

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1
MINUTES OF MARCH 27, 2013
3:00 PM at the Treatment Plant

COMMISSIONERS PRESENT: Davis, Bold, Cannon, Doyle, Loewenstein, Howe, and Rinaldi

COMMISSIONERS EXCUSED: Marshall and Ostapczuk

ALSO PRESENT: Chad M. Cooke P.E., Executive Director; Anne Gorman, Confidential Secretary; Sue Duff, Chief Operator; Jim Bolduc, Assistant Chief Operator; Grant Eaton, Maintenance Manager; Robert Wilcox, Assistant County Attorney; Ryan Moore, Management Analyst; Ed M. Hernandez P.E., Delaware Engineering; Harold Wessel, *The Express*; and Justin Grassi, Esq., The Jones Firm, Attorneys at Law

PUBLIC COMMENT: – None

CHAIRMAN’S COMMENTS:

Solar Power Developers HelioSage, Charlottesville, VA/NYSERDA – Chairman Davis asked the Executive Director and staff to investigate Solar Power Developers HelioSage, Charlottesville, VA for the possibility of putting a solar farm in the North Plant area. NYSERDA gives up to \$3.0M per project and the Town of Clifton Park has just signed a contract with them. Chairman Davis feels that anything we can do to cut down on expenses and help the environment is our job and it is worth looking into. It will not cost the Sewer District any money to see if it is to our advantage. Chairman Davis suggested the staff contact The Town of Clifton Park for any information they can provide.

Overflow Notifications – NYSDEC (New York State Department of Conservation) – Executive Director Cooke provided the Commissioners with a copy of the Sewage Pollution Right to Know Act. This new law significantly changes reporting requirements for any overflow of wastewater discharge. This also changes the way the Sewer District reports any future overflow on or after May 1, 2013. The Executive Director is currently required to notify DEC by phone within 24 hours of any incident as well as provide a written report within five (5) days of the occurrence, explaining the cause of the overflow, how much overflow was discharged, what was done to fix it, and what will be done long term to prevent it from happening again. This new procedure will also require the Executive Director to contact DEC within two (2) hours of discovery and within four (4) hours he must report through electronic media, email or voice communication to: the local health department (DOH), the chief elected official of the municipality where the overflow occurred, any adjoining municipality that may have been affected and the general public.

APPROVAL OF MINUTES of February 27, 2013. *Commissioner Loewenstein made the motion to approve the minutes of February 27, 2013. Commissioner Cannon seconded the motion. No discussion. The minutes of January 23, 2013 were approved. 7 Ayes, 0 Nays.*

ESTABLISHMENT OF A CAPITAL FUND – Lake and 4&32 project.

Executive Director Cooke indicated that a new fund needed to be created for the Lake and 4&32 Capital Project. This new fund will be similar to the HK account that was created for the Sewer District expansion. The funds are currently in a bank account as a result of the bonding process but are not tied to a specific account. These funds are available for the Lake and 4&32 project and will need to be transferred to the new HM account once it has been approved by the Board of Supervisors.

Commissioner Doyle made a motion recommending the Board of Supervisors to amend the District's budget to establish a new Capital Fund for the Saratoga Lake and 4&32 project. Commissioner Loewenstein seconded the motion. Discussion involved question if a dollar amount needed to be applied to the resolution. Executive Director Cooke indicated that the project has already been approved for \$18.5M with \$6.9M of that amount already in an existing bank account. The \$6.9M will be moved to the new HM account along with the remainder \$11.5M and change for a total of \$18.5M dollars for the Saratoga Lake and 4&32 Project. Ryan Moore, Management Analyst explained that this is an accounting process and the financial system the County has needs to be able to account for all project bond proceeds and roll them forward from year to year. Motion passed: 7 Ayes, 0 Nays.

2011 CAPITAL PROJECTS:

McDonald Engineering – Saratoga Lake and 4&32. Executive Director Cooke reported that a project meeting was held on March 26, 2013 with the contractor and the project is going well. The 4&32 portion of the project is approximately 45% complete and is expected to be fully complete by the end of this year and available to residents for connection. There have been very few concerns from residents on Routes 4&32 and the contractor has been doing a good job restoring properties as they move along.

