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**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF MEETING ON JANUARY 18, 2023**

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  
Dale Borchert  
Larry Knapp

**Staff Attending in Person**

Mike Keating  
Rich Winchester  
Jonathan Churins  
Danielle Hardman

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

**Staff Present via Video/Conference Call**

Gary Banks  
Mary Morris  
Ed Mills

**Board Members Absent**

Rudy Vavra

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

**Others Present via Video/Conference Call**

**Members of the Public in Person**

**Meeting Open – Introductions**

The meeting opened at 4:01 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 December 21, 2022.

Larry Knapp made a motion to approve the meeting minutes on December 21, 2022. The motion was seconded by Dale Borchert a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.A)**

## Annual Reorganization

### **Designate Temporary Chair**

Larry Knapp made a motion to appoint Michael J. Keating, PE as temporary chair for the purpose of annual election of officers. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.B)**.

### **Election of Officers**

Larry Knapp made a motion to nominate for the offices of the Authority for 2023. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.C)**.

<b>Chair:</b>	Thomas LeGrand
<b>Vice Chair:</b>	Rudy Vavra
<b>Treasurer:</b>	Larry Knapp
<b>Secretary:</b>	Dale Borchert

### **Committee Appointments: Governance, Audit, Finance, and Personnel**

Larry Knapp made a motion to Appoint the following Board Members to serve on these committees for 2023. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.D)**.

#### **Governance Committee:**

Rudy Vavra (Chair)  
Dale Borchert  
Thomas LeGrand

#### **Audit Committee:**

Dale Borchert (Chair)  
Larry Knapp  
Rudy Vavra

#### **Finance Committee:**

Dale Borchert (Chair)  
Rudy Vavra  
Larry Knapp

**Operations/Capital Projects Committee:**

Larry Knapp (Chair)  
Dale Borchert  
Rudy Vavra

**Personnel Committee:**

Larry Knapp (Chair)  
Rudy Vavra  
Dale Borchert

**Designate Regular Meeting Dates**

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

<b>2023 Board Meeting Dates</b>	<b>Notes</b>
<b>01/18/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>02/15/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>03/22/2023</b>	<b>4<sup>th</sup> Wednesday</b>
<b>04/19/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>05/17/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>06/21/2023</b>	<b>4<sup>th</sup> Wednesday</b>
<b>07/19/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>08/16/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>09/20/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>10/18/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>11/01/2023</b>	<b>Special Budget Workshop</b>
<b>11/15/2023</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>12/20/2023</b>	<b>3<sup>rd</sup> Wednesday</b>

The motion was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.E)**

**Designate Official Newspaper**

Larry Knapp made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. The motion was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.F)**

## **Designate Official Banks/Depositories**

Larry Knapp 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 Knapp made a motion to Designate Official Banks/Depositories. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.G).**

## **Chairmans Report**

Tom mentioned that he wanted to talk about some strategic long-term planning for the Authority and the County of Dutchess. He stated that it would be advantageous to have a water line connecting the river plants, Rhinebeck to Hyde Park and then Hyde Park to Poughkeepsie. He would also like to see the Authority having half ownership of the Poughkeepsie Plant and believes it is important for the growth of Dutchess County. Tom feels that expanding into the South end of the County is important. Dale Borchert mentioned that within the Operations/Capital Projects Committee; they could discuss the way to go about trying to put things in place for the future.

## **Finance Reports**

### **Approval of Warrant**

The Warrant was provided to the Board, in the Board package. Tom LeGrand asked how big the pump was that was replaced by Claverack Pump for \$ 12,000. Rich stated that it is for Shorehaven and the entire pump unit that gets swapped out as part of the maintenance program, but we have to buy the initial replacement.

Dale Borchert made a motion to approve the warrant as amended. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.H).**

## **Re-adoption of Procurement Policy**

Mike Keating stated that the proposed changes to the Procurement Policy are as follows;

### **Section 4.2 – Purchase of Goods and Materials Less Than or Equal to \$ 20,000**

- No Quotes less than \$1,001
- \$ 1,000 to \$ 2,500 PO Required
- \$ 2,501 to \$ 10,000 written quotes required (3), by PO, verbal option deleted.
- \$ 10,001 to \$ 20,000, same as previous bullet with Board Approval

### **Section 5.1 – Public Works Services Less Than or Equal to \$ 35,000**

- No Quotes less than \$2,500, PWSO Required
- \$ 2,501 to \$ 10,000 written quotes required (3), by PWSO, verbal option deleted.
- \$ 10,001 to \$ 35,000, written scope, 3 prices, with Board Approval

### **Section 6.0 – Professional Services**

The procurement of services that are not subject to Public Works requirements, such as engineering or legal services, are designated as Professional Services. This also includes other services not subject to prevailing wage rates whereby services are performed at a vendor's location and not DCWWA owned property. Examples of this would include auto repairs on DCWWA owned vehicles, refurbishing equipment parts, snowplows installed on DCWWA owned vehicles, etc.

#### **Section 6.3.1.2 Best Value Evaluation**

Add reference in consultant selection to procedure.

