

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
DRAFT MINUTES OF THE BOARD MEETING ON
October 16, 2024**

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Jennifer Canella
Dale Borchert
Rudy Vavra

Staff Attending in Person

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

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Ex-Officio Member Present

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

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

Consent Items

Approval of Draft Meeting Minutes for April 23, 2024

Rudy Vavra made a motion to approve the Draft Board Meeting Minutes from the Meeting on April 23, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.A)**.

Approval of Draft Meeting Minutes for May 15, 2024

Larry Knapp made a motion to approve the Draft Board Meeting Minutes from the Meeting on May 15, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.B)**.

Approval of Draft Meeting Minutes for June 26, 2024

Larry Knapp made a motion to approve the Draft Board Meeting Minutes from the Meeting on June 26, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.C)**.

Approval of Draft Meeting Minutes for July 17, 2024

Larry Knapp made a motion to approve the Draft Board Meeting Minutes from the Meeting on July 17, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.D)**.

Approval of Draft Meeting Minutes for August 15, 2024

Larry Knapp made a motion to approve the Draft Board Meeting Minutes from the Meeting on August 15, 2024. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.E)**.

Chairman's Report

Appointment of Executive Director

Tom LeGrand stated that the Appointment of Jonathan Churins as Executive Director is well deserved, and the Board concurred.

Approval to Appoint Executive Director

Rudy Vavra made a motion to approve the Appointment of Jonathan Churins as the Executive Director of DCWWA. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.F)**.

Finance Reports

Approval of Warrant

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

Rudy Vavra 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.2024.10.G)**

Operations Report

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

Award of HPR Alum Sludge Hauling Contract

Rudy Vavra made a motion to approve the HPR Alum Sludge Hauling Contract for 2025. This was seconded by Dale Borchert a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.H)**

Award of Pump Station Wet Well Cleaning Sludge Hauling Contract for 2025

Rudy Vavra made a motion to approve the Pump Station Wet Well Cleaning Sludge Hauling Contract for 2025. This was seconded by Dale Borchert a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.I)**

Award of Pump 102 Inspection Contract for HPR

Jonathan Churins stated that there are three pumps at HPR and pump 102 was vibrating excessively and needed to be investigated.

Rudy Vavra made a motion to approve the Pump 102 Inspection Contract. This was seconded by Dale Borchert a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.J)**

VDS Emergency Repair Clear Well Failure

Jonathan Churins stated that an emergency repair was needed due to several holes in the well. We are notifying the Board because the repair will exceed the \$ 10,000 threshold requiring Board approval, there is no action required.

Vehicle Repair over \$ 10,000 for CDWTL

Jonathan Churins stated that the 2022 Ford F-250 vehicle is assigned to the Central Dutchess Water Transmission Line, was involved in two accidents. The first accident happened on Authority property and Management made the decision not to submit it for an insurance claim. The second accident was caused by a U.S. Postal Service vehicle, and a claim was filed through Selective Insurance.

Change Order No. 2 & Close-Out for HPR Pump 101 GC Contract

The Authority is asking the Board to approve Change Order No. 2 that will decrease the contract by \$ 15, 450.00. That will close out the contract for the HPR Pump 101 General Construction Contract.

Authorize Close-Out Change Order No. 2 for the HPR Raw Pump 101 Replacement for the GC Contract

Rudy Vavra made a motion to approve the Close-Out Change Order No. 2 for the HPR Raw Pump 101 Replacement for the GC Contract. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.K)**

Capital Projects Report

Award of DFS WWTP Feasibility Study – Professional Engineering Services Agreement

Ed Mills stated that we received nine qualification statements. The Authority staff reviewed these nine qualification statements using Best Value Evaluation from criteria in the RFQ. The review team recommended Savin Engineers of Pleasantville, NY.

Approval to Award of DFS WWTP Feasibility Study – Professional Engineering Services Agreement

Rudy Vavra made a motion to approve the Award of the DFS WWTP Feasibility Study – Professional Engineering Services Agreement to Savin Engineers. This was

seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.L)**

Tivoli WWTP Project Status

Gary Banks reviewed the project memo in the package. The first weekly construction coordination meeting was held on October 9, 2024 with Tighe & Bond, Schultz, & Foremost. The groundbreaking ceremony is scheduled for Thursday October 24th @ 11:00 am.

TVS Collection System Project Status

Vanessa Kichline stated that the smoke testing is the final field work component of the collection system evaluation. Save A Tree Arborist came out to take a look at the scope of work for the easement clearing.

