

## APPROVED MINUTES

### SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF JANUARY 5, 2017 3:00 PM at the Treatment Plant

**COMMISSIONERS PRESENT:** Howe, Cannon, Doyle, Hale, Hotaling, Marshall, Loewenstein, and Thompson

**COMMISSIONERS EXCUSED:** Ostapczuk

**ALSO PRESENT:** Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Sue Duff, Chief Operator; Jim Bolduc, Assistant Chief Operator; Grant Eaton, Maintenance Manager; William Bills, Assistant Maintenance Manager; Chad M. Cooke P.E., Deputy County Administrator; Robert Wilcox, Assistant County Attorney

Chairman Howe called the meeting to order and welcomed everyone in attendance.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Doyle

**PUBLIC COMMENT:** None

**CHAIRMAN'S COMMENTS:** Chairman Howe welcomed and introduced two (2) new members of the Saratoga County Sewer Commission, Jim Thompson from the Town of Mechanicville and Paul Hotaling from the Town of Halfmoon.

Chairman Howe informed the Commission that he has established committees for the upcoming year. He said there will be only one (1) committee, the Engineering Committee, which will consist of Commissioners Marshall (Chairman), Loewenstein and Hale. Chairman Howe said he would like for Executive Director Rourke to be involved with the Committee meetings as well. Chairman Howe added that Commissioner Ostapczuk has been appointed as his Vice Chairman for this year.

**APPROVAL OF MINUTES of December 8, 2016.** *Commissioner Cannon made a motion to approve the minutes of December 8, 2016. Commissioner Doyle seconded the motion. No discussion. The minutes of December 8, 2016 were approved. 5 Ayes, 3 Abstain, 1 Absent, 0 Nays.*

Executive Director Rourke introduced his staff to the new Commissioners and presented an overview of the Sewer District's collection system.

For the benefit of the new Commission members, Commissioner Loewenstein asked a few questions with regard to the treatment plant, the collection system, the Sewer District's capital plan as well as budget and fund balances.

## **2015 CAPITAL PROJECTS**

**Bar Screen No. 3 and Mixer Project** – Executive Director Rourke received notice that the contractor will be back on site and working on January 17, 2017. He said installation will begin on January 23, 2017.

**Bar Screen No. 1 and No. 2 Replacement** – Executive Director Rourke said mobilization is currently scheduled in the next two (2) weeks. There is some bypass pumping involved with this project that will need to be completed before mobilization can begin. Bar screen installation is scheduled for February.

**Incinerator Alternatives Study** – Executive Director Rourke gave a brief summary of the Incinerator Alternatives Study project. Due to Environmental Protection Agency (EPA) Title V regulations, the incinerator has been shut down. GