



**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
September 18, 2024**

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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

Jonathan Churins
Executive Director

Jessica McMahon
Deputy Director
Treasurer

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Jennifer Canella

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
Dale Borchert

Ex-Officio Member Present

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Dan Keeler, Sr. Public Health Engineer DBCH

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:33 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

Consent Items

Approval of Meeting Minutes

Approval of Draft Meeting Minutes for April 23, 2024

(2024.09.A) - Tabled

Approving Board Members Not Available

Finance Reports

2025 Draft Salary Policy & Schedule

Jessica McMahon stated that the County does not currently have a contract in place, so we have provided the same salary policy from last year. As of January 2025, employees will get their step increases but not cost of living increase until the County has a contract with CSEA.

2025 Tentative Benefit Assessment Summary

Jonathan Churins reviewed current tentative assessment charges for all water/sewer systems highlighting increases/decreases relative to the typical single-family residence. Significant rate impacts were reviewed including full debt repayment, establishing long-term debt for recent projects, changes in commercial usage, and conversion from vacant to developed uses.

Mackey, Butts, & Whalen Retainer Memo

The Authority is asking the Board to approve the resolution to retain Mackey, Butts, & Whalen for HR matters, to ensure we are maintaining a fair, compliant, and legally sound HR framework.

Larry Knapp made a motion to approve the Legal Services Agreement with Mackey, Butts, & Whalen. This was seconded by Jennifer Cannella, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.09.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 Jennifer Cannella, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.09.C)**

Operations Report

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

1 LaGrange Avenue Building Status

The following memo highlights the current condition of our main office building, and the necessary steps required to preserve the building. As part of our proactive maintenance efforts, we have received preliminary estimates for several key areas that require immediate attention to protect the structure.

1. Roof Repair/Replacement:

The roof is nearing the end of its lifespan, and several areas show visible wear and water damage.

Temporary repairs are made as needed and regularly monitored. We have explored the following options with expenses shown in 2023 dollars:

- Retrofit Option: Addressing immediate repairs to extend the life of the roof.

- Estimated Cost: \$285,000

- Full Removal and Replacement: A comprehensive solution that involves completely removing the existing roof and installing a new one.

- Estimated Cost: \$615,000

- Alternative Option – Sloped Shingle Roof Installation:

We are also exploring the possibility of installing a sloped shingle roof over the existing flat roof. This option could offer greater longevity, reduced maintenance requirements, and potentially lower installation costs while improving drainage and weather resistance. We are currently gathering more information and estimates to assess the feasibility of this approach.

2. Fascia Upkeep:

The building's fascia is showing signs of deterioration and with material falling-off. Regular upkeep of the fascia is essential to maintaining the exterior appearance and preventing water intrusion.

Raymond Avenue fascia due to condition is proposed to have a full pick and parge over mesh.

LaGrange Avenue fascia requires cleaning, picking with isolated patching.

Parking lot and Alley fascia are considered stable at the time of this memo requiring no action.

- Estimated Cost: \$34,980 – Propose to include in 2025 Budget

3. Parking Lot Maintenance and Safety Upgrades:

The parking lot is in need of resurfacing and re-striping, with several areas showing signs of cracking and degradation. In addition, we have identified the need for safety upgrades, including the installation of speed bumps and security cameras to monitor the premises and enhance safety.

- Parking Lot Resurfacing: \$6,500 budgeted – Planned for Fall 2024

- Temporary Speed Bumps: \$1,300 – Planned for Fall 2024

Emergency UV System Repair for CCS

This memorandum serves as notification that emergency repair work was needed to rebuild/re-furbish two (2) Enaqua UV Assemblies in the Chelsea Cove Sewer System which was estimated to exceed the \$10,000.00 threshold requiring board approval.

On September 4, 2024, Authority staff received an alarm that two (2) of the Enaqua UV Assemblies were underwater and had cease to work requiring immediate attention. These assemblies are sole source with Enaqua and supplied by D.W. Martine as their representative.

2025 Brine Hauling Contract

On September 4, 2024 the Authority received five (5) bids for the 2025 Brine Hauling Contract for the Shore Haven Water Treatment Facility to dispose of brine water to two locations: the Dalton Farms Wastewater facility and an alternate site of their choosing. It is estimated that Dalton Farms would be receiving approximately 85% of the brine for the year with 15% being disposed of at an alternate site.

Herring Sanitation has consistently held the contract for the last two (2) years to the Authority’s satisfaction and has not increased their costs each year. Authority staff request permission from the Board of Directors to approve the accompanying Resolution to award the 2025 Brine Hauling contract to Herring Sanitation as the lowest responsible bidder.

