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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF BUDGET WORKSHOP ON NOVEMBER 9, 2022

Authority Board Members

**Thomas LeGrand**  
Chairperson

**Rudy Vavra**  
Vice-Chairperson

**Lawrence R. Knapp**  
Treasurer

**Dale Borchert**  
Board Member

Ex officio Members

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

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

Legislative Liaison

**Will Truitt**  
County Legislature

Staff

**Michael J. Keating, P.E.**  
Executive Director

**Jonathan Churins**  
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand  
Rudy Vavra  
Larry Knapp

Staff Attending in Person

Jonathan Churins  
Mike Keating  
Rich Winchester

Board Members Present via Video/Conference Call

Staff Present via Video/Conference Call

Bridget Barclay  
Pam Compasso  
Kimberly Gutwein  
Danielle Hardman  
Mary Morris

Board Members Absent

Dale Borchert

Ex-Officio Member Present via Video/Conference Call

Others Present via Video/Conference Call

Meeting Open – Introductions

The meeting opened at 4:06 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

There were no members of the public present.

Chairman's Report

Tom didn't have anything to report.

## 2023 Budget Workshop Memos & Draft Budgets

### 2022 Budget Changes – Staff and Authority General Changes

Kimberly stated that she is going to summarize any significant variances or drivers that we are going to see in the 2023 budget that we are projecting and if there are any questions we can walk through the systems and look at the individual budget lines. In regard to staffing changes and summary the aggregate increase to the salary schedule takes into account the 2021 & 2022 retroactive increases, as well as the 2023 3.5 % increase. Merit and longevity increases have been awarded per the salary policy. The County's salary support is projected at \$ 120,000 with no change from last year, we had asked for \$ 140,000 in salary support for 2023 but they kept it at \$ 120,000. There is an \$ 84,000 allocation of the Authority General Fund balance proposed for the 2023 budget to cover the software implementation, which was previously approved by the Board. We are proposing a grade change for the Senior Typist in 2023 from a Grade 9 to Grade 10 this position provides direct support to Operations. We are also proposing a fulltime Junior Planner Position with an anticipated start date of June 2023. The benefit costs are impacted by individual employee's selection of health insurance, and we are seeing an eight to ten % increase in health insurance premiums and an increase in NYS Retirement funding obligations which is up 13.34 %. The Authority's administration fees increased from 11.75 % in 2022, to 12.6 % in 2023 and that is primarily due to increases personnel costs and benefit costs are up 11.75 %. Tom asked what a fulltime Junior Planner do? Jonathan explained that it would be an addition to the project management team and would allow us to bring a new member in to build the team, they would handle smaller projects, assist with Benefit Assessment Development, transfer of knowledge and building the team. This is one team that has not had any additions to it in many years and we have done a lot of good work, but we have to start thinking about the future and building that team.

### Proposed Staff Costs and Revenue Sources for 2023

EXPENSES	2022 Adopted Budget	2023 Proposed Budget	Difference	Percent Change
Total Salaries	\$1,970,690	\$2,230,367	\$259,677	13.20%
Total Benefits	\$1,126,169	\$1,256,115	\$129,946	11.50%
TOTAL STAFF EXPENSE	\$3,096,859	\$3,486,482	\$389,623	12.60%

**PROPOSED REVENUE SOURCES FOR 2023 STAFF EXPENSE**

REVENUES	2022 Adopted Budget	2023 Proposed Budget	Difference	Percent Change	Percent of Total
System Direct	\$1,792,993	\$2,027,204	\$234,211	13.10%	58.10%
Administration	\$855,766	\$1,021,545	\$165,779	19.40%	29.30%
Capital Projects	\$231,253	\$224,880	(\$6,373)	-2.80%	6.50%
County Support	\$120,000	\$120,000	\$0	0.00%	3.40%
Benefit Assessment	\$76,249	\$72,502	(\$3,747)	-4.90%	2.10%
Escrow Projects	\$20,598	\$20,351	(\$247)	-1.20%	0.60%
<b>TOTAL REVENUES</b>	<b>\$3,096,859</b>	<b>\$3,486,482</b>	<b>\$389,623</b>	<b>12.60%</b>	<b>100.00%</b>

