

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
UNAPPROVED MINUTES of January 19, 2022**

Board Members Attending in Person **Staff Attending in Person**

Board Members Present via Video/Conference Call

Tom LeGrand
Larry Knapp
Mike Cotton

Staff Present via Video/Conference Call

Bridget Barclay
Jonathan Churins
Kimberly Gutwein
Danielle Hardman
Mike Keating
Ed Mills
Mary Morris
Rich Winchester

Board Members Absent

Vince DiMaso
Rudy Vavra

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter

Others Present via Video/Conference Call

Lee Felshin – County Health Department

Meeting Open – Introductions

The meeting opened at 4:03 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.2022.01.A) - Tabled

Approving Board Members not available

Approval of meeting minutes of December 22, 2021 Meeting Minutes

Rudy made a motion to approve the meeting minutes of December 22, 2021. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.B)**

Annual Reorganization

Designate Regular Meeting Date

Larry made a motion that the regular meetings of the Authority shall be at 4:00 pm at 1 Lagrange Avenue on the following dates:

2022 Board Meeting Dates	Notes
1/19/2022	3 rd Wednesday
2/16/2022	3 rd Wednesday
3/23/2022	4 th Wednesday
4/30/2022	3 rd Wednesday
5/18/2022	3 rd Wednesday
6/22/2022	4 th Wednesday
7/20/2022	3 rd Wednesday
8/17/2022	3 rd Wednesday
9/21/2022	3 rd Wednesday
10/19/2022	3 rd Wednesday
11/2/2022 *	Special Budget Workshop
11/16/2022	3 rd Wednesday
12/21/2022	3 rd Wednesday

The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.C)**

Designate Official Newspaper

Larry made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.D)**

Designate Official Banks/Depositories

Larry made a motion that the Official Banks/Depositories for the Authority be as follows:

The Bank of New York Mellon
M&T Bank
JPMorgan Chase
TD Bank North

And further resolved that Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. Larry made a motion to Designate Official Banks/Depositories. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.E).**

Public Authorities Annual Board Evaluations

Board Members were given a copy of the Authority Budget Office Board Performance Evaluation to complete and return to the Authority office as soon as possible.

Chairman's Report

None.

Finance Reports:

Approval of Warrant

Larry asked if there are any capital construction vouchers on this warrant? Mike K. responded that there is a payment to Tighe & Bond for \$440.00.

Larry made a motion to approve the warrant as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.F).**

Re-adoption of Procurement Policy

Bridget stated that the are changes to the Procurement Policy. The changes on Page. 6 are as follows; were are proposing a similar approach to what we have done with the contractor operators; we do contracts for annual maintenance or service agreements for things like generators and HVAC systems to cover the general servicing and maintenance of those facilities. We do from time to time need to make repairs to the equipment or facilities, and are asking to be able to utilize the firm that is doing the annual maintenance or services to perform repairs, provided they have quoted us their hourly rates. Very often what happens when they are doing their annual maintenance on a system, they will identify minor repair work that needs to be done and rather than going out and soliciting price quotes; which we are increasingly having a very hard time getting vendors to respond and respond in a timely manner, this allows us to proceed with the repair with a cap up to \$ 5,000. The other change on Page 9. in keeping with Board Member and specifically Mike Cotton's responses on fine tuning the Consultant selection process, we are changing the discussion of the scoring for the best evaluation criteria so that a minimum of 30 % of the final score is attributed to the proposer's cost proposal.

Larry made a motion to approve the re-adoption of the Procurement Policy. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.G).**

Re-adoption of Disposal of Property Guidelines

Larry made a motion to approve the Re-adoption of Disposal of Property Guidelines as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.H).**

Re-adoption of Investment Policy

Larry made a motion to approve the Re-adoption of Investment Policy as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.I).**

Re-adoption of Employee Handbook

Bridget stated that there is one proposed change on Page. 44, that relates to health Insurance plans for retirees. We offer two health insurance plans to our employees, one through NYSHIP and one through MVP; both of those plans do offer Medicare advantage plans for retirees eligible for Medicare but with the MVP plan we would have to have a minimum of three retirees participating in that program to be eligible. Bridget stated that we only have one employee that participates in MVP for his retirement coverage and because it isn't an Authority

plan offered for retirees at this point because of MVP's limitation, that person doesn't receive the same benefit of reimbursement for their health insurance as other employees. So we are proposing a change so that if a retiree has a plan that is not offered by the Authority but demonstrates that it would be less costly than the plans that we do cover, then we would provide the appropriate level of reimbursement for that employee on the same basis as our contributory percentages for other plans.

Larry made a motion to approve the Re-adoption of the Employee Handbook, with changes. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.J).**

Approve Annual Financial Services Agreements

Larry made a motion to approve the Annual Financial Services Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.K).**

Approve Annual Legal Services Agreements

Larry made a motion to approve the Annual Legal Services Agreement as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.L).**

Annual Engineering Services Agreement

Mike reviewed a memo that was provided to the Board. This is for the Task Order Contracting Program we're implementing to replace the System Engineer System that was previously used. We had seven engineering firms submit proposals. The RFP Evaluation Committee reviewed the proposals submitted by the professional engineering firms in accordance with the Authority's Consultant Selection Procedures and recommends the following firms be awarded contracts:

H2M Architects and Engineers
Tighe & Bond Engineering and Landscape Architecture
MJ Engineering and Land Surveying

Larry made a motion to approve the Annual Engineering Services Agreement. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.01.M).**

Operation's Report

Monthly System Operations Reports

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

Emergency Procurement for DFS Filter Control Repair

Rich Stated the emergency work was needed for the Hydroclear Filter Controls located at the Dalton Farms Water System on December 20, 2021. A Professional Services Letter Agreement for a lump sum fee of \$11,400 was executed with Engineered Solutions Corp. to perform the needed work to repair the filter controls.

Capital Project Reports:

GFS WWTP Project Status Report

Jonathan reviewed the project status memo that was provided to the Board. The project is in a winter shut down mode and we are looking to get the contractors out, there are a few minor items the contractors need to do including the electrician removing the generator. We are working to get the engineers and contractors to close out their paperwork and the last couple of items. The plant is online and operating

GFS Collection System Project Status Report

Jonathan reviewed the project memo that was provided to the Board, in the Board package. We have closed out Phase I, and today we finished Phase II work. We held open the Phase I contract to repair some gushers in the system, we have now reached the point where we have low flow coming into the plant will allow that work to proceed. This is covered as additional work under the original contract with no increase in price. Phase II was manhole work and replacing a section of main where there was a dip; that was completed today with CCTV and pressure testing. We will need to do some restoration work in the Spring, so we will hold that contract open a little bit longer. Essentially the work is complete at this point except for those minor items, and we are looking to closeout in the Spring. Mike asked if we are done dealing with the insurance company regarding the fire, Jonathan stated that we are not done dealing with them.

Tivoli Water Project Status

Mike K. reviewed the project memo that was provided to the Board, in the Board package and stated that for the water tank improvement project we are in punch list mode with the General Contractor, the Electrical Contractor has closed out his punch list and we are just trying to get the closeout documents and the maintenance bond in place. For the well and well field improvements, we conducted a pre-bid meeting onsite, and we had one contractor show up, but it was not a mandatory meeting. We are looking to do a bid opening on February 1, 2022, for General and Electrical contracts and expect to have a recommendation for the February Board Meeting.

Tivoli Sewer Project Status

Mike K. reviewed the project memo that was provided to the Board. Mike stated that we are going to revise the RFP, per comments and have it re-issued by Monday January 24, 2022 and hoping to have a recommendation at the March Board Meeting.

Pinebrook Water Interconnection Project Status

Jonathan reviewed the project memo that was provided to the Board. Jonathan reported that in December we completed the interconnection for the first section of pipe to the Pinebrook community, water was activated and authorized by the Health Department for service, we have 28 days of service so far, water is flowing, the community is using it and we have received a lot of thank you's from the customers. We are working with the engineer to de-commission the wells through the Health Department and constantly checking the weather to see when we can restart construction and complete the loop around to the southern end of Pinebrook and complete the project. Mike asked if the removal of existing pumps part of this contract, or would it be later? Jonathan stated that we included removal of the well pumps and decommissioning of the wells. We have asked the contractor for a number to decommission the storage tanks, we plan to use the old treatment building for other things, which is undetermined at this time.

Community Projects

Rhinebeck Water/Sewer Evaluation

The board was provided a memo that summarizes the status; we provided another round of comments back to the Village and the consulting engineer in December and just received a response back from the consulting engineer yesterday, January 18, 2022. They have been slow to meet the full scope of work that was required in terms of assessing future capital improvement needs and costs. We did get in late December the required information from the Village on

potential legal issues that could impact transfer of ownership and we also got information on outstanding debt. As we get close to having a complete engineering report, the next phase would be for the Authority to put together a summary of issues that would relate to the transfer of ownership to DCWWA and as we have done with past projects, we provide estimates of what the cost of ownership and operation under the Authority would look like. That report goes to the Village, and they tell us how they want to proceed. Tom asked if they have much debt? Bridget stated that they don't have any on the wastewater side they have recent debt on the water system improvements. Tom asked if they did the improvements two years ago, correct? Bridget stated yes , and she thinks they are completed and believes that they just closed on the long term financing with EFC.

Joint Storage Project – Verbal

Bridget stated that there isn't any update that was last provided to the Board. We had asked for additional information on effectiveness of tank mixing and other improvements to potentially control water age and DBP formation because that has been one of our primary concerns with addition of a large new storage tank and we also asked that pricing be provided for a 2 million gallon tank as an alternative to the 1 million and 5 million gallon storage tank, that they currently costed out. So we are waiting for the engineer to provide that information.

New for Consideration

N/A

Motion to Adjourn:

At 4:53 pm Larry made a motion to adjourn. This was seconded by Mike, a roll call vote was taken, and passed unanimously.

Respectfully submitted,

Pamela Compasso,
Program Assistant

Resolutions

1. (2022.01.A) Approval of Minutes of May 26, 2021 Special Meeting - **Tabled**

2. (2022.01.B) Approval of Minutes of December 22, 2021 Meeting
3. (2022.01.C) Designate Regular Meeting Dates
4. (2022.01.D) Designate Official Newspaper
5. (2022.01.E) Designate Official Banks/Depositories
6. (2022.01.F) Approval of Warrant
7. (2022.01.G) Re-Adoption of Procurement Policy
8. (2022.01.H) Re-Adoption of Disposal of Property Guidelines
9. (2022.01.I) Re-Adoption of Investment Policy
10. (2022.01.J) Re-Adoption of Employee Handbook
11. (2022.01.K) Approve Annual Financial Services Agreement
12. (2022.01.L) Approve Annual Legal Services Agreement
13. (2022.01.M) Annual Engineering Services Agreement
14. (2022.01.N) Open Executive Session – **Not Used**
15. (2022.01.O) Close Executive Session – **Not Used**