Brine Hauling		Herring Sanitation		
		gallons	\$/1K gal	2025
	16,000 gal./month			
	192,000 gal./year			
Dalton Farms	85% = 163,200	Alt. site	28.8	350
Alternite Site	15% = 28,800			
				\$ 46,800.00

Larry Knapp made a motion to approve the 2025 Brine Hauling Contract . This was seconded by Jennifer Cannella, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.09.D)**

2025 Generator Maintenance Contract

This memo serves as a recommendation to the Board to award the 2025 Generator Maintenance Agreement to Peak Power Systems in Middletown, NY as stated in the accompanying resolution.

Peak Power Systems has held this contract for four (4) years, as the lowest responsible bidder, and has performed reliably. Complete generator maintenance is critical to reliable performance of our water and wastewater facilities and this vendor has fulfilled that need. The table at the bottom documents the bids received for the 2025 Generator Maintenance Contract. We therefore recommend the Board approve this request to award the 2025 Generator Maintenance Contract to Peak Power Systems as the lowest responsible bidder.

Larry Knapp made a motion to approve the 2025 Generator Maintenance Contract. This was seconded by Jennifer Cannella, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.09.E)**

Valley Dale Water Well # 5 Rehabilitation

On September 4, 2024 Authority staff requested proposals to rehabilitate Well #5 at the Valley Dale Water System in Pleasant Valley, NY due to a pump failure. The current pump is drawing 18 amps. A previous draw down test resulted in a quick draw down with slow recovery at 6 gpm (gallons per minute).

The recommended well rehab method is Hydrofracturing, where high pressure water is injected into the bedrock to widen existing fractures or create new ones to increase the rate of gpm. This procedure has proven to be effective in the past. The existing wiring, piping, well pump and motor would be pulled and replaced as necessary for this work to occur.

As detailed in the accompanying resolution, of the four (4) companies that provide these services, Titan Well Drilling, Corp. was the lowest responsible proposer with a total not to exceed cost of \$12,000.00.

Therefore, staff recommends awarding a public works contract to Titan Well Drilling, Corp. for the rehabilitation work needed on Well #5 in the Valley Dale Water System as stated.

Larry Knapp made a motion of the Approval to Award the Public Works Agreement for the VDW Well # 5 Rehab. This was seconded by Jennifer Cannella, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.09.F)**

Capital Projects Report

2025 State Revolving Fund IUP for QHW, DSW, & VDS

DCWWA submitted three new capital projects to the New York State Environmental Facilities Corporation (EFC) this June for inclusion in the 2025 for Drinking Water (DW) and Clean Water (CW) State Revolving Fund (SRF) Intended Use Plans (IUPs). Following review and scoring, EFC published its draft 2025 IUPs on August 21, 2024. This memo provides an overview of current DCWWA project positioning.

Quaker Hill Water Interconnection

Project Score: 80

Annual list position

With a score of 80, the Quaker Hill Interconnection project will be eligible for subsidized interest but will not be evaluated for hardship designation.

BIL list position

The Quaker project's score positions it at number 21 of 136 entries on Bipartisan Infrastructure Law (BIL) General Supplemental (GS) Eligible Project List and number seven of 21 entries on the BIL Emerging Contaminants (EC) list. It is also one of only three listed projects on the 2025 BIL-EC list tagged as both addressing PFAS and serving a disadvantaged community. EFC is required to commit at least 25% of its BIL-EC funding to projects serving disadvantaged communities, and policy statements in the IUP document indicate that EFC intends to award BIL-EC grants to all eligible PFAS-related projects before considering any other applicants. For PFAS abatement in disadvantaged communities, there is no limit on the total amount of BIL funding that EFC can award.

Other funding opportunities

EFC will be awarding an additional \$80 million in grant funding through the EPA Emerging Contaminants in Small or Disadvantaged Communities (EC-SDC) program. An EFC representative confirmed by phone that the Quaker project appears to meet the basic eligibility requirements for EC-SDC grant funding with no further action from DCWWA, but they could not comment further on the project's standing. Nine projects on the BIL-EC list serve small communities, and seven of these address PFAS.

The project was also submitted for WIIA grant funding, which will be announced following publication of the final DWSRF IUP. For PFAS-related projects in disadvantaged communities, there is no limit on the total grant package that EFC can award through the combination of BIL-EC, EPA EC-SDC, and WIIA funding.

Schreiber Water Source Capacity and Treatment Improvements

Project Score: 60

Annual list position

The Schreiber project received 60 points, making it eligible to apply for subsidized financing, but falling far short of hardship consideration. Short-term subsidized financing provides no-interest funding for up to one-third of either eligible project

costs or one-third of IUP amount (whichever is less) and market rate thereafter. This option carries a 0.6% administrative fee and cannot be used to pre-finance grants.

BIL list position

The Schreiber project is listed as eligible for BIL-GS funding. For this type of project, the maximum BIL award is \$5 million, and the total grant package is limited to 70% of project costs. If Schreiber is awarded BIL funding, it will likely be equal to 10% of project cost or less.

