

DUTCHESS COUNTY

WATER AND
WASTEWATER AUTHORITY



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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
Approved Minutes of MAY 18, 2022 Board Meeting

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 Attending in Person

Tom LeGrand
Larry Knapp
Dale Borchert

Staff Attending in Person

Mike Keating
Ed Mills
Jonathan Churins

Board Members Present via Video/Conference Call

Staff Present via Video/Conference Call

Bridget Barclay
Pam Compasso
Carol Falcone
Kimberly Gutwein
Mary Morris
Rich Winchester

Board Members Absent

Rudy Vavra

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter

Others Present via Video/Conference Call

Meeting Open – Introductions

The meeting opened at 4:01 p.m.

Tom Legrand called the meeting to order. Mike Keating 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 April 20, 2022.

Larry made a motion to approve the Board Meeting Minutes from April 20, 2022. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.A)**.

Chairman's Report

Tom started the Chairman's Report by saying he would like to have someone make a motion for the Election of Officers. Tom Legrand will be elected as the Chair of the Board, Rudy Vavra - Vice Chair, Treasurer - Larry Knapp, and Dale Borchert - Secretary of the Board.

Larry made a motion to approve the Election of Officers of to the Board. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.B)**.

Governance Committee:

Rudy Vavra (Chair)
Dale Borchert
Thomas LeGrand

Audit Committee:

Dale Borchert (Chair)
Larry Knapp
Thomas LeGrand

Finance Committee:

Dale Borchert (Chair)
Rudy Vavra
Thomas LeGrand

Operations/Capital Projects Committee:

Larry Knapp (Chair)
Dale Borchert
Thomas LeGrand

Personnel Committee:

Larry Knapp (Chair)
Rudy Vavra
Thomas LeGrand (Chair)

Larry made a motion to approve the Board Committee Assignments as of January 1, 2022. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.C)**.

Finance Reports:

Payment to Roger's Point Boat Club

Mike said the Authority is going to be expending \$ 20,000 to the Rogers Point Water Club to support the Amtrack bridge crossing repair, it was deemed unsafe in 2021 and the Boat Club has already spent \$ 100,000 towards the repair. The Boat Club felt that we should contribute something to the bridge repair since we use it to get to the rural water intake. The intake is the only water source for Hyde Park, so helping to maintain the bridge is critical.

Approval of Warrant

The Warrant, and an Amendment to the warrant was provided to the Board, in the Board package. There were no questions about the warrant.

Larry made a motion to approve the amended warrant. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.D).**

Amend Accounting Banking Policy to Identify Authorized Check Signers

Kimberly stated that we are amending the Accounting Banking Policy to identify authorized check signers. Michael Keating as Executive Director, Jonathan Churins as Deputy Director, Rich Winchester as Director of Operations, and Larry Knapp, Board Treasurer. Mike stated that Larry would be a rare fill in as a check signer.

Larry made a motion to approve the Amended Accounting Banking Policy to Identify Authorized Check Signers. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.E).**

Operation's Report

Monthly System Operations Reports

The Monthly Operations Report was provided to the Board, in the Board package.

Larry asked if the charts show the average total monthly flows and then do a comparison for the last 3 years? Rich said the report compares the last 2 years to what the current is. You see a variation when we have possible leaks in the system and change in use.

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 construction is completed, we are working through punch lists, and we have to schedule the electrician to remove the old generator and oil tank.

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 2 included more manhole work that is completed.

Tivoli Water Project Status

Mike K. reviewed the project memo that was provided to the Board. We still have one outstanding mixer repair, which the general contractor is responsible, we have the mixer, we just need to schedule the onsite work. Well and wellfield improvements; contractors to get their submittals approved and we are going to get progress meetings going.

Tivoli Sewer Project Status

Mike K. reviewed the project memo that was provided to the Board. We had our first design progress meeting on Thursday May 19th with Wright Pierce .

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 contractor continues to install pipe along Madison Avenue, by the end of the week we should be at 80 % completion.

DFW Water Meter Project Award Recommendation

Ed stated that the intent of this project is to replace 565 existing water meters in the Dalton Farms Water System with Neptune AMR (Automatic Meter Reading) radio meters. There were 3 bidders on the project with East National being the lowest responsible bidder. Staff did research on East National's references, talking to the last five municipal clients since 2019, all five agencies gave good references

for East National. Staff recommends the contract be awarded to East National Water, LLC.

Larry made a motion to approve the Award of the DFW Contract for the Meter Replacement Project to East National Water, LLC. This was seconded by Dale, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.05.F)**.

Community Projects

Rhinebeck Water/Sewer Status

In 2018 DCWWA and the Village of Rhinebeck jointly applied for a Dutchess County Municipal Innovation Grant to evaluate the potential transfer of the Village's water and sewer systems to DCWWA. In 2019 the grant was awarded in the amount of \$87,750. The grant budget allocated the majority of the funds (\$75,000) to an engineering evaluation of the physical and financial condition of the systems, with an additional \$10,000 allocated to consultant costs to assess any legal issues to be addressed in undertaking a transfer of ownership.

DCWWA staff prepared and provided to the Village a Request for Proposals (RFP) for the procurement of engineering services. A pre-proposal facility walk through was held in December, and attended by Village and DCWWA representatives, and representatives of twelve engineering firms.

Village representatives selected a short list of three proposers; Stantec, Delaware and T&B. On January 30th DCWWA staff participated with Village representatives in interviewing the three short-listed firms. Following the interviews DCWWA was notified that the Village was awarding the contract to Delaware Engineering for an amount not to exceed \$69,900. Staff has committed our support to work with Delaware and the Village to make the project a success.

On Tuesday May 10, DCWWA personnel met with Village personnel, and their consultant to clarify all required deliverables necessary to satisfy schedule "A" of the RFP. Emphasis was placed, in order for DCWWA to close out grant, we need deliverables from section 5 and 6 of schedule A of the RFP. There seemed to be a consensus that the deliverables were required and that the consultant/VoR would follow through.

New for Consideration

N/A

Motion to Adjourn:

At 4:35 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, June 22, 2022, at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso,
Program Assistant

Resolutions

1. (2022.05.A) Approval of Minutes for April 20, 2022 Meeting
2. (2022.05.B) Approval of Election of Officers
3. (2022.05.C) Approval of Updated Board Committee Assignments
4. (2022.05.D) Approval of Warrant
5. (2022.05.E) Approval of Amending Accounting Banking Policy to Identify Authorized Check Signers
6. (2022.05.F) Award of Contract for the DFW Meter Replacement Project
7. (2022.05.G) Open Executive Session – **Not Used**
8. (2022.05.H) Close Executive Session – **Not Used**