Poughkeepsies' Joint Water Board

May 1, 2012
4:30 PM

Poughkeepsies' Water Treatment Facility

Agenda

1. **Approval of April 10, 2011 Minutes**
2. **Public Participation**
3. **Plant Status Report**
4. **Operating Budget Status**
5. **Disinfection Byproduct Study**
6. **Budget Adjustments due to Reduced Water Sales**
7. **Old Business**
8. **New Business**

Next meeting: June 5, 2012 4:30 PM?
POUGHKEEPSIES' WATER TREATMENT FACILITY

Poughkeepsies' Joint Water Board

April 10, 2012
Minutes

Board Members	**Others**
Mark Newton	Randy Alstadt, Administrator
Mayor John Tkazyik	Don Beer, Morris Associates
Paul Herman	David Wise, Gellert & Klein
Todd Tancredi	Mike Long, City Administrator
Rich DuPilka	Milo Bunyi, City Finance Commissioner
Sean Eagleton	Keith Ballard, Town Water
	Jessie Purcell, City Water
	Doreen Tignanelli, Customer
	James Beretta, Customer

1. **Approval of March 6, 2012 Minutes**

   Minutes were approved as written.

2. **Public Participation** Doreen Tignanelli stated she appreciated having info posted on website. She recommended that meeting information be grouped under meeting date so that it would be easier to find. Randy Alstadt stated he agreed and would work to get that accomplished for next posting.

3. **Plant Status Report**

   Randy Alstadt reviewed his written report. Randy stated that plant ran well, flow was stable, river turbidity slightly less than February. He stated solids processed was up as the trac-vacs were operated more.

   Randy stated the annual report was submitted to the printer (A Copy a Second) for price quotes. Randy was directed to get price quote from County. Randy stated that A Copy a Second prints, folds, labels, posts and mails reports thereby providing significant cost savings and that he had not found any other printer capable of performing all of those tasks.

   Randy stated that DEC audited our compliance to the Chemical Bulk Storage regulation. They identified that we needed an over fill protection alarm at fill stations and that we needed to complete internal audit of our compliance. During the audit the auditor determined we also need Petroleum Bulk Storage certificate for our emergency generator which stores 2,500 gallons of diesel. Randy stated he has since filled the application and that we would perform an internal audit.

4. **Operating Budget Status**

   Randy Alstadt provided Board 2011 operating budget status. Randy stated that some lines show negative due to bills not appropriately being applied to Purchase

Orders. Randy stated he will be working with Finance to resolve issues in April.

5. Disinfection Byproduct Study

Randy Alstadt stated that report was delayed and he expects to receive it shortly.

Randy provided board presentation entitled “Necessary Improvements to Meet the Stage 2 Disinfection By-Product Regulation”.

Todd Tancredi questioned whether either system has detention of 10 days. Rich DuPilka stated City maximum detention is 3 to 4 days.

Sean Eagleton question decision to add chloramine and why it was discontinued. Randy stated that chloramine caused dirty water and impacted gaskets. Keith Ballard stated that his crews had to flush frequently wasting millions of gallons of water. Keith stated he also had multiple fire hydrant leaks.

Sean Eagleton stated it is important that we capture what we know now to make decisions. Sean expressed concern that any action taken consider the life time costs not just capital expenses.

Paul Herman questioned what will happen if we fail the new standard. Mike Long questioned whether we are required to meet compliance now. Randy Alstadt stated that new regulation does not apply until October 2013. Randy further stated that should we fail a drinking water standard we would be required to notify the public, then propose a compliance plan, which once approved we would be required to follow plan.

Sean Eagleton recommended that Action Plan include Step 0 which includes centrifuges and distribution model.

Doreen Tignanelli commented that presentation was too complicated.

Mayor Tkazyik stated that presentation was not to go to Council at this time. He further stated that the City does not have borrowing capacity. Milo Bunyl stated debt has to be paid back. Todd Tancredi stated that improvements are not covered under two (2) percent tax cap.

