

DUTCHESS COUNTY

**WATER AND
WASTEWATER AUTHORITY**



**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES of FEBRUARY 16, 2022**

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Board Members Attending in Person

Staff Attending in Person

Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

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

Bridget Barclay
Executive Director

Michael J. Keating, P.E.
Deputy Director / Project Manager

Board Members Present via Video/Conference Call

Tom LeGrand
Larry Knapp
Rudy Vavra

Staff Present via Video/Conference Call

Bridget Barclay
Jonathan Churins
Pam Compasso
Carol Falcone
Jerry Gilnack
Kimberly Gutwein
Danielle Hardman
Mike Keating
Ed Mills
Mary Morris
Rich Winchester

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter

Others Present via Video/Conference Call

Meeting Open – Introductions

The meeting opened at 4:02 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.

Approval of Meeting Minutes

Approval of special meeting minutes of May 26, 2021

(Res.2022.02.A) - Tabled

Approving Board Members not available

Approval of meeting minutes of January 19, 2022, Meeting Minutes

(Res.2022.02.B) - Tabled

Approving Board Members not available

Chairman's Report

Board Members Update

Tom wanted to make everyone at the Board meeting that Mike Cotton resigned from the Board on February 10th. Vince DiMaso has also stated that he does not want to continue being on the Board. Tom asked if someone knows of anyone who would like to be a Board Member for DCWWA, please forward the name to him.

Public Authorities Annual Board Evaluations

Tom asked Bridget if she has received and Board Evaluations back, Bridget stated we have not.

Annual Reorganization

Larry made a motion to approve the Designation of Temporary Chair. This was seconded by Rudy, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.02.M)**.

Bridget asked the Board to entertain a motion to elect a slate of officers. Larry asked if Kimberly could be an officer of the Board, since she is a DCWWA employee. Bridget stated based on the enabling legislation and the by-laws the

only officer that does not need to be a member of the board, voting or non-voting, is the Secretary. Because from time to time we need a Secretary to affix the seal of the Authority to various documents, Bridget suggested Kimberly serve as the Secretary until such time as we have a fourth Board Member appointed. Tom told Larry that they will revisit the appointment once we have a full Board again.

Larry made motion to approve the Election of Officers. This was seconded by Rudy, a roll call vote was taken, and the resolution passed unanimously. (Res.2022.02.N).

Operation's Report

Monthly System Operations Reports

The Monthly Operations Report was provided to the Board, in the Board package. There were no questions.

Finance Reports:

Approval of Warrant

Larry asked if Inframark was our new contract operator, noting the amount was high. Bridget stated that the amount was the monthly charge for all of the systems that Inframark operates for us, but the cost will be allocated across each of the systems.

Larry made a motion to approve the warrant as presented. This was seconded by Rudy, a roll call vote was taken, and the resolution passed unanimously. (Res.2022.02.C).

Cyber Risk Insurance

Bridget explained that we can no longer find a carrier to provide Cyber Risk Insurance for us because we reside on the County's network, and the County has not yet implemented multi factor authentication. Ed Mills has been working with Rose & Kiernan for a period of time trying to find a carrier and they were unable to do so, but came up with the potential solution that we could be covered under the County's cyber risk insurance policy with AIG, with our own one-million-dollar sub-limit. It is acknowledged by all involved that it is an expensive policy with a lot of restrictions and limitations but at this point our options are that we take this coverage or have none. We believe that this is going to be an interim measure because the County, who is in the same boat as us as far as the coverage they were able to obtain, is in the process of implementing multi factor authentication and once that is in place, which is expected to be within the first half of 2022, then

we would have the ability to have either a less expensive coverage under the County's policy or have Rose & Kiernan find a separate carrier for us.

Rudy made a motion to approve Cyber Risk Insurance Coverage. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. (Res.2022.02.D).

DCWWA Property Status and Disposition

Bridget provided updates to three parcels that the Authority owns that are not deemed to be critical for the infrastructure we operate.

The first property is the Old Hyde Park Water Treatment Facility, located at 16 Church Street in Hyde Park. The northern portion of the property is adjacent to the Crum Elbow Creek and was the site of the Original Hyde Park Water Treatment Plant. There is some infrastructure and a deteriorated building on the property that are the remains of the old treatment plant. The southern portion of the property is vacant with steep slopes. There is no identified or potential need for the parcel; the property should be disposed of. An appraisal was performed by R. P. Hubell in 2014, in an effort to sell the property. A public bid solicitation was issued in March of 2015, and no bids were received. Staff recommendation is we should try again to dispose of the property.

The second property is the Hyde Park Wellfield property located at 30 Crum Elbow Road, Hyde Park. This is the site of the original Hyde Park wells and pump-house. We do use the pump house for storage and use the property for temporary storage of materials related to projects we are doing in house, not making it available to contractors. Hyde Park Operations staff asked us to retain ownership of that property. Larry asked that consideration be given to the benefit to the customers of the revenue a sale would generate.