The lake portion of the project is slated for completion in late Spring of 2014. The Contractors are currently working on pump stations, setting wet wells and meter vaults with the exception of Lake Station 2 due to the Eminent Domain proceedings. Grinder pumps are being replaced in the Silver Beach area.

North Plant Project – Executive Director Cooke issued an RFP to the purchasing department on Monday, March 25, 2013. The purchasing department will finalize and distribute the documents to potential consultants. A little more time has been given than usual for the RFP considering the magnitude and complexity of the project and proposals are due back by May 9, 2013. Commissioner Loewenstein made reference to an email the Commissioners received March 20, 2013 which outlined a qualification based selection process for the North Plant Project. Commissioner Loewenstein inquired if the qualification based approach was incorporated in the RFP. Executive Director Cooke indicated that the email was only sent to Commissioners on the Engineering Committee for consideration of an idea that was brought forth by Commissioner Ostapczuk. As it stands now, this idea was not incorporated into the RFP. Commissioner Loewenstein mentioned that there have been issues in the past with what is perceived to be the best value based on price and that over time the Commission may want to move toward a qualification based selection, particularly with a project of this magnitude. Commissioner Loewenstein asked the Board to consider amending the RFP. Commissioner Cannon agreed that with a project like this, the Sewer District cannot afford to have an engineering firm bid low in order to get the job and then struggle through the project to cover their own expenses. Commissioner Doyle did not feel that the current selection method should be changed at this juncture and indicated that consultants do need to be qualified to be considered, regardless of the selection method. Commissioner Loewenstein respectfully disagreed and stated that now is the time to change rather than delay and he requested a meeting with the Engineer Committee to resolve issues and move forward. Commissioner Doyle agreed to set up a meeting to discuss the matter further and look at any new information available.

2012 CAPITAL PROJECTS:

Incinerator – Executive Director Cooke reported that the incinerator is currently operational. The new scrubber is being fabricated and the contractor is waiting for its arrival. Once the new scrubber is delivered, the incinerator will be shut down briefly to swap out the old scrubber and a stack test will be performed upon completion. There most likely will be a \$250,000.00 negative change order associated with this project as there was less sludge hauled than anticipated. However, the change order amount will depend on how long the incinerator is down for the scrubber swap.

Interceptor Relining Phase IV – Executive Director Cooke reported that the contractor started setting up bypass piping using the Milton Pump Station as a bypass. During the bypass pump operations, approximately 40 ft of the end of the force main pipe broke apart. Upon further inspection, approximately 700 ft of the force main, which is in excess of 35 years old, has experienced hydrogen sulfide corrosion and is in need of repair or replacement. Executive Director Cooke then asked the resolution be moved.

Chairman Davis moved the following resolution, seconded by Commissioner Loewenstein:

RESOLUTION NO. SD29-2013

RESOLUTION NO. SD29-2013, a resolution authorizing the Executive Director of Saratoga County Sewer District No. 1 to contract for repairs of a certain portion of the sewer district's sewer transmission system in the Town of Ballston on an emergency basis pursuant to General Municipal Law ("GML") §103(4):

WHEREAS, during certain interceptor relining work in the Town of Ballston, the end of a sewer force main failed and broke exposing dangerous force main deterioration based on hydrogen sulfide erosion over the course of over 30 years; and

WHEREAS, this condition relates to a 700 linear foot portion of sewer force main which is not flowing full; and

WHEREAS, it is necessary to replace or reline, at the least, the force main from the failure/break point back to where the force main is in good condition to remedy this condition and perhaps further depending on conditions discovered during ongoing investigation as replacement work progresses; and

WHEREAS, this condition and the current state of deterioration makes further force main failures eminent, thereby creating circumstances wherein sewerage effluent could be released into the soil or to the surface causing further damage to Sewer District infrastructure and creating a significant public health and safety hazard relative to the residents in the area of the force main failure; and

WHEREAS, the failure of the sewer force main creates an emergent condition in need of immediate remedial action without the time to engage in the competitive bidding process set forth in GML §103(1); and

WHEREAS, the Commissioners of the Saratoga County Sewer District No. 1 have determined that it is in the public interest to cause the repairs necessary to remedy this serious and unanticipated condition to be made as soon as may be practicable and on an emergency basis pursuant to GML §103(4).