Mark Newton recommended we contact EFC now. Don Beer replied we need to get score.

Todd Tancredi stated that he is concerned we may have significant problem with water. Todd stated we need to take steps now. Todd commented that the centrifuges are over 40 years old and need to be replaced as soon as possible.

Mayor Tkazyik expressed concern about fact that Village of Wappingers Falls has not paid invoices for second and third quarter of last year and they may not pay this year.

David Wise was directed to write letter to Village requesting payment.

Sean Eagleton questioned if there is a market for used centrifuges. Randy Alstadt replied that there is. Todd Tancredi recommended cost of resale be included in budget.

Milo Bunyl expressed concern that Board was not addressing loss of $450,000 from Village of Wappingers Falls water sales. He stated plant would need to lose 4 to 6 positions to cover loss and meet budget.

Todd Tancredi replied that when upgrade was completed facility maintained current staff.

Sean Eagleton suggested Board seek out additional sales.

Todd Tancredi stated Board needs to be concerned that if centrifuge fails costs will skyrocket. He understands City wants to cut costs however, water is a critical issue. Mark Newton stated cost seems insignificant versus costs of having failure.

Mayor Tkazyik stated City may not be able to borrow. City recently applied for funding that was denied.

Todd Tancredi proposed Town provide an additional $60,000 to fund their extra portion of the distribution model and other costs be taken from the budget. Board agreed.

6. Old Business

None

7. New Business

Randy Alstadt proposed next meeting be held May 8th. Mark Newton stated he would be away first two weeks of May. Board agreed to hold meeting May 8th as proposed at 4:30 PM.

PWTF Budget Status 4-9-12

Account Number	Description	2012 Budget	Proposed deduct	
	90-19-8310			
7102	Salaries-Management	$111,002.00		
7166	Reimburse-Health Ins.	$7,200.00		
7202	Computer Equipment	$1,386.40		
7401	Office-General	$10,000.00		
7405	Office-Printing	$3,200.00		
7406	Office-Postage	$3,000.00		
7407	Office-Fees/Permits	$4,361.00		
7408	Office-Telephones	$6,420.00		
7410	Employees-Travel	$1,426.00		
7411	Employees-Training/Devel.	$200.00		
7435	Rent/Lease-Equipment	$1,680.00		
7460	Contracted Services-Legal	$10,200.00		
7461	Contract Ser-Engineering	$70,215.00	$ 30,000	Eliminate distribution model
7463	Contract Ser-Accounting	$7,500.00		
7803	Social Security Tax	$7,400.00		
7803.M	Medicare Tax	$1,800.00		
7805	Life Insurance	$1.00		
	90-19-8320			
7107	Sal-UFOPJtWat	$422,452.00		
7117	Overtime-UFOP	$45,200.00		
7140	Allowances-Meals	$160.00		
7166	Reimburse-Health Ins.	$4,000.00		
7202	Computer Equipment	$900.00		
7215	Water Equipment	$15,000.00	$ 15,000	Eliminate 3 chemical feed pumps
7217	Building Equipment	$18,000.00		
7411	Employees-Training/Devel.	$4,700.00		
7412	Employees-Wearing Apparel	$1,225.00		
7420	Mat & Supplies-Buildings	$10,000.00		
7423	Mat & Supplies-General	$40,000.00		
7424	Mat & Supplies-Vehicles	$5,000.00		
7426	Mat & Supplies-Water	$0.00		
7434	Rent/Lease-Uniforms	$8,300.00		
7435	Rent/Lease-Equipment	$3,000.00		
7440	Repair/Maint-Buildings	$32,000.00		
7443	Repair/Maint-Equipment	$66,500.00	$ 8,200	Eliminate UPS work, hypo system upgrade and cover unexpected costs
7444	Repair/Maint-Vehicles	$10,000.00	$ 2,000	Eliminate hypo update and raw water valve actuator
7446	Repair/Maint-WaterSystems	$66,500.00		
7448	Repair/Maint-Gasoline	$10,000.00		
7449	Rpr/Maint-ServiceContract	$54,756.00		
7468	Contract Ser-Refuse Disp.	$5,200.00		
7470	Utilities-Electric-Power	$650,000.00	$ 100,000	New price will save $100,000

