



1 LaGrange Avenue
Poughkeepsie, NY 12603
(845) 486-3601
Fax (845) 486-3656
dcwwa@dutchessny.gov
www.DCWWA.org

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
March 27, 2024**

Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Secretary

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

Michael J. Keating, P.E.
Executive Director

Jonathan Churins
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Rudy Vavra

Staff Attending in Person

Mike Keating
Jessica McMahon
Ed Mills
Gary Banks
Rich Winchester
Pam Compasso
Mary Morris
Vanessa Kichline

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Dale Borchert

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Dan Keeler, Sr. Public Health Engineer – DBCH

Faye Garito, Dutchess County Legislative Liaison

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:30 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.

Approval of Meeting Minutes

Approval of Draft Meeting Minutes for December 20, 2023

Rudy Vavra made a motion to approve the Draft Board Meeting Minutes from the Meeting on December 20, 2023. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.A)**.

Approval of Draft Meeting Minutes for January 18, 2024

Rudy Vavra made a motion to approve the Draft Board Meeting Minutes from the Meeting on January 18, 2024. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.B)**.

Chairman's Report

Tom LeGrand didn't have anything to report.

Finance Reports

Year End Budget Close-out

Rudy Vavra made a motion to approve the Year End Budget Close-out. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.C)**

Financial Statements

Rudy Vavra made a motion to approve the Financial Statements. This was seconded by Larry Knapp , a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.D)**

ABO Reports

Rudy Vavra made a motion to approve the ABO Reports. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.E)**

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.2024.03.F)**

Re-Adoption of the updated Procurement Policy

Rudy Vavra made a motion to Review & Re-Adopt the Updated Procurement Policy. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.G)**.

Operations Report

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

Amendment to Resolution No. 2023.07.G for SEQRA Determination for Schreiber

On February 29, 2024, legal counsel for the Environmental Facilities Corporation (EFC) informed DCWWA staff of a discrepancy between two items submitted in the funding application for the Schreiber Groundwater Supply Evaluation.

Project engineering firm H2M determined the project to be an unlisted action with no significant environmental impact and prepared a State Environmental Quality Review (SEQR) negative declaration and Short Environmental Assessment Form (EAF) pursuant to the EFC requirements of unlisted actions. The corresponding Board Resolution, No. 2023.07.G, denoted the action as Type II under SEQR rather than unlisted. This must be corrected so that submissions uniformly refer to the project as an unlisted action under SEQR. The Authority does agree to Amend **Resolution No. 2023.07.G** to correctly identify the classification as *'unlisted'* with respect to the Action in accordance with the approved SEQR negative declaration.

Rudy Vavra made a motion to Amend **Resolution No. 2023.07.G**. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.H)**.

Chelsea Cove Sewer Headworks Auto Bar Screen Replacement

The purpose of the Chelsea Cove Headworks Automatic Bar Screen Replacement is to replace the existing circular bar screen with a new Or-tec Micro Bar Screen & compactor.

Rudy Vavra made a motion to Approve the Award of the Chelsea Cove Headworks Replacement to TAM Enterprises, Inc. for the Chelsea Cove Sewer System. This

was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.I)**

VDW Emergency Service Line Repair - Memo

This memorandum serves as notification that Emergency work was needed to repair a water main break in the Valley Dale Water System at 12 Bristol Road on February 22, 2024 which exceeded the \$10,000.00 threshold requiring board approval.

Authorize Amendment No. 1 for the Professional Services Agreement with Vector Solutions

Authority staff finds the Vector Training Program beneficial to the needs of the Authority and satisfies the Safety training that our insurance company requires and recommends proceeding with authorizing Amendment No. 1 to the Contract with Vector Solutions for a total of thirty-two (32) Authority staff members as presented in the resolution.

Rudy Vavra made a motion to Approve the Amendment No. 1 to the professional services agreement with Vector Solutions. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.J)**.

Procurement of Dump Truck for HPR

Four years ago, the DCWWA established a vehicle replacement program funding the replacement of vehicles on a rotational period. Based on this program the packet includes a resolution for board consideration to proceed with the acquisition of a 2024 Ford F-450 XL vehicle upfitted with a dump body for Authority use in the Hyde Park Regional Water System.

The current dump truck is used for sanding, plowing, and excavation work repairs. It needs frequent repairs to keep it in good running condition. The dump body and hydraulics in particular keep having issues, as well as the brake system. In 2021 it was decided to replace the vehicle and at that time the Board approved the acquisition in the 2021-2025 Capital Improvement Plan with a budget of \$50,000.00 for this vehicle.