The third property, the Staatsburg Reservoir Property located at 57 Reservoir Road Hyde Park. This is the site of the original Staatsburg Water System wells, pump-house, and storage tank. Staff has recommended that we retain ownership of the property; the thought has always been that if we determine at some point that we need a third storage tank at the northern end of the Hyde Park Regional Water System, would be an ideal location because of the elevation.

Capital Project Reports:

Five Year Capital Plan

We presented the five-year capital plan in the package with a resolution for adoption; this is something we do annually. Bridget asked Mike if there was

anything he would like to say about the five-year capital plan. Mike stated that the capital plan grew a bit because we tried to include a lot of Hyde Park treatment plant potential capital repairs/replacements that weren't included in previous years.

Rudy made a motion to approve the 2022 – 2026, Five-year Capital Plan. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.02.E)**.

GFS WWTP Project Status Report

Jonathan reviewed the project status memo that was provided to the Board. Jonathan stated that the plant is online and operating, we are working on contractors to close-out their contracts and punch lists.

GFS Collection System Project Status Report

Jonathan reviewed the project memo that was provided to the Board. We will be doing some temporary restoration work in the spring when weather allows. There are some additional items that we might try to do through our phase one work, but we are waiting on lower flows in the collection system.

Tivoli Water Project Status

Mike K. reviewed the project memo that was provided to the Board, and stated that for the water tank improvement project the General Contractor is continuing to close out their punch list. We are looking to close out the job with a balancing change order for the general contract; the electrical contract close out change order will be on for the next Board meeting. For the Wells and Wellfield Improvement Project we received bids for the general and electrical contracts and there are pending resolutions for approval by the Board; C3ND Environmental for general contract and Foremost Electric for the electrical contract.

Rudy made a motion to approve the Change Order No. 3 for the Tivoli Water Storage Tank General Construction Contract. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.02.F)**.

Rudy made a motion to approve the TVW-2019-03 General Construction Contract – Tivoli Wellhouse and Wellfield Project. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.02.H)**.

Rudy made a motion to approve the TVW-2019-04 Electrical Construction Contract – Tivoli Wellhouse and Wellfield Project. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.02.I)**.

Tivoli Sewer Project Status

Mike K. reviewed the project memo that was provided to the Board. Mike stated that we re-issued the RFP and received a number of questions from proposers. Proposals are due March 1st and we hope to have RFP design contract recommendation for award at the March Board Meeting.

Pinebrook Water Interconnection Project Status

Jonathan reviewed the project memo that was provided to the Board. Jonathan reported that we are in winter shutdown until we get some warmer weather and then continue the project in the spring to finish the second connection point, working with the contractor and engineer to prepare for an early start up. Water is flowing and customers seem happy.

General Surveying Agreement for 2022

Larry asked why LaBella was disqualified? Mike stated that they didn't give us any prices for expenses for reproduction, they just wrote N/A. Tom told Mike K. to send LaBella a written response asking that they meant by N/A and bring the resolution back to the Board.

Community Projects

Rhinebeck Water/Sewer Evaluation

Bridget stated that we have at this point everything that we are going to get from the Village of Rhinebeck and the engineering consultant that was hired to do the evaluation. Tom asked who the engineering consultant was, and Bridget stated Delaware Engineering. The next step in this process of this overall project would be for the Authority to draft an evaluation of the feasibility of the transfer, addressing any issues that would arise in a transfer and what we would project O & M and Capital Expenses to be under the Authority's ownership, and provide that back to the Village. They would then make a decision if they would like to move forward with the transfer. Tom stated that in the realm of reality they would like to get rid of it, Bridget stated that there was no indication in the process we went through with the Village that there was an interest in considering a transfer of this system. Bridget said maybe a meeting with the Mayor would be a good next step. Tom suggested that the report be drafted and then we meet with the Mayor.

Joint Storage Project – Verbal

Bridget stated that we are still waiting for a revised report from CPL.

New for Consideration

N/A

Motion to Adjourn:

At 4:48 pm made a motion to adjourn. This was seconded by a roll call vote was taken and passed unanimously.

Respectfully submitted,

Pamela Compasso,
Program Assistant

Resolutions

1. (2022.02.A) Approval of Minutes of May 26, 2021, Special Meeting - **Tabled**
2. (2022.02.B) Approval of Minutes of January 19, 2022, Meeting - **Tabled**
3. (2022.02.C) Approval of Warrant
4. (2022.02.D) Approval of Cyber Risk Insurance Coverage
5. (2022.02.E) Approval of Five-Year Capital Plan
6. (2022.02.F) TVW Storage Project – Approval of GC Change Order
7. ~~(2022.02.G) TVW Storage Project – Approval of EC Closeout Change Order~~
8. (2022.02.H) TVW Well & Wellhouse Project – Award of GC Contract
9. (2022.02.I) TVW Well & Wellhouse Project – Award of EC Contract
10. (2022.02.J) Award of General Surveying Agreement - **Tabled**
11. (2022.02.K) Open Executive Session – **Not Used**
12. (2022.02.L) Close Executive Session – **Not Used**
13. (2022.02.M) Designation of Temporary Chair
14. (2022.02.N) Election of Officers