7477	Utilities-Fuel Oil/Gas	$60,000.00		
7479	Refuse Disposal	$1,500.00		
7803	Social Security Tax	$52,834.00		
7803.M	Medicare Tax	$29,300.00		
	90-19-8330			
7107	Sal-UFOPJtWat	$519,353.00		
7117	Overtime-UFOP	$80,000.00		
7140	Allowances-Meals	$800.00		
7166	Reimburse-Health Ins.	$4,000.00		
7215	Water Equipment	$4,600.00		
7407	Office-Fees/Permits	$380.00		
7410	Employees-Travel	$425.00		
7411	Employees-Training/Devel.	$1,500.00		
7412	Employees-Wearing Apparel	$1,800.00		
7426	Mat & Supplies-Water	$25,271.36		
7428	Mat & Supplies-Chemicals	$420,000.00		
7443	Repair/Maint-Equipment	$28,800.00		
7449	Rpr/Maint-ServiceContract	$9,480.00		
7469	Contract Ser-Other	$34,865.00		
7478	Sludge Disposal	$75,000.00		
7482	Lab Analsis & Chemicals	$35,400.00		
7803	Social Security Tax	$37,500.00		
7803.M	Medicare Tax	$8,800.00		
	90-19-20			
7460	Contracted Services-Legal	$10,000.00	$ 10,000	Not used in 2011. Use City legal
7465	Contract Ser-TPAs	$3,000.00		
7469	Contract Ser-Other	$0.00		
7490	Judgments/Claims	$5,000.00	$ 5,000	Eliminate
7491	Insurance-Direct	$0.00		
7492	Insurance-Unallocated	$60,000.00		
7498	Contingency	$0.00		
7499	City Overhead	$156,000.00		
	90-19-21			
7801	State Retirement	$201,250.00		
7801.E	ERI	$0.00		
7803	Social Security Tax	$0.00		
7803.M	Medicare Tax	$0.00		
7804	Workers Compensation	$70,000.00		
7805	Life Insurance	$2,415.00		
7806	Unemployment Insurance	$1,500.00		
7807	Disability Insurance	$800.00		
7808	Health Insurance	$250,000.00		
7811	Medicare Reimbursement	$5,200.00		
7813	MTA Payroll Emplyr Tax	$3,815.00		
	90-19-22			
7920	IFT to Debt Service Fund	$25,700.00		
7991	IFT to Joint Water-Capt'l	$0.00		

	Deducts	**$ 170,200**
Cost savings for reduced demand		$ 62,985
Total 2012 savings		**$ 233,185**
Wappingers Budget		$ 468,800
Shortage		**$ 235,615**

50%

Proposed 2012 Reductions in PWTF Budget Summary

Cost item		Proposed Reduction
Limit Engineering to technical advise	$	30,000
Eliminate 3 chemical pumps	$	15,000
Eliminate UPS work, hypo upgrade and cove unexpected	$	8,200
Eliminate valve actuator	$	2,000
Electrical savings	$	100,000
Eliminate Judgement Claims	$	5,000
Eliminate supplemental legal expenses	$	10,000
Total	**$**	**170,200**
Potential Loss (contract - production cost)	$	405,718.87
Cost difference	**$**	**235,518.87**