Authority Staff have reviewed the truck specifications and pricing and recommends proceeding with the purchase of the 2024 Ford F-450 XL truck upfitted with a dump body from Delacy Ford for \$74,934.35 as presented in the resolution.

Rudy Vavra made a motion to Approve the Procurement of a Dump Truck for HPR. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.K)**.

Capital Projects Report

Tivoli Water Project Status

Mike Keating reviewed the project memo that was provided to the Board. He stated that the General and Electrical Contractors are still working on completing their punch lists.

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. The design effort is nearing its completion. Responses from Wright-Pierce, two final follow-up questions from the regulatory review were accepted by NYS Environmental Facilities Corporation. DCWWA received the revised project schedule from Wright-Pierce on February 8, 2024. Advertisement for contractor bids is planned for March 11th, with a bid opening on April 26th 2024.

TVS CCTV & Pipe Cleaning Professional Services

Under the Schedule of Compliance provided by the NYSDEC for its Order on Consent: "By June 1, 2025, the Respondent shall submit to the Department an Inflow/Infiltration Report...certified by a Professional Engineer, that includes...CCTV inspection, dye testing, and smoke testing as recommended by the Professional Engineer." Tighe & Bond Engineering (T&B) was retained in November under Task Order Contract TOC-07-TVS-2023-11-08-Collection System Evaluation. The engineer's project schedule includes pipe cleaning and CCTV inspection to be performed in the spring and smoke testing to be performed in the summer. Contracts for these services will be secured directly by DCWWA.

On February 14, 2024, DCWWA issued a Request for Proposals for CCTV inspection and pipe cleaning services for the Tivoli Sewer Collection System. The RFP included a base bid for cleaning and inspection of all sewer mains in the collection system, as well as a bid alternate to collect prices for potential sewer lateral cleaning and inspection.

Although neither DCWWA nor T&B have worked with TAM on CCTV projects in the past, DCWWA operations staff have had positive results in using TAM for emergency jetting, a service similar to the pipe cleaning component of the

proposed contract. References from similar projects stated that TAM's work was performed satisfactorily and that submissions were timely and complete.

Project staff agree with T&B's recommendation that the Board award the contract for CCTV Inspection and Pipe Cleaning Services to TAM Enterprises for \$137,885.

Rudy Vavra made a motion to Approve the Award of CCTV & Pipe Cleaning Services to TAM Enterprises, Inc. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.L)**.

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 working with.

Community Projects

Southern Dutchess Water Transmission Line – No progress.

Peach Road/BOCES – EFC approval pending.

Jeffrey Groves – Water & Wastewater Approved

Rockledge – Site Visit on March 27th 2024

Crofton Mews – No progress.

West Dorsey Extension –

April Legislature Agenda pending.

Champlain Hudson Power Express –

CHPE Host Community Agreement Update & Resolution

The meeting was initiated by Champlain Hudson Power Express to introduce and discuss the Host Community Agreement Pilot Program.

Terms of the HCA are as follows:

The signatories to the HCA would be the three water companies that serve the municipalities in Dutchess County where our project will be located:

Village of Rhinebeck

City of Poughkeepsie

Dutchess County Water & Wastewater Commission

Rudy Vavra made a motion to Approve entering into a Host Agreement with the Champlain Hudson Power Express. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.03.M)**.

New for Consideration

There were no new items for consideration.

Executive Session:

N/A

Motion to Adjourn:

At 4:34 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 will be on Wednesday, March 27, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. (2024.03.A) Approval of Minutes for Meeting on December 20, 2023
2. (2024.03.B) Approval of Minutes for Meeting on January 18, 2023
3. (2024.03.C) Approval of 2023 System Budget Closeout
4. (2024.03.D) Approval of 2023 Financial Statements
5. (2024.03.E) Approval of 2023 Authority Budget Office Annual Report
6. (2024.03.F) Approval of Warrant
7. (2024.03.G) Approval of Re-Adoption of Procurement Policy
8. (2024.03.H) Amendment of Resolution No. 2023.07.G for SEQRA Determination for DSW
9. (2024.03.I) Approval of Award to TAM Enterprises for the CCS Headworks Auto Bar Screen Replacement
10. (2024.03.J) Approval to Authorize Amendment No. 1 to the Professional Services Agreement with Vector Solutions
11. (2024.03.K) Approval to Award Procurement of Dump Truck for HPR
12. (2024.03.L) Approval to Award TVS CCTC & Pipe Cleaning Contract with TAM Enterprises
13. (2024.03.M) Approval to enter into Host Community Agreement with Champlain Hudson Power Express
14. (2024.03.N) Open Executive Session – Not Used
15. (2024.03.O) Close Executive Session – Not Used