



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 April 20, 2022 Board Meeting

Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Board Member

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

Michael J. Keating, P.E.
Executive Director

Jonathan Churins
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Rudy Vavra
Dale Borchert

Staff Attending in Person

Bridget Barclay

Board Members Present via Video/Conference Call

Staff Present via Video/Conference Call

Jonathan Churins
Pam Compasso
Carol Falcone
Kimberly Gutwein
Danielle Hardman
Mike Keating
Ed Mills
Rich Winchester

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Others Present via Video/Conference Call

Meeting Open – Introductions

The meeting opened at 4:04 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 meeting minutes of March 30, 2022

Rudy made a motion to approve the Board Meeting Minutes from March 30, 2022. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. Dale Borchert abstained as he was not yet on the Board as of that meeting. **(Res.2022.04.A)**.

Chairman's Report

Tom introduced Dale Borchert as our newly appointed Board Member, he has had many roles in County Government for years, he was part of the Legislature and was the Legislative Chairman for a period of time. He was also on the Board for Dutchess Community College with Tom for a period of time. He works in the water works of the NYC DEP. Tom stated that he will be an asset to the DCWWA Board. Tom also stated that this will be the last meeting Bridget Barclay will attend as the Executive Director of the DCWWA, her last day is Friday April 22, 2022. She will stay on in a part-time capacity as administrative support.

Public Authorities Annual Board Evaluations

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

Finance Reports:

Approval of System Budget Close-Outs

Kimberly gave the Board an overview of the Authority, as a whole before getting into the specific budget closeout information for 2021.

The assets and deferred outflows of resources of the authority exceeded its liabilities and deferred inflows of resources at the close of the fiscal year 2021 by \$12,373,872 (total net position). Of this, \$3,249,699 is restricted. As of December 31, 2021, 143.18% of the Authority's net position includes its investment in capital assets at \$17,718,138, which is less any debt used to acquire those assets that are still outstanding. The net investment in capital assets (net of depreciation and amortization) increased by \$2,107,667. The Authority's change in net position increased by \$2,332,165 over the past year primarily due to non-operating revenues in excess of project,

admin, and interest expenses. A 154.54% increase over fiscal 2020 at \$916,212. At the close of the fiscal year, combined operational expenses exceed the total operating revenue leading to an operating loss. In general, there is an overage in Admin. Salaries of (\$34k) due to staffing transitions. All other line items are within material range for the budget to actual. At the close of the fiscal year, the fund balance is \$560,444, a \$28,000 increase from last year. General had expenditures less than total operational revenue. Trend analysis demonstrates an approximate average of savings between fiscal years in general expenditures off-setting the actual revenue which was less than budgeted. Kimberly stated that we have outlined material differences and have provided explanations of the reasons for the material differences by system.

Larry made a motion to approve the System Budget Close-outs. This was seconded by Rudy, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.B).**

Review of 2021 Financial Statements – Presentation by Auditors

Bridget introduced Linda Hannigan from RBT, CPA's who was attending virtually to go over the audit. Linda started with the Independent Auditor's Report; RBT's opinion is that the Authority's Financial Statements are fairly stated in accordance with generally accepted accounting principles, which is the highest and best opinion they could give.

Linda stated that our total revenues for 2021 are \$ 15,000,143 and our total expenses were \$ 12,667,978, for a net revenue of 2.3 million dollars.

Auditors Report to the Board

Linda told the Board that RBT did not have any issues conducting the audit. There were not any new standards implemented for 2021. For 2022 there will be a lease standard implemented and it also provides a summary of audit and prepared by client entries. Linda said they had one management suggestion in regard to staff shortages the Authority experienced and hiring additional staff will make it easier to close the books for 2022. They also made a suggestion in regard to having separate General Ledgers for each system and they feel it would make closing the books easier and simpler. This was discussed with the management staff and feel comfortable with our suggestions. Linda thanked Kimberly, Mary, Bridget, and the entire team for helping RBT conduct the audit.

Bridget said thank you to Linda and her team and that the last two audits have been very challenging due to COVID, but it has always been very good to work with RBT.

Rudy made a motion to approve the 2021 Financial Statements. This was seconded by Larry , a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.C).**

Review of 2021 Authority Budget Office Annual Report

Kimberly gave a summary of the Annual Authority Budget Office Report four components; Annual Report, Certified Financial Audit, Investment Report, and Procurement Report. The annual report includes our financial statement, a description of our operations and accomplishments, a report of our assessment and internal controls, a summary of our investments, and our procurement reporting that we list annually. Kimberly opened the floor for questions, and none were presented.

Larry made a motion to approve the 2021 Authority Budget Office Annual Report. This was seconded by Rudy, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.D).**

Approval of Warrant

The Warrant was provided to the Board, in the Board package. Larry asked if Titan Roofing, Inc was the original contractor for the roof work at the Hyde Park Plant. Carol explained that they are designated company that is doing warranty repair work under the original contract.

Dale made a motion to approve the warrant as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.E).**

Revised Employee Handbook

Bridget stated that we are proposing a few changes to the Employee Handbook, some of them are just cleanup of items that we missed in prior iterations. Payroll we are correcting that payroll runs Saturday to Friday, this change corrects the Handbook to correspond to the current payroll cycle. We are currently updating the following Management Titles:

Executive Director
Deputy Director/Senior Project Facilitator
Director of Operations
Staff Treasurer/Finance Director

Replaces Project Manager Title with Deputy Director/Senior Project Facilitator

Sick Leave language to delete:

“As a one-time provision that will occur upon the effective date of this plan:

Management employees will be awarded 6 days of sick time for every complete year of service in a Management position from 1/1/2008 to 12/31/2016. Any sick balances accrued while in a Non-Management Position will be restored for use.”