PWTF 2012 Operating Budget Status 4-30-12

Account Number	Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
		90-19-8310				
7102	Salaries-Management	$ 111,002.00	$ -	$ 34,154.25	$ 76,847.75	31%
7166	Reimburse-Health Ins.	$ 7,200.00	$ -	$ -	$ 7,200.00	0%
7202	Computer Equipment	$ 1,386.40	$ 1,386.40	$ -	$ -	100%
7401	Office-General	$ 10,000.00	$ -	$ 133.63	$ 9,866.37	1%
7405	Office-Printing	$ 3,200.00	$ -	$ -	$ 3,200.00	0%
7406	Office-Postage	$ 3,000.00	$ -	$ 37.84	$ 2,962.16	1%
7407	Office-Fees/Permits	$ 4,361.00	$ -	$ (18.00)	$ 4,379.00	0%
7408	Office-Telephones	$ 6,420.00	$ -	$ 1,457.01	$ 4,962.99	23%
7410	Employees-Travel	$ 1,426.00	$ -	$ -	$ 1,426.00	0%
7411	Employees-Training/Devel.	$ 200.00	$ -	$ -	$ 200.00	0%
7435	Rent/Lease-Equipment	$ 1,680.00	$ -	$ 384.75	$ 1,295.25	23%
7460	Contracted Services-Legal	$ 10,200.00	$ -	$ 2,187.50	$ 8,012.50	21%
7461	Contract Ser-Engineering	$ 70,215.00	$ 29,131.46	$ 39,489.54	$ 1,594.00	98%
7463	Contract Ser-Accounting	$ 7,500.00	$ -	$ 4,980.00	$ 2,520.00	66%
7803	Social Security Tax	$ 7,400.00	$ -	$ 2,123.66	$ 5,276.34	29%
7803.M	Medicare Tax	$ 1,800.00	$ -	$ 496.66	$ 1,303.34	28%
7805	Life Insurance	$ 1.00	$ -	$ 0.08	$ 0.92	8%
		90-19-8320				
7107	Sal-UFOPJtWat	$ 422,452.00	$ -	$ 130,325.46	$ 292,126.54	31%
7117	Overtime-UFOP	$ 45,200.00	$ -	$ 8,583.66	$ 36,616.34	19%
7140	Allowances-Meals	$ 160.00	$ -	$ 96.00	$ 64.00	60%
7166	Reimburse-Health Ins.	$ 4,000.00	$ -	$ -	$ 4,000.00	0%
7202	Computer Equipment	$ 900.00	$ -	$ 199.00	$ 701.00	22%
7215	Water Equipment	$ 15,000.00	$ -	$ -	$ 15,000.00	0%
7217	Building Equipment	$ 18,000.00	$ -	$ 767.00	$ 17,233.00	4%
7411	Employees-Training/Devel.	$ 4,700.00	$ -	$ -	$ 4,700.00	0%
7412	Employees-Wearing Apparel	$ 1,225.00	$ -	$ 104.28	$ 1,120.72	9%
7420	Mat & Supplies-Buildings	$ 10,000.00	$ -	$ 1,811.46	$ 8,188.54	18%
7423	Mat & Supplies-General	$ 40,000.00	$ -	$ 9,413.13	$ 30,586.87	24%
7424	Mat & Supplies-Vehicles	$ 5,000.00	$ -	$ 139.90	$ 4,860.10	3%
7426	Mat & Supplies-Water	$ -	$ -	$ 173.60	$ (173.60)	+++
7434	Rent/Lease-Uniforms	$ 8,300.00	$ -	$ 1,140.00	$ 7,160.00	14%
7435	Rent/Lease-Equipment	$ 3,000.00	$ -	$ -	$ 3,000.00	0%
7440	Repair/Maint-Buildings	$ 32,000.00	$ -	$ 2,543.26	$ 29,456.74	8%
7443	Repair/Maint-Equipment	$ 66,500.00	$ 5,800.00	$ 11,372.46	$ 49,327.54	26%
7444	Repair/Maint-Vehicles	$ 10,000.00	$ 2,600.00	$ 778.17	$ 6,621.83	34%
7446	Repair/Maint-WaterSystems	$ 66,500.00	$ 5,651.00	$ 10,232.24	$ 50,616.76	24%
7448	Repair/Maint-Gasoline	$ 10,000.00	$ -	$ 1,075.11	$ 8,924.89	11%
7449	Rpr/Maint-ServiceContract	$ 54,756.00	$ 4,500.00	$ 17,521.64	$ 32,734.36	40%
7468	Contract Ser-Refuse Disp.	$ 5,200.00	$ -	$ 747.46	$ 4,452.54	14%
7470	Utilities-Electric-Power	$ 650,000.00	$ 487,498.16	$ 83,759.01	$ 78,742.83	88%
7477	Utilities-Fuel Oil/Gas	$ 60,000.00	$ 37,236.82	$ 20,763.18	$ 2,000.00	97%
7479	Refuse Disposal	$ 1,500.00	$ -	$ -	$ 1,500.00	0%
7803	Social Security Tax	$ 52,834.00	$ -	$ 8,253.90	$ 44,580.10	16%
7803.M	Medicare Tax	$ 29,300.00	$ -	$ 1,930.34	$ 27,369.66	7%
		90-19-8330				
7107	Sal-UFOPJtWat	$ 519,353.00	$ -	$ 162,038.13	$ 357,314.87	31%