Change Order No. 01 & Closeout of Smoke Testing Contract

Rudy Vavra made a motion to approve the Close-Out Change Order No. 1 for the Smoke Testing Contract to adjust the contract price to \$ 11,076.70 and that will close out the contract. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.M)**

Task Order Summary

Jonathan Churins 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. DCWWA has met with the Engineer to discuss and revise Engineer's cost estimate.

Crofton Mews –

The developer is planning to do a leak test.

Plum Court -

Modify Plum Court Pump Station to accommodate Alaina Estates

New For Consideration

Memorial Resolution for Vince DiMaso

Tom LeGrand stated that Vincent J. DiMaso was elected to the DCWWA Board Treasurer in July of 2004 and excelled in this position until he was elected to Vice Chair in January of 2012 continuing to tirelessly serve in this position until his resignation at the end of 2021. Mr. DiMaso generously gave his time and enthusiasm with sound guidance to the Authority for eighteen (18) years for which he was commended for by the Authority in recognition of his years in servitude. Mr. DiMaso was memorialized by family and friends upon his passing on September 18, 2024 and celebrated for a life in dedication to many local organizations and causes in addition to his contributions to the Authority. In recognition of Vincent J. DiMaso's selflessly devoting his time and energy to so many through-out his lifetime, the Authority staff recommends the approval of this Resolution to recognize his contributions. Be it further resolved that the Dutchess County Water and Wastewater Authority and the Authority Board of Directors hereby memorializes and honors Mr. Vincent J. DiMaso, former Authority Board Member, for the great benefit of his wise council and a life of service to others and extends their deepest and sincerest condolences.

Rudy Vavra made a motion to Approve the Memorial Resolution for Vince DiMaso. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.N)**

Commendation for Michael J. Keating, PE

Michael J. Keating, P.E., an accomplished professional engineer with over 30 years' experience providing design, construction, and operations solutions for the water & wastewater industry will enter into retirement from this position as Executive Director on October 31, 2024.

Mike Keating took an integral role at the Authority as Project Manager in 2019 and was appointed to Executive Director in 2023 leading the Authority Management team in continued growth and success by completing several major projects such as implementing system improvements in the Tivoli Water & Wastewater systems, developing the Engineering Task Order Contract program, streamlined process improvements, improved communications to the public, and built on the safety culture of the Authority. Michael J. Keating has been an

important part of the growth and success of the Authority, providing sound leadership and service to the Authority and to their customers, and the Dutchess County Water & Wastewater Authority Board staff and staff hereby recognize the beneficial contributions of Michael J. Keating, P.E. and thank him for his years of invaluable service.

Rudy Vavra made a motion to Approve the Commendation for Michael J. Keating, PE. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.O)**

Executive Session

Rudy Vavra made a motion to Open Executive Session. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.P)**

Rudy Vavra made a motion to Close Executive Session. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.Q)**

Approval for Management to Negotiate offer for Employee Candidate

Rudy Vavra made a motion for the Approval of Management to Negotiate an offer for Employee Candidate for the Authority. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.R)**

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 30, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. (2024.10.A) Approval of Draft Meeting Minutes for Meeting on April 23rd 2024
2. (2024.10.B) Approval of Draft Meeting Minutes for Meeting on May 15, 2024
3. (2024.10.C) Approval of Draft Meeting Minutes for Meeting on June 26, 2024
4. (2024.10.D) Approval of Draft Meeting Minutes for Meeting on July 17, 2024
5. (2024.10.E) Approval of Draft Meeting Minutes for Meeting on August 15, 2024
6. (2024.10.F) Approval to Appoint Executive Director
7. (2024.10.G) Approval of Warrant
8. (2024.10.H) Approval to Award 2025 HPR Alum Sludge Hauling Contract
9. (2024.10.I) Approval to Award 2025 Pump Station Wet Well Cleaning Sludge Hauling Contract
10. (2024.10.J) Approval to Award Pump 102 Inspection Contract for HPR
11. (2024.10.K) Approval of Change Order No. 2 & Close-Out for HPR Pump 101 GC Contract
12. (2024.10.L) Approval to Award the DFS WWTP Feasibility Study – Professional Engineering Services Agreement
13. (2024.10.M) Change Order No. 01 Closeout of Smoke Testing Contract
14. (2024.10.N) Memorial Resolution for Vince DiMaso
15. (2024.10.O) Commendation for Michael J. Keating, PE
16. (2024.10.P) Open Executive Session
17. (2024.10.Q) Close Executive Session
18. (2024.10.R) Approval for Management to Negotiate offer for Employee Candidate