THEREFORE BE IT RESOLVED THAT:

1. *The Executive Director of Saratoga County Sewer District No. 1 be authorized to procure, upon consultation with the District's Engineer, those goods and services necessary to remedy this condition as soon as may be practicable; and*
2. *Such procurement shall be accomplished without formal competitive bidding or the procurement procedures set forth in GML Section 103 but shall otherwise comply with statute; and*
3. *The actual costs of such remedial work, presently estimated to not exceed a total of \$500,000, be reported to the Commissioners by the Executive Director as soon as may be practicable.*
Resolution passed: 7 Ayes, 0 Nays.

Non-Potable Water Pump Replacement – Executive Director Cooke reported that the project is currently on hold until the pumps and pump controls are delivered. The project is slated for completion in June of this year.

2013 CAPITAL PROJECTS:

Milton Pump Station Upgrade – Seven proposals were received from consultants ranging from \$83,350.00 to \$234,500.00. The three (3) lowest fee firms were interviewed on Friday, March 1, 2013. Based on the evaluation of the proposals, there was a negligible difference between the two lowest bidders, EDP and Delaware Engineering, Inc. Commissioner Doyle felt that EDP was the right choice as they were the low bidder; EDP has done this type of work before for the District and they are capable of getting the job done.

Commissioner Doyle made a motion to recommend award of the contract to EDP in the amount of \$83,350.00 for the Milton Pump Station Upgrade. Commissioner Howe seconded the motion. Discussion involved having a record of contract award selection. Starting with this award, and moving forward, the Engineering Committee will send down interview score sheets with recommendations to the Board of Supervisors when consultants are interviewed and selected for an award. Motion passed: 6 Ayes, 1 Abstain, and 0 Nays.

MISCELLANEOUS

Treatment Plant Sign Replacement – Executive Director Cooke indicated there was a discussion some time ago about changing the sign at the treatment plant to add “Water Reclamation Facility”. In anticipation of the North Plant coming to fruition, Executive Director Cooke mentioned the possibility of waiting on the sign changes as this plant may become the South Plant. It was discussed that sign changes would be revisited as part of the North Plant Project.

Grease Receiving and Handling – Executive Director Cooke brought up the subject of grease handling at the treatment plant. He indicated that the Sewer District handles grease, treats it and disposes of it. Revenue from grease handling at the plant is approximately \$30,000.00 a year and costs are \$32,000.00 to dispose of it, not including the manual labor time spent on handling grease which is estimated at \$10,000.00 per year. From an operational standpoint, grease causes rafting in the septage receiving tank, the screening press becomes inoperable and grease rafts form in the grit channels, wet wells and the primary clarifier pre-aeration channel. Executive Director Cooke stated that he would like to check into some options for

separating grease so that it doesn't go through the plant and will report back to the Commission at a later date.

ATTORNEY REPORT:

Attorney Wilcox reported that the deed for the North Plant has been drafted and will be executed next week. He indicated that he had documents for the Chairman's signature necessary for recording the deed.

Attorney Wilcox noted there was a resolution related to the standardization of BDP Industries gravity belt thickeners for use at the sewer plant. He explained this matter was discussed with Mr. Hernandez of Delaware Engineering who supported the standardization and why standardization was requested and appropriate in this instance. He then asked the resolution be moved.

