

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
DRAFT MINUTES OF THE BUDGET WORKSHOP MEETING ON
OCTOBER 30, 2024**

Board Members Attending in Person

**Tom LeGrand
Larry Knapp
Dale Borchert**

Staff Attending in Person

**Jonathan Churins
Jessica McMahon
Mary Morris
Gary Banks
Danielle Hardman**

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

**Rudy Vavra
Jennifer Cannella**

Ex-Officio Member Present

Others Present via Video/Conference Call

Members of the Public in Person

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

Finance Reports

2025 Proposed Staff Costs & Revenue Sources for 2025

Jessica McMahon stated that the County does not currently have a contract in place. 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 Proposed Budget Changes - Summary

Jessica McMahon stated that all of the systems that have monthly fixed rates for the water/sewer systems were increased by 7.50 %, prior to looking at increasing the usage rates. CPI for 2024 is 4 % so that is what we budgeted for. All of the fund balances for 2024 have increased except for FAW/FAS, PBS, & TVW.

System Rate Comparison & 2025 Draft System Comparison

Please see information below as to what drove the rate increases for the individual systems.

ABW – Hydrant repairs.

BHW – Heat and radiator repairs/replacements

CCS – Filter replacement and capital project ongoing.

DFS – Engineering budget for future plant upgrades. Paid off debt.

DFW – Well work and water main breaks. Paid off debt.

FAS – No major increases.

FAW – Replace valves, and water mains.

GBW – No individual system increases. Paid off debt.

GFS – No major increases.

GFW – Increase in lab costs, pipe replacements and sewer line blowouts.

HPR – Continue with capital contingency for specific projects.

OCS – No individual system increases.

PBS – Sludge hauling cost increase.

QHW – Work on plant in near future.

RKW – Tank repair and well work.

DSW – Well rehab – capital project starting ASAP.

SHW – Increase lab costs, well repairs and main breaks

TRS – Shed maintenance.

TRW – No individual system increases.

TVS – Increase in testing chemicals and lab costs. Possible emergency

jetting cost budgeted

TVW – Water main repairs and hydrants

replaced.

VCS – No individual system increases.

VDS – Pump replacements

VDW – Increase in lab costs

AWL – No individual system increases.

Proposed Update to Employee Handbook

This memo seeks Board approval to update our Employee Handbook in light of recently introduced civil service trainee titles. These titles include a revised probationary period extending to one year, rather than the default of six months. This modification, aligned with Civil Service Law, will enhance our evaluation process, ensuring that probationary employees have the opportunity to demonstrate their capability to meet the rigorous job requirements inherent to their roles.

Rationale for Extended Probationary Period

The one-year probationary period is critical for evaluating new hires in these trainee positions, as certain competencies and job-specific skills require time to fully manifest. The longer evaluation period enables supervisors to conduct more thorough assessments, gauge growth over time, and ensure that trainees can perform to the standards required for permanent placement.

Proposed Action

1. Update Employee Handbook: Revise the probationary period for designated civil service trainee titles from six months to one year.

2. Alignment with Civil Service Requirements: Ensure compliance and consistency with applicable civil service guidelines and provide clear communication to new hires about the extended evaluation timeline.

Dale Borchert made a motion to approve & adopt the changes to the Employee Handbook. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.10.AA)**.

Operations

HPR Emergency Repair Notification

This memorandum serves as notification that emergency repair work was needed in the Hyde Park Regional Water System which may exceed the \$10,000.00 threshold requiring board approval.

At the start of the event the Water Towers were at typical levels with one days' storage, however operators and staff took immediate action preparing water conservation plans. Central Hudson and Black Electric diagnosed that the power failure was determined to be on the plant side as an electrical issue with the VFD for Raw Pump 101 and its breaker was identified. Raw Pump 101 was taken out of service, and Raw Pump 103 was activated at 3:30 PM. Normal plant operations resumed at 4:00pm. Due to the swift action by operators there was no interruption in service

Follow up evaluation and repair is required to replace any components necessary for the VFD in Pump 101, it's wiring, and the faulty breaker. Authority staff will begin procurement for these actions and provide updates as needed.

Motion to Adjourn:

At 5:34 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, November 20, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

- 1. (2024.10.AA) Approval to Adopt Changes to the Employee Handbook**
- 2. (2024.10.BB) Open Executive Session – Not Used**
- 3. (2024.10.CC) Close Executive Session – Not Used**