This language was included as a one-time fix and is no longer relevant.

Appendix A Non-Exempt Titles Pursuant to Fair Labor Standards Act – Add Titles

Junior Accountant
Water Maintenance Mechanic Trainee

Dale made a motion to approve the revisions to the Employee Handbook. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.F)**.

Revised Salary Policy

Bridget stated that the Salary Schedules are proposed to address new staff positions and changes to current positions:

Add a new Grade 13 pay scale for the Junior Accountant position.

Add a new Grade 21 for the Project Manager (Non-Management position.)

Add a new Grade P7 position for the Water Maintenance Mechanic Trainee position.

Establish the Deputy Director/Senior Project Facilitator as a Management Title assigned to the MG Salary Grade.

Dale made a motion to approve the revisions to the Salary Policy. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.G)**.

Operation’s Report

Monthly System Operations Reports

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

Rudy made a motion to approve the Award of the contract for HPR WTF Overhead Door Repair. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.H)**.

Global Foundries Non-Disclosure Agreement

Bridget stated that after being involved with Global Foundries since 2015, they realized that they never had us sign an Non-Disclosure Agreement (NDA), so they are asking us to sign one now.

Rudy made a motion to Authorize and Execute the NDA with Global Foundries. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.I)**.

Global Foundries Request - Verbal

By the end of the year ON Semiconductor will be taking over Global Foundries and we have been informally advised that they will be asking to assign the water sale agreement we have with Global Foundries to ON Semiconductor, and Bridget just wanted to make the Board aware of it.

Traditions Water Consecutive System Agreement

Bridget stated that the previous Consecutive System Agreement for Traditions had expired in 2021 and the Town of Red Hook kept providing the service, so we have to have another agreement in place.

Dale made a motion to Approve the Consecutive System Agreement for Traditions Water System. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.J)**.

Capital Project Reports:

GFS WWTP Project Status Report

Jonathan reviewed the project status memo that was provided to the Board. Jonathan stated that the WWTP is online and operating, we are working with the contractor to finish up their punch list.

GFS Collection System Project Status Report

Jonathan reviewed the project memo that was provided to the Board. The work is largely completed. Phase 1 there was additional work that was identified and

that we would like to have completed when it is dry. Phase II is essentially complete, we are waiting on restoration on the spring and a follow up that was occurring during construction.

Tivoli Water Project Status

Mike K. reviewed the project memo that was provided to the Board. We still have one warranty item outstanding; the tank mixer, we are awaiting delivery. Well and wellfield improvements; we are putting together the EFC compliance documentation and Tighe & Bond is working with the contractors to get their submittals in and approved.

Tivoli Sewer Project Status

Mike K. reviewed the project memo that was provided to the Board. We are still going back and forth with Wright Pierce, they had a few edits to our agreement, we converged on that and then we will get the design going.

Pinebrook Water Interconnection Project Status

Jonathan reviewed the project memo that was provided to the Board. Jonathan mentioned that construction has started up again and the wells were decommissioned on the end of March. Excavation began where they left off last year and so far, they have they have put in one hundred-sixty feet of pipe this week.

The PBW GC Contract Change Order No. 3 is in regard to 9 hydrants we would like to install in the existing Pinebrook Water System, there is grant money left over and we asked the contractor to give us a price for the 9 hydrants. We are asking the Board to approve the change order to increase the contract by 100,105 dollars.

Rudy made a motion to approve the PBW Interconnection Project – Approval of GC Change order No. 3. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.K)**.

Community Projects

Assignment of Alaina Estates Water/Sewer Mou's

This is a subdivision project in the Town of Beekman, adjacent to the Dalton Farms Water/Sewer System, we entered into a water sale agreement with JSM. JSM is selling the property to Rieger Homes, Inc and would like to transfer the MOU with JSM to Rieger homes.

Rudy made a motion to approve the Assignment of Alaina Estates Water and Sewer MOU's. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.04.L)**.

New for Consideration

N/A

Motion to Adjourn:

At 5:08 pm made a motion to adjourn. This was seconded by a roll call vote was taken and passed unanimously.

The next board meeting date is on Wednesday, May 18, 2022 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso,
Program Assistant

Resolutions

1. (2022.04.A) Approval of Minutes for March 30, 2022 Meeting
2. (2022.04.B) Approval of System Budget Close-Outs
3. (2022.04.C) Approval of 2021 Financial Statements
4. (2022.04.D) Approval of 2021 Authority Budget Office Annual Report
5. (2022.04.E) Approval of Warrant
6. (2022.04.F) Approval of Revised Employee Handbook
7. (2022.04.G) Approval of Revised Salary Policy
8. (2022.04.H) Award of Contract for HPR WTF Overhead Door Repair
9. (2022.04.I) Authorization to Execute Non-Disclosure Agreement with GF
10. (2022.04.J) Authorize Renewal of Consecutive System Agreement for TRS
11. (2022.04.K) PBW Interconnection Project-Approval of GC Change Order No. 3
12. (2022.04.L) Authorize Assignment of Alaina Estates Water/Sewer MOU's
13. (2022.04.M) Open Executive Session – **Not Used**
14. (2022.04.N) Close Executive Session – **Not Used**