**TOTAL STAFF POSITIONS**

	2022	2023
Full Time	26	27
Part Time (FTE)	1.5	2.1
<b>Total Full Time Equivalent</b>	<b>27.5</b>	<b>29.1</b>

<b>Part Time Staff Detail</b>	<b>2022</b>	<b>2023</b>
Operations Support	1040	1040
Account Clerk	575	1040
Ex. Dir. Transition	400	670
Clerk 1	1040	780
Clerk 2	780	780
Total Hours	3055	4310
<b>Full Time Equivalent</b>	<b>1.5</b>	<b>2.1</b>

**Note – 1 Full Time Equivalent = 2080 Hours**

## 2023 Budget Changes – Summary of System Changes

Kimberly stated that she is going to give an overview of the Budget Changes and then address any questions the Board has. The Consumer Price Index (CPI) has increased 6 %. In 2022 the annual cost for chemicals was approximately \$132,692, chemical costs for 2023 are going to increase an average of 81.3 % for 2023, for an annual cost of \$ 240,649. We are projecting the Central Hudson and NYSEG costs for 2023 to increase by 20 %, from 2022. There will be no change to the operational cost for the systems that are operated by our outside contractor (Inframark). We are proposing the following use of the system fund balance for the following systems: Chelsea Cove \$ 200,000 for headwork, Dalton Farms Sewer \$ 155,000 for UV and \$ 35,000 for filter, for Hyde Park Regional we have a fund balance of \$ 150,000 and are asking to take out \$100,000 for pump 101. Tom stated that he doesn't want the fund balance for HPR be any less than \$ 100,000. Tom asked if we could look into other funding sources for the money, Kimberly and Mary will look into that and let the Board know. Vanderburgh Cove Sewer \$ 50,000 for chlorine dosing, Quaker Hill Water \$ 35,000 for the GWUDI upgrade and Greenfields Sewer \$ 20,000 for pipe repairs. Tom asked Kimberly if next year she could show what the fund balance is currently is by system prior to the amounts being taken out of the fund balance for the following years budget. The Schreiber Water System (DSW) has a rate increase of approximately 185.38 %, due to well rehabilitation, repayment to the Authority for a shortfall in 2021 budget and curb box repairs. It equates to approximately \$ 32,000 spread out over 23 customers for an additional \$ 1,300 per customer in the 2023 fiscal year. Fairways Water rate is going to increase approximately 96.32 %, last year the Authority used approximately \$ 7,000 from the fund balance to buy down the rate. The system repair maintenance cost is up due to budgeted system valve repairs and curb box repairs. Greenfields water rates are up 63.97 % with a large increase in building and grounds for tree removal, pipe work, and pavement excavation. Rokeby is a small system with only 56 customers and has a greater impact on expense allocation. We are proposing \$ 10,000 in engineering work, which has been a budgeted amount for pressure tank replacement, and an increase to buildings and grounds for roof replacement. Shorehaven rates are increasing by 77.63 % due to engineering work that has been mandated by the Health Department, there are also increases for equipment and repair line items for well flushing and softener media. Valley Dale water rates have increased by 52.42 % due to increases in equipment repair and maintenance for a new booster pump, hydrant and well rehabilitation. Tivoli Sewer equipment repair and maintenance is up 100 % due to blower replacement, pump station repairs and additional sludge hauling needed during the upgrade. Tivoli Waters operational expenses went up \$ 110,000 and administration is up \$ 15,000, rate increases are averaging 41 %. Birch Hill Water rates are increasing by 48.46 %, due to water usage decline and expenses going up. Operational portions of the budget have increased 9 % for a total of \$ 936,611.

**New for Consideration**

There were no new items for consideration.

**Executive Session:**

No executive session was presented.

**Motion to Adjourn:**

At 4:58 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 and public hearing will be on Tuesday, November 22, 2022, at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,  
Pamela Compasso,  
Program Assistant

**Resolutions**

1. **(2022.11.AA) Open Executive Session**
2. **(2022.11.BB) Close Executive Session**