PWTF 2012 Operating Budget Status 4-30-12

Account Number	Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
7117	Overtime-UFOP	$ 80,000.00	$ -	$ 35,275.59	$ 44,724.41	44%
7140	Allowances-Meals	$ 800.00	$ -	$ 272.00	$ 528.00	34%
7166	Reimburse-Health Ins.	$ 4,000.00	$ -	$ -	$ 4,000.00	0%
7215	Water Equipment	$ 4,600.00	$ -	$ -	$ 4,600.00	0%
7407	Office-Fees/Permits	$ 380.00	$ -	$ -	$ 380.00	0%
7410	Employees-Travel	$ 425.00	$ -	$ -	$ 425.00	0%
7411	Employees-Training/Devel.	$ 1,500.00	$ -	$ 675.00	$ 825.00	45%
7412	Employees-Wearing Apparel	$ 1,800.00	$ -	$ -	$ 1,800.00	0%
7426	Mat & Supplies-Water	$ 25,271.36	$ -	$ 8,280.47	$ 16,990.89	33%
7428	Mat & Supplies-Chemicals	$ 420,000.00	$ 348,757.53	$ 60,746.77	$ 10,495.70	98%
7443	Repair/Maint-Equipment	$ 28,800.00	$ 28,265.26	$ 1,604.26	$ (1,069.52)	104%
7449	Rpr/Maint-ServiceContract	$ 9,480.00	$ -	$ -	$ 9,480.00	0%
7469	Contract Ser-Other	$ 34,865.00	$ 2,300.00	$ 1,945.85	$ 30,619.15	12%
7478	Sludge Disposal	$ 75,000.00	$ 68,024.12	$ 15,419.14	$ (8,443.26)	111%
7482	Lab Analsis & Chemicals	$ 35,400.00	$ -	$ 8,440.98	$ 26,959.02	24%
7803	Social Security Tax	$ 37,500.00	$ -	$ 12,012.64	$ 25,487.36	32%
7803.M	Medicare Tax	$ 8,800.00	$ -	$ 2,809.42	$ 5,990.58	32%
		90-20				
7460	Contracted Services-Legal	$ 10,000.00	$ -	$ -	$ 10,000.00	0%
7465	Contract Ser-TPAs	$ 3,000.00	$ -	$ -	$ 3,000.00	0%
7490	Judgments/Claims	$ 5,000.00	$ -	$ -	$ 5,000.00	0%
7492	Insurance-Unallocated	$ 60,000.00	$ -	$ 39,755.08	$ 20,244.92	66%
7499	City Overhead	$ 156,000.00	$ -	$ -	$ 156,000.00	0%
		90-21				
7801	State Retirement	$ 201,250.00	$ -	$ -	$ 201,250.00	0%
7804	Workers Compensation	$ 70,000.00	$ -	$ -	$ 70,000.00	0%
7805	Life Insurance	$ 2,415.00	$ -	$ 748.72	$ 1,666.28	31%
7806	Unemployment Insurance	$ 1,500.00	$ -	$ -	$ 1,500.00	0%
7807	Disability Insurance	$ 800.00	$ -	$ 82.11	$ 717.89	10%
7808	Health Insurance	$ 250,000.00	$ -	$ 72,472.44	$ 177,527.56	29%
7811	Medicare Reimbursement	$ 5,200.00	$ -	$ 1,198.80	$ 4,001.20	23%
7813	MTA Payroll Emplyr Tax	$ 3,815.00	$ -	$ 1,062.20	$ 2,752.80	28%
		90-22				
7920	IFT to Debt Service Fund	$ 25,700.00	$ -	$ -	$ 25,700.00	0%
7991	IFT to Joint Water-Capt'l	$ -	$ -	$ -	$ -	0%