Commissioner Bold moved the following resolution, seconded by Commissioner Doyle:

RESOLUTION NO. SD30-2013

WHEREAS, Saratoga County Sewer District #1 operates a sewage treatment plant handling 43 million gallons of sewage effluent per day collected from throughout the County of Saratoga, New York; and

WHEREAS, the sewer treatment plant employs gravity belt thickeners as part of its processing of blended sewer sludge; and

WHEREAS, the gravity belt thickeners have numerous parts which require periodic maintenance and which deteriorate and break down over time requiring replacement; and

WHEREAS, the sewer plant has two (2) gravity belt thickeners in use at the sewer treatment plant, both of which are manufactured by BDP Industries of Greenwich, New York; and

WHEREAS, the Sewer District has on hand an inventory of various replacement parts and tools specifically designed for use with the BDP Industries' gravity belt thickeners; and

WHEREAS, sewer plant staff has become very familiar with the use, operation, maintenance and repair of the BDP Industries gravity belt thickeners; and

WHEREAS, the Sewer District is changing the manner in which it treats waste activated sewer sludge from a dissolved air flotation process to a gravity belt thickening process, the latter requiring the purchase of additional (or an additional) gravity belt thickener(s); and

WHEREAS, considerable time would be required to train sewer plant staff were a different gravity belt thickener to be introduced into the sewer plant's sludge processing operation; and

WHEREAS, there are significant efficiency and economic benefits to the sewer plant's operation in having interchangeable parts as between the plant's various gravity belt thickeners and in being able to utilize the sewer plant's existing inventory of repair and maintenance tools for the repair and maintenance of all of the plant's gravity belt thickeners; and

WHEREAS, BDP Industries has provided excellent on and off-site service for a period of years with regard to the sewer plant's existing gravity belt thickeners.

NOW THEREFORE BE IT RESOLVED, that the Sewer Commission hereby determines, for reasons of efficiency and economy, that the designation of the BDP Industries' gravity thickening belt as the standard to be used in contracts dealing with the replacement of gravity thickening belts at the Sewer District's plant for use in the treatment of blended and waste activated sewer sludge, uniquely serves the public interest. No discussion. Resolution passed: 7 Ayes, 0 Nays

DEDICATIONS:

Saratoga Hospital – The Saratoga Hospital requests dedication of sanitary sewer gravity infrastructure servicing the Saratoga Medical Center in the Town of Malta. *The motion to accept dedication of sanitary sewer infrastructure as part of The Saratoga Hospital in the Town of Malta consisting of 18 manholes and approximately 3,452 ft of 10" PVC gravity sewer main and 186 ft of 10" HDPE gravity sewer main was made by Commissioner Loewenstein and seconded by Commissioner Doyle. Discussion involved if there were any properties, easements or deeds involved with the dedication. Executive Director Cooke indicated that there were three (3) easements involved and all were complete. The resolution passed: 7 Ayes, 0 Nays.*

COMMITTEES:

FUTURE PLANT #2 COMMITTEE – Commissioner Ostapczuk – None

ENGINEERING COMMITTEE – Commissioner Doyle asked the Engineering Committee to stay after the meeting to set a meeting date to discuss the quality based selection process.

Commissioner Doyle reported that the Town of Ballston has had two meetings and is looking at investigating a waste water collection system. The north end has been established and the town would like to work on the south end, especially around Ballston Lake with a small portion belonging to Clifton Park that will need to be worked out. The Town of Ballston would like to come to the Sewer Plant in May and make a presentation to show what they have done. Commissioner Doyle stated that in 2005 the Town funded a \$6,000.00 study due to a complaint from the State and Environmental Community about the high phosphorus levels in the lake and that the issue still continues. The Town has had a team monitoring the lake for the past two (2) years and they have compiled data along with design requirements and drawings they would like to share with the Commissioners.

Commissioner Doyle also reported that many projects are under way in the Town of Ballston and Chairman Davis stated that with all the projects going on, it is good that the Commission thought to move ahead with the North Plant Project.

A motion to adjourn the meeting was made by Commissioner Doyle and seconded by Commissioner Loewenstein. No discussion. The motion passed.

**NEXT COMMISSION MEETING
Wednesday, April 24, 2013
3:00 P.M. at the Treatment Plant**