



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

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

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 Attending in Person

Tom LeGrand
Larry Knapp
Dale Borchert

Staff Attending in Person

Mike Keating
Jessica McMahon
Jonathan Churins
Gary Banks
Rich Winchester
Pam Compasso
Vanessa Kichline
Ed Mills
Daniel Hardman

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Rudy Vavra

Ex-Officio Member Present

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Jason Teed, Sr. Public Health Engineer DBCH

Members of the Public in Person

Cody Nelson – DCWWA Maintenance Operator

Meeting Open – Introductions

The meeting opened at 4:36 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

Approved 2024 Board Meeting Dates

Tom LeGrand asked the Board if the 2024 Adopted & Approved Board Meeting Dates works for everyone? The Board responded yes.

Approval of Meeting Minutes

Approval of Draft Meeting Minutes for June 5, 2024

Larry Knapp made a motion to approve the Draft Board Meeting Minutes from the Meeting on June 5, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.08.A)**.

Finance Reports

Review of 2025 Budget Calendar

This memo is to notify the board of the current plan for the 2025 Authority budget.

- Ongoing:
 - Review of need for additional staffing for 2025
 - Review of existing contracts to decide whether to renew or advertise for new proposals
 - Update of historical data to current
- September:
 - Salary Policy and Schedule to be presented to the board at the September 18th meeting
 - Meetings with Management to review year-to-date expenses, projections and System Fund Balances
- October:
 - Continuation of meetings with Management
 - Assessment of Water use/sales
 - Presentation of year-to-date system budgets at October 16th meeting

- Finalize projected 2025 budgets for workshop meeting

- November:
 - Budget workshop meeting scheduled for October 30th – review and discussion by board
 - Posting of projected budgets and rates to our website
 - Public hearing for 2025 projected budgets and rates at November 20th meeting

- December:
 - Final Rate and Budgets presented at December 18th board meeting and submitted to PARIS.

If Board Members would like to be included in any of the meetings, processes happening internally, please provide me with your schedule and we will do our best to include you in the meeting invitations.

Renewal of Insurance Consulting & Broker Services

In today's packet includes a resolution for the Board's consideration for the Authority to proceed with an amendment to renew the Insurance Services Contract with Arthur J. Gallagher & Co. for an additional year to expire on December 31, 2025.

Larry Knapp made a motion to approve the Renewal of Insurance Consulting & Broker Services. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.08.B)**.

Approval of Warrant

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

Larry Knapp made a motion to approve the Warrant as Presented. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.08.C)**

Operations Report

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

BHW Emergency Repairs Well Pumps A4 & A5

This memorandum serves as notification that Emergency work was needed to repair/replace the pumps, motors, and wire/pipe replacement on Well No. 5A and Well No. 4A in the Birch Hill Water System which was estimated to exceed the \$10,000.00 threshold requiring board approval.

In accordance with General Municipal Law Sect. 103(4), in the event of an Emergency, (defined as ... a condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action) the procurement requirements may be waived, and purchase of supplies, material or equipment and/or contracts for public works or professional services may be authorized by the Executive Director, Director of Operations, or Fiscal officer with the notification of the emergency and the resultant procurements shall be made to the Authority Board at its next meeting.

On April 18, 2024, Authority staff stated that of the three (3) wells located in the Birch Hill Water System only Well No. C4 was working at a rate of 21GPM. Ordinarily this system requires two (2) pumps working in conjunction to meet daily demands, but it is believed a possible lightning strike had resulted in a hole in the pump of Well No. 4A bringing it offline in March. While staff researched replacing the pump and motor of Well No. 4A during the week of April 15th, Well No. 5A suddenly dropped production to 8GPM requiring immediate attention on both wells to bring production back to the GPM required to run the system.

Construction Cost Estimating Training

Staff are engaged in a first round of training, to be completed by August 30. This consists of the following courses, which are available in our Vector Learning Management System (LMS), and are excellent in terms of both content and presentation:

- Construction Cost Estimating: Types and Purposes of Estimates (RV-11533)
- Construction Cost Estimating: Resources and Processes (RV-11537)

In early September the group will convene to review the training and discuss how best to incorporate the content into an upcoming Task Order Contract-like

program geared towards construction cost estimating, and also review our existing DCWWA Cost Estimating Standard for consistency with this as well as the Association for the Advancement of Cost Engineering (ACE) International classification system.

DCWWA Standard

The estimation standard utilized by DCWWA staff and consultants to develop construction estimates was originally developed around 2007. Following research and training, staff propose to review and update the standard to match current practices, consistent with ACE International classifications.

Request for Qualifications (RFQ)

We propose to develop an RFQ to identify and select qualified estimation firms with proven experience in water and sewer utility construction. The selected firm(s) will assist in refining our cost estimates, providing detailed analysis and recommendations leading up to the bidding phase. The implementation would be similar to our existing Engineering Task Order Contract (TOC) Program, providing staff with the flexibility to evaluate and manage projects. Firms' qualifications will be expected to align with ACE International classifications, incorporate estimating references such as ENR Costing Index, and utilize RS Means data.

Conclusion

We believe that this initiative will provide an alternative to engineering Opinion of Probable Construction Cost (OPCC) estimates and significantly enhance our project estimation process, leading to better financial outcomes and successful project delivery.

Capital Projects Report

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. Notice of Award notifications were mailed to the successful General, Electrical, Plumbing, & HVAC Construction contract bidders on July 1st, 2024.

TVS Collection System Project Status

Vanessa Kichline stated that at this time TAM has completed all field activities except for hauling the excess sludge stored at the wastewater treatment plant. Crews are scheduled to remove sludge and clean the tank on Tuesday July 16th. The Authority has retained 5 % of the total project value to ensure that this work is completed satisfactorily.

TVS Collection System Change Order No. 01 for Final Payment for TAM Enterprises, Inc

A resolution is provided to the Board to authorize Change Order No. 01, which changes the contract price to \$ 103,023. The original contract was for \$ 137,885, the reduction is due to unused additional services.

Larry Knapp made a motion to approve Change Order No. 01 for the TVS Collection System Final Payment for TAM Enterprises, Inc. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.08.D)**.

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 –

NYS DEP has no objection with proceeding to Phase 2. Phase 2 report progressing under TOC, draft expected in September. SEQRA progressing under TOC.

Peach Road/BOCES –

Consultant to provide updated cost estimates necessary to proceed with financing.

Crofton Mews –

Authority staff is progressing negotiating an updated/new MOU.

West Dorsey Extension –

Proceeding to procuring financing. Tighe & Bond has issued task order request for the final design.

Dalton Farms Sewer –

RFQ has been issued for comprehensive review of WWTP, to prepare facility plan.

Executive Session:

Motion to Adjourn:

At 5:05 pm Larry Knapp made a motion to adjourn. This was seconded by Dale Borchert, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, August 21, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2024.08.A) Approval of Draft Meeting Minutes for Meeting on June**
2. **(2024.08.B) Approval to Renew Insurance Consulting & Broker Services**
3. **(2024.08.C) Approval of Warrant**
4. **(2024.08.D) Approval to Authorize Change Order No. 01 for the TVS Collection System Final Payment for TAM Enterprises, Inc**
5. **(2024.08.E) Open Executive Session – Not Used**
6. **(2024.08.F) Close Executive Session – Not Used**