Other funding opportunities

In 2023 the project was awarded WIIA grant funding in the amount of 60% of total project costs. DCWWA is working with the Planning Department to determine whether the well-drilling phase of the project may be eligible for CDBG funding and with USDA Rural Development to locate water assistance grants.

Valley Dale Wastewater Collection System and Treatment Improvements

Project Score: 49

Annual list position

The Valley Dale project is included on the draft 2025 CWSRF IUP annual list, assigned to Category A and given a score of 49. Projects in Category A with a score higher than 10 are eligible for subsidized financing.

BIL list position

Projects in Category A will not be considered for BIL funding.

Other funding opportunities

The Valley Dale project was submitted for WIIA grant funding, which will be awarded following the publication of the final CWSRF IUP. Where WIIA funding is awarded to wastewater projects, it is typically in the range of 25% of project costs. Valley Dale was also submitted in application for NYSDEC Water Quality Improvement Program (WQIP) grant funding. The maximum WQIP grant is 75% of project costs; typical awards are \$1,000,000 or less.

Relisted Projects

In addition to the applications submitted this year, the Pinebrook Estates Interconnection, the Greenfields Interconnection, and the Tivoli Sewer rehabilitation projects are relisted for fiscal year 2025.

Summary

All three projects that DCWWA submitted this EFC funding round were included in the draft annual lists and will be eligible to apply for subsidized financing. Decisions regarding WIIA and BIL grant funding will be announced following publication of the final IUP. Meanwhile, project staff continue to work with other agencies (DEC, DC Planning, and USDA Rural Development) to secure supplemental funding that will further reduce the financial impact of these much-needed projects on our customers.

DFS WWTP Feasibility Study/Engineering Report RFQ

Ed Mills stated to the Board that earlier this Summer, DCWWA issued a Request for Qualifications (RFQ) for engineering firms to provide evaluation, preliminary design, and related services with the objective of producing an Engineering Report for submission to both NYS EFC for future funding assistance and NYS DEC in response to a compliance action set forth in the renewed SPDES permit for the Dalton Farms Wastewater Treatment Plant. The EFC and DEC submission deadlines for the Report are in June 2025.

Nine firms submitted Qualification Statements in response to the RFQ.

The top three most qualified firms were then selected for an interview based on their initial scoring by the 3-person Authority staff review team. After the interviews, Savin Engineers received a final ranking of "1" from two of the three team reviewers. The review team has recommended Savin Engineers of Pleasantville, NY for this Project to DCWWA management, and has proceeded with Savin to the price negotiation phase of the RFQ.

The DCWWA Board will be presented the results of those negotiations for their consideration once they have been completed and will make the final decision as to the award of the contract to the consultant for these services.

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. The Construction Administration meeting with Tighe & Bond was held on August 14, 2024. Notice to proceed were sent to General, Electrical, Plumbing & HVAC contractors on August 20, 2024.

TVS Collection System Project Status

Vanessa Kichline stated that at the time of this writing, **EST Associates expects to perform smoke testing between September 17 and 18**. DCWWA, the Village of Tivoli, and EST staff coordinated to notify customers of upcoming smoke testing work using door hangers, emails, and website postings during the week of September 9. A robocall notification is scheduled for September 16, and customers who request advance notification will be personally contacted by the method of their choice prior to testing.

Smoke testing is the final field work component of the collection system evaluation. **This winter, we expect to begin performing brush clearing and select tree removal** along the easement that runs through the woods parallel to Montgomery Street, which will comprise the initial stages of preparation for construction.

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 currently working with.

Community Projects

Jonathan Churins gave a brief update of the current open community projects.

Peach Road/BOCES –

DCWWA has provided comments on revised drawings & Specs; awaiting response back from design engineer.

Crofton Mews –

Developer's engineer submitted procedure for conducting leak test on existing 12" main.

Plum Court -

Construction pending.

Motion to Adjourn:

At 5:23 pm Larry Knapp made a motion to adjourn. This was seconded by Jennifer Cannella, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, October 16, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2024.09.A) Approval of Draft Meeting Minutes for Meeting on April 23rd 2024 - Tabled**
2. **(2024.09.B) Approval to Award Legal Services Agreement with Mackey, Butts, & Whalen**
3. **(2024.09.C) Approval of Warrant**
4. **(2024.09.D) Approval to Award Brine Hauling Contract**
5. **(2024.09.E) Approval to Award Generator Maintenance Contract**
6. **(2024.09.F) Approval to Award Public Works Agreement for VDW Well # 5 Rehab**
7. **(2024.09.G) Open Executive Session – Not Used**
8. **(2024.09.H) Close Executive Session – Not Used**