Poughkeepsies' Water Treatment Facility

MEMORANDUM

April 9, 2012

To: Joint Water Board

From: Randy J. Alstadt, P.E.
Water Plant Administrator

Subject: **March 2012 Status Report**

Water Quality/Production Issues

Process data for March 2012 and April 2012 are presented in the following tables. Average Daily Flow was up 0.02 MGD in April. Quality was excellent. Plant effluent turbidity averaged 0.06 NTU while influent turbidity averaged 43 NTU (99.8% reduction).

Treatment Process Comparison March 2012 vs. April 2012

Parameter	Mar-12			Apr-12		
	Average	Maximum	Minimum	Average	Maximum	Minimum
Flow, MGD	8.74	11.19	5.06	8.76	13.43	4.85
Raw Turbidity, NTU	32	95	12	43	118	17
Effluent Turbidity, NTU	0.05	0.08	0.04	0.06	0.11	0.04

Sludge Process Comparison March 2012 vs. April 2012

Parameter	Mar-12	Apr-12	Change	
			Gallons	Percent
Residual Solids, gallons	714,582	1,131,615	417,033	58%
Backwash, gallons	1,113,000	1,182,000	69,000	6%
Thickener, gallons	251,889	256,862	4,973	2%
Plate Settler, gallons	19,475	12,456	(7,019)	-36%
Centrifuge #1 gallons	158,840	131,577	(27,263)	-17%
Centrifuge #2 gallons	151,759	105,574	(46,185)	-30%
Centrifuge Total	310,599	237,151	(73,448)	-24%

Increase in Residual Solids was due to draining Sedimentation Basin #2 and Solids Contactor #2 (Train #2) for schedule preventive maintenance.

Plant Update

Plant operated well. Centrifuges were in service throughout the month. Solids processing was up 13-percent which has placed the facility in good order. As of April 29th the solids thickener solids level was up from 1 foot to 3 feet. We postponed replaced Solids Storage tank masts so that Train #2 could be taken out of service.

telephone (845) 451-4173 x 2003 *fax (845) 451-4175*
e-mail: ralstadt@pokwater.com

Engineering Study

CH2M Hill, Morris Associates have yet to submit final report.

Annual Consumer Confidence Report

The City and Water Treatment Facility report was mailed April 13th.

State Revolving Fund Application

The application was filed April 30, 2012.

New York State DEC (NYSDEC) Bulk Chemical Storage Review

Our response to the March Audit was submitted April 23rd which included a copy of our internal audit. All tasks were completed with the exception of an alarm at the fill stations. We are working with Smith Controls to complete that work as soon as possible.

New York State DEC (NYSDEC) Petroleum Bulk Storage Permit

The application was filed with $300 fee. NYSDEC issued permit which expired January 03, 2011. A second application was filed April 30, 2012 with additional fee of $300.