to our Task Order Contracting Program whereby we have retained three engineering firms with contracts and tasks are given to each of the three companies as needed.

Attached is the analysis that staff has completed for this year to determine which of the five companies solicited will qualify as the lowest cost contractors for this program. The five companies solicited were: Amity Construction Corp., Thomas Gleason, Inc., Frank Vosburgh & Sons, Inc., Curti Group North Landscape & Development LLC, and Sun-up Construction Corp.

To incorporate this additional program, it is recommended the inclusion of text to the procurement policy to establish it as such:

Section 8.0 – Contractor Determination Program

On an annual basis Authority staff shall collect standard service rates for excavation services quoted as prevailing wage to determine the three (3) lowest cost vendors to be utilized for standard and/or emergency services. These three (3) vendors will be issued Public Work Service Orders (PWSO's) on an as-needed basis and availability during emergency services needed.

Therefore, Authority staff, in utilizing this program as a time-consuming and cost effective measure for routine services, request permission from the Board of Directors to approve the accompanying Resolution to accept this Contractor Determination Program. It is anticipated that the successful incorporation of this program will allow the Authority, in the future, to also include other areas of services for routine work such as plumbing and electrical work as well.

Dale Borchert made a motion to Approve the Contractor Determination Project This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.C)**.

Operations Report

The Operations report was provided to the Board in the Board package. The Board did not have any questions.

Outreach for Public Awareness for Water & Wastewater Careers

Vanessa Kichline stated that the number of people who rely on public water and wastewater systems around the world increases every year, and the number of operators is not keeping pace. As the regulatory landscape becomes more complex, experienced operators are more critical for compliance than ever before. Moreover, new funding opportunities such as Bipartisan Infrastructure Law spending create even more opportunities in engineering, construction, project management, and administration.

DCWWA staff experienced firsthand the difficulty of attracting qualified applicants during last year's shift to in-house facility operations. Although our staff members are aware that careers in water are stable and rewarding, the organization has historically not been proactive in reaching out to share information on the field. Recently, we have taken steps to change that. This memo summarizes the recent actions DCWWA has taken to improve public awareness of careers in water and attract new talent to the field.

Contributing staff members reported positive outcomes from these efforts. As DCWWA becomes a more regular presence at events like these, staff will become even more effective at communicating the benefits of careers in water. The continued success of DCWWA depends on our ability to attract dedicated, knowledgeable, and experienced personnel to manage our systems, and we feel we are beginning to make progress toward that goal.

Capital Projects Report

QHW, VDS, & DSW – State Revolving Fund (SFR) & Infrastructure Improvement Application Materials (WIIA) - Memo

DCWWA intends to submit funding applications to the Environmental Financing Corporation for three projects. This memo provides an overview of these applications and the Board actions they require.

Quaker Hill PFAS Remedy: Listing application for the Drinking Water State Revolving Fund (DWSRF) 2025 Intended Use Plan (IUP) and Water Infrastructure Improvement (WIIA) grant application.

This project responds to PFAS violations in Quaker Hill's source wells.

At this meeting, Project staff request that the Board provide authorization to apply for WIIA grant funding.

At the June Special Meeting, staff will present resolutions regarding adoption of SEQRA findings and issuance of bonds for the WIIA application.

Schreiber Groundwater Supply and Treatment: Listing application for the DWSRF IUP.

This project responds to violations of Gross Alpha and Combined Radium limits in Schreiber's source well. It also addresses inadequate source capacity due to the system's current reliance on a single source well.

No Board actions are required for this application; all necessary resolutions were previously submitted with last year's WIIA application. H2M is completing this application using unspent funds authorized under their previous Task Order Contract.

Dale Borchert made a motion to Authorize the Approval to submit Grant Application for WIIA Grant for QHW. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.D)**.

Dale Borchert made a motion to Authorize the Approval to submit Grant Application for WIIA Grant for VDS. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.E)**.

Valley Dale Sewer Project SEQRA EAF Documents

At this meeting, Project staff request that the Board provide authorization to Adopt SEQRA Determination and a Negative Declaration with respect to the project.

Dale Borchert made a motion to Authorize the Approval for the adoption SEQRA Determination for VDS. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.05.F)**.

Tivoli Water Project Status

Mike Keating reviewed the project memo that was provided to the Board. He stated that the General Contractors are still working on completing their punch lists.

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. The design effort is complete. Advertisement for contractor bids commenced on March 11th 2024, with a bid opening on May 22nd 2024.

TVS Collection System Project Status

The purpose of the project is to rehabilitate the aging Tivoli Wastewater Collection System to reduce inflow and infiltration (I&I) and improve regulatory compliance of the Treatment Plant. The scope of the investigation phase includes CCTV inspection and smoke testing, to inform a T&B Engineering report that will propose the best-value collection system improvements.

Project Status: TAM began CCTV work on May 2, completing just over 4,600 feet of cleaning and inspection in the first three days. Work started at distal ends of the collection system and is moving downstream toward the Wastewater Treatment Plant. Most deficiencies appear compatible with trenchless repair, but four sewer main breaks on North Road will require full replacement, some potentially sooner than the project timeline allows (see sample photos below). Although project staff anticipated that clay mains would be in poor condition due to their age, North Road was expected to be more intact than other areas of clay pipe in the system based on wet-weather manhole surveys.

Task Order Summary

Mike Keating stated that the task order summary is to notify the Board of all of the task orders that have been issued to the consultants that we are working with.

Community Projects

Mike Keating gave a brief update of the current open community projects.

Southern Dutchess Water Transmission Line –

Phase 2 report & SEQRA are progressing.

Peach Road/BOCES –

Authority staff have provided comments on the latest version of plans & specs to the design engineer. We are awaiting response back from the design engineer. The PJWB states they have forwarded an agreement.

Crofton Mews –

Authority staff working on a new MOU.

West Dorsey Extension –

On Legislature Agenda for May 2024.

Southern Dutchess Water Transmission Line

Sewer – MOU closeout requirements (including WWTP “Binder”) under review and Maintenance Bond negotiations in process.

Water – Phase 2A comments were incorporated by Passero Associates.

New for Consideration

There were no new items for consideration.

Executive Session:

At 5:08 pm Rudy Vavra made a motion to enter into Executive Session for the purpose of Personnel Matters. This was seconded by Larry Knapp, a roll call vote was taken, voted on and passed unanimously. **(Res.2024.05.G)**

At 5:45 pm Rudy Vavra made a motion to exit Executive Session for the purpose of Personnel Matters. This was seconded by Larry Knapp, a roll call vote was taken, voted on and passed unanimously. **(Res.2024.05.H)**

Motion to Adjourn:

At 5:46 pm Rudy Vavra made a motion to adjourn. This was seconded by Larry Knapp, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, March 27, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. (2024.05.A) Approval of Draft Meeting Minutes for Meeting on February 21, 2024
2. (2024.05.B) Approval of Warrant
3. (2024.05.C) Approval of Contractor Determination Project
4. (2024.05.D) Approval to submit WIIA Grant Application for QHW
5. (2024.05.E) Approval to submit WIIA Grant Application for VDS
6. (2024.05.F) Adoption of SEQRA Determination for VDS
7. (2024.05.G) Open Executive Session
8. (2024.05.H) Close Executive Session