

DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
DRAFT MINUTES OF BOARD MEETING
DECEMBER 17, 2025

<u>Board Members Attending in Person</u>	<u>Staff Attending in Person</u>
Larry Knapp	Jonathan Churins
Dale Borchert	Jessica McMahon
Jennifer Cannella	Rich Winchester
Rudy Vavra	Gary Banks
Tom LeGrand	Pam Compasso
	Vanessa Kichline
	Jason Teed
	Ed Mills

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Ex-Officio Members in Person or Video/Conference Call

Eoin Wrafter

Others Present via Video/Conference Call

Members of the Public in Person

N/A

Meeting Open – Introductions

The meeting opened at 4:33 p.m.

Jonathan Churins 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.

Chairman's Report

No Report

Consent Items

Approval of Meeting Minutes

Approval of Draft Meeting Minutes from Meeting on July 15, 2025

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from July 15, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.A)**

Approval of Draft Meeting Minutes from Meeting on August 20, 2025

Larry Knapp made a motion of Approval of Draft Meeting Minutes from August 20, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.B)**

Approval of Draft Meeting Minutes from Meeting on October 15, 2025

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from October 15, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.D)**

Approval of Draft Meeting Minutes from Meeting on October 20, 2025

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from October 20, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.E)**

Approval of Draft Meeting Minutes from Meeting on November 4, 2025

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from November 4, 2025. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.F)**

Approval of Draft Meeting Minutes from Meeting on November 19, 2025

Larry Knapp made a motion of Approval of Draft Meeting Minutes from November 19, 2025. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.G)**

Approval of 2026 Holiday Schedule

Larry Knapp made a motion to Approve the Adoption of the 2026 Holiday Schedule. This was seconded by Rudy Vavra; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.H)**

Public Hearing – Proposed 2026 System Rates

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 Rudy Vavra; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.I)**

Review of Proposed 2026 System Budget & Rates

Four Year Rate Comparison

Jessica McMahon stated that the four-year rate comparison was provided to the Board in the board package.

Review of Proposed 2026 System Budgets & Rates

Jessica McMahon stated that there were only rate changes for the monthly flat rate for water/sewer, the per 1,000-gallon rate did not change.

Close Public Hearing

Rudy Vavra moved to close the public hearing opened at the previous meeting. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.J)**

Rudy Vavra made a motion to Approve the Adoption of the 2026 Budgets & rates. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.K)**

Salary Policy & Schedules for 2026

Jessica McMahon stated that the 2026 Salary Policy & Schedule was provided to the Board in the board package. She also stated that the CSEA contract is still being negotiated.

Rudy Vavra made a motion for the Adoption of the 2026 Salary Policy & Schedule for 2026. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.L)**

2026 Public Authority Law Budget Report

Rudy Vavra made a motion for the Approval of the 2026 Public Authorities Law Budget Report. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.M)**

Operations Report

Emergency Procurement - VFD for HPR

On December 3rd 2025 there was an emergency procurement was needed to purchase and install a new Variable Frequency Drive for Pump 103 at the Hyde Park Regional Water Facility that exceeded the \$ 10,000 threshold, requiring board approval. No Board action is required at this time.

Emergency Overhaul of Pump and Motor for HPR

This memo serves as notification that an emergency procurement was needed to overhaul backwash pump # 205 at the Hyde Park Regional Water Facility that exceeded \$ 10,000.

Operations Report

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

Capital Projects

DFS WWTP Engineering Feasibility Studt – Status

Ed Mills stated that Savin Engineering revised the report and re-submitted it to the DEC based on comments received from the DEC regarding the UV disinfection system. DEC is still reviewing the amended report. An acceptable engineering report from the DEC is required to obtain SPEDES permit compliance

for the Dalton Farms WWTP.

Lead Agency & EAF DFS WWTP

Savin Engineers prepared the Full Environmental Assessment Form (EAF) and Negative Declaration for the proposed action, the Authority staff has reviewed their findings and we concur.

Rudy Vavra made a motion for the Approval of Lead Agency Determination. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.N)**

Peach Road Project Status

Ed Mills stated that we are currently in the submittal process and Savin is providing documents to MJ Engineering. MJ Engineering (CA) will have a monthly virtual progress meeting with the Authority and Amity Construction from January until the Contractor mobilizes at the site in the Spring.

Tivoli WWTP Project Status

Gary Banks stated that construction on Phase 1 continues, primary focus is on the Sequencing Batch Reactor (SBR) tank structure, the inside floor placement is scheduled for December 11th or 12th.

TVS WWTP GC Change Order No. 04 – Additional Diagonal Rebar

Gary Banks stated that the Authority is requesting approval for Change Order No. 04 for the Tivoli WWTP General Contractor's contract. The change order is necessary to address increase costs associated with horizontal diagonal reinforcement required at the SBR tank interior wall intersections.

Rudy Vavra made a motion for the Approval of GC Change Order No. 4 – Additional Diagonal Rebar. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.O)**

DFS – Plum Court Pump Station Improvements

Jason Teed stated that the contract with Corewood Ventures has been signed and we have a notice to proceed. MJ engineering remains under contract for DSDC services and Barton & Loguidice remains under contract for the Construction Administration services.

Executive Session:

At 5:15 pm Dale Borchert made a motion to enter into Executive Session, for Personnel Matters & Litigation. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously.

At 5:35 pm Larry Knapp made a motion to exit Executive Session. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously.

Motion to Adjourn:

At 5:36 pm Larry Knapp made a motion to adjourn. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously.

The next Board Meeting will be on Wednesday January 21, 2026, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso
Program Assistant

Resolutions

- 1. (2025.12.A) Approval of Draft Meeting Minutes from July 15th 2025**
- 2. (2025.12.B) Approval of Draft Meeting Minutes from August 20th 2025**
- 3. (2025.12.C) Approval of Draft Meeting Minutes from September 4th 2025**
- 4. (2025.12.D) Approval of Draft Meeting Minutes from October 15th 2025**
- 5. (2025.12.E) Approval of Draft Meeting Minutes from October 20th 2025**
- 6. (2025.12.F) Approval of Draft Meeting Minutes from November 4th 2025**
- 7. (2025.12.G) Approval of Draft Meeting Minutes from November 19th 2025**
- 8. (2025.12.H) Approval of Holiday Schedule**
- 9. (2025.12.I) Approval of Warrant**
- 10. (2025.12.J) Approval to Close Public Hearing**
- 11. (2025.12.K) Approval to Adopt 2026 Budgets & Rates**
- 12. (2025.12.L) Approval to Adopt Salary Policy & Schedules for 2026**
- 13. (2025.12.M) Approval of 2026 Public Authority Law Budget Report**
- 14. (2025.12.N) Approval of Lead Agency Determination – DFS WWTP**
- 15. (2025.12.O) Approval of TVS WWTP GC Change Order No. 04 – Additional Diagonal Rebar**
- 16. (2025.12.P) Open Executive Session**
- 17. (2025.12.Q) Close Executive Session**