Dale Borchert made a motion to Re-Adopt the Procurement Policy. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.I)**.

### **Re-adoption of Disposal of Property Guidelines**

There were no changes to this policy for 2023.

Dale Borchert made a motion to Re-Adopt the Disposal of Property Guidelines. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.J)**.

### **Re-adoption of Investment Policy**

There were no changes to this policy for 2023.

Dale Borchert made a motion to Re-Adopt the Investment Policy. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.K)**.

### **Re-adoption of Employee Handbook**

Mike Keating stated that the proposed changes to the Employee Handbook are as follows;

#### **Section - Management Benefit Plan**

The following titles are considered Management employees and are eligible for the benefits listed on the following pages to the extent they differ from benefits provided elsewhere in this handbook:

Executive Director  
Deputy Director  
Director Of Operations  
**Project Manager – REMOVED**  
Staff Treasurer/Fiscal Officer

#### **Section – Holidays**

Update from 12 to 13 to reflect consistency with County.

#### **Section – Use of Telephones**

Changed to **“USE OF TELEPHONES/PERSONAL COMMUNICATION DEVICES”** and to include **“TEXTING”** as a means of personal communication.

## **Appendix "A"**

### **Exempt Titles pursuant to Fair Labor Standards Act**

**Added:** Finance Director/Staff Treasurer

### **Non-Exempt Titles pursuant to Fair Labor Standards Act**

**Added:** Junior Accountant

Larry Knapp made a motion to Re-Adopt the Employee Handbook. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.L)**.

### **County Salary Support Agreement**

Mike Keating stated that this is the same amount they gave us last year.

Larry Knapp made a motion to Approve the County Salary Support Assistance Agreement. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.M)**.

### **Financial Services Agreement (Annual)**

Larry Knapp made a motion to Approve the 2023 Financial Services Agreement with Capital Markets Advisors, LLC. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.N)**.

### **Legal Services Agreement (Annual)**

Larry Knapp made a motion to Approve the 2023 Legal Services Agreements. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.01.O)**.

### **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. He stated that the work is done, they are just working on the final paperwork.

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

Jonathan Churins reviewed the project status memo that was provided to the Board. The general contractor has finished all the repairs and is working on the final paperwork.

### **Tivoli Water Project Status**

Mike Keating reviewed the project memo that was provided to the Board. The remaining work is in the wells, the well work is progressing we have been doing some structural improvements and putting in some minor electrical improvements.

### **Tivoli Sewer Project Status**

Gary Banks reviewed the project memo that was provided to the Board. Gary stated that we are finalizing our comments on the 60 % design documents and investigating some cost saving items. We have a public outreach session scheduled for January 24, 2023, in regard to the total cost impact on the typical single-family residences.

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

Jonathan Churins reviewed the project status memo that was provided to the Board. The Board did not have any questions.

### **DFW Water Meter Replacement Project**

Ed reviewed the memo that was provided to the Board. The Board did not have any questions.



## Community Projects

### BOCES/Peach Road – Update

Mike Keating stated that we gave the Poughkeepsie Joint Water Board a draft water sale agreement in July of 2021, and they have been unresponsive to our requests.

### Old Market Street Plant – Update

Mike Keating stated that we are continuing to work with the low/sole bidder, DCWWA counsel is preparing a bill of sale.

## New for Consideration

### Internal Rate Guidance

Mike Keating stated that he created this summary report by system to respond to the public's questions in regard to rate increases.

### 2024 Operations Plan Conversation

Mike Keating stated that the management team would like to discuss the performance issues the Authority has been having with Inframark, our contract operator. Mike said that we are going to take a look and redistribute Inframark staff and Authority staff in regard to manning the plants. Some functions may be able to be brought back in house and free up other staff to help with the higher maintenance areas.

## Executive Session:

N/A

## Motion to Adjourn:

At 5:07 pm Larry Knapp made a motion to adjourn. This was seconded by Dale Borchert, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, February 15, 2023, at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,  
Pamela Compasso,  
Program Assistant

## Resolutions

1. (2023.01.A) Approval of Minutes for Meeting on December 21, 2022
2. (2023.01.B) Designation of Temporary Chair
3. (2023.01.C) Election of Officers
4. (2023.01.D) Approval of Board Committee Appointments
5. (2023.01.E) Designate Regular Meeting Dates
6. (2023.01.F) Designate Official Newspaper
7. (2023.01.G) Designate Official Banks/Depositories
8. (2023.01.H) Approval of Warrant
9. (2023.01.I) Re-Adoption of Procurement Policy
10. (2023.01.J) Re-Adoption of Disposal of Property Guidelines
11. (2023.01.K) Re-Adoption of Investment Policy
12. (2023.01.L) Re-Adoption of Employee Handbook
13. (2023.01.M) Approval of County Salary Support Agreement
14. (2023.01.N) Approval of Financial Services Agreement
15. (2023.01.O) Approval of Legal Services Agreement
16. (2023.01.P) Open Executive Session – **Not Used**
17. (2023.01.Q) Close Executive Session – **Not Used**