

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF MEETING ON APRIL 19, 2023**

**Board Members Attending in Person**

Tom LeGrand  
Larry Knapp  
Rudy Vavra

**Staff Attending in Person**

Mike Keating  
Danielle Hardman  
Gary Banks  
Pam Compasso  
Mary Morris  
Jonathan Churins

**Board Members Present via Video/Conference Call**

N/A

**Staff Present via Video/Conference Call**

Ed Mills  
Rich Winchester

**Board Members Absent**

Dale Borchert

**Ex-Officio Member Present via Video/Conference Call**

Eoin Wrafter – Came on a few mins late.

**Others Present via Video/Conference Call**

Lee Felshin, Senior Public Health Engineer – DBCH

Linda Hannigan, Auditor with RBT

**Members of the Public in Person**

## **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.

## **Approval of Meeting Minutes**

Approval of meeting minutes for January 18, 2023.

**(Res.2023.04.A) – Tabled**

**Approving Board Members not available.**

Approval of meeting minutes for February 22, 2023.

Approval of Board meeting minutes from February 22, 2023. Rudy Vavra made a motion to approve the Board Meeting Minutes from February 22, 2023. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.04.B).**

Approval of meeting minutes for March 22, 2023.

**(Res.2023.04.C) – Tabled**

**Approving Board Members not available.**

## **Chairman's Report**

### **Public Authorities Annual Board Evaluation Form**

Tom LeGrand asked the Board Members if they handed in the Public Authorities Evaluation Form? Everyone stated, Yes.

## **Finance Reports**

### **2022 Year End System Budget Presentation**

Mary Morris stated that this is an updated executive summary of the year to date budget that was previously provided in the package of the year to date budget report. It gives a better overview of the systems, their projected amounts for expenses versus their actual amounts, the projected amount for revenue and the actual, their fund balances and where they ended up for the year. Rudy Vavra

stated that he liked the layout and presentation of the budget report. Larry Knapp asked about not tracking the fund balance for the Central Dutchess Water Transmission Line, Mary Morris stated that contractually we are not allowed to keep a fund balance but do a reconciliation that we provide to the customers by May 31, 2023.

Approval of 2022 System Budget Close-Outs. Rudy Vavra made a motion to approve the System Budget Closeout for 2022. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.04.D).**

#### 2022 Financial Statements – Presentation by Auditors

Linda Hannigan, Auditor from RBT started her presentation to the Board with the opinion letter from the auditing firm. Linda Hannigan stated that the opinion of RBT about the Authority is a clean opinion. It states that our financial statements are stated in accordance with general accounting principles, this is the best opinion RBT can offer. Linda also stated that she wanted to thank Mike and Mary for working with RBT, the audit was done in record time. Other comments that Linda wanted to make the Board aware of is that there were no disagreements with management and no significant or unusual transactions reported.

Linda stated that our total revenues for 2022 are \$ 12,208,566 and our total expenses were \$ 10,264,128, for a net revenue of 1.9 million dollars.

Mary Morris Stated that she didn't have any comments on any of the findings, but said she appreciated RBT accommodating the need for a schedule change on our part.

Mike Keating also stated that he appreciates RBT's patience with the departure of the Finance Director and said that Mary Morris stepped up in a big way and everyone appreciates all of her help.

Approval of 2022 Financial Statements. Rudy Vavra made a motion to approve the 2022 Financial Statements. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.04.E).**

#### 2022 Authority Budget Office Annual Report

Mary Morris 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.

Approval of 2022 Authority Budget Office Annual Report. Larry Knapp made a motion to approve the 2022 Authority Budget Office Annual Report. This was seconded by Rudy Vavra, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.04.F)**.

### **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.2023.04.G)**

### **Operation's Report**

#### **Monthly System Operations Reports**

Rich reviewed the Monthly Operations Report that was provided to the Board, in the Board package.

### **Capital Project Reports:**

#### **GFS WWTP Project Status Report**

Jonathan Churins reviewed the project status memo that was provided to the Board. We are working on finalizing the paperwork with the engineers, no report beyond that.

#### **GFS Collection System Project Status Report**

Jonathan Churins reviewed the project status memo that was provided to the Board. We are working on finalizing the paperwork with the engineers, no report beyond that.

#### **Tivoli Water Project Status**

Mike Keating reviewed the project memo that was provided to the Board. The general contractor is going through their punch list and the electrical contractor is continuing to do wiring for Woodmarc Well Pump No. 2 and wiring the flow meters.

### **Tivoli Well & Wellfield**

Gary Banks stated that we are asking the Board to approve Change Order No. 3 for a no cost time extension for C3ND.

Rudy Vavra made a motion to approve TVW Well & Wellfield Change Order No. 3 for a no cost time extension for C3ND. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.04.H)**

### **Tivoli Sewer Project Status**

Gary Banks reviewed the project memo that was provided to the Board. The design documents for 90 % are expected by April 28, 2023. Last month the Board approved Change Order No. 01 for Value Engineering, Additional Design Scope, and increased services budget.

### **Pinebrook Water Interconnection Project Status**

Jonathan Churins reviewed the project status memo that was provided to the Board. Contractors are working through their punch list and making mini restoration items.

### **Community Projects**

#### **New for Consideration**

Mike Keating mentioned that Dale Borchert asked if we could start the meetings at 4:30 pm instead of 4:00 pm, because he is driving from a long distance. The Board Members agreed, and a Resolution will be presented at the May Board Meeting.

#### **Executive Session:**

N/A

#### **Motion to Adjourn:**

At 4:47 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, May 17, 2023, at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso,  
Program Assistant

**Resolutions**

1. (2023.04.A) Approval of Minutes for Meeting on January 18, 2023 - **Tabled**
2. (2023.04.B) Approval of Minutes for Meeting on February 22, 2023
3. (2023.04.C) Approval of Minutes for Meeting on March 22, 2023 - **Tabled**
4. (2023.04.D) Approval of Warrant
5. (2023.04.D) Approval of 2022 System Budget Closeout
6. (2023.04.E) Approval of 2022 Financial Statements
7. (2023.04.F) Approval of 2022 Authority Budget Office Annual Report
8. (2023.04.G) Approval of Warrant
9. (2023.04.H) ) Approval of Tivoli Well & Wellfield C3ND Change Order No. 3
10. (2023.04.I) DFW Change Order No. 1 Contract Reduction
11. (2023.04.J) Open Executive Session – **Not Used**
12. (2023.04.K) Close Executive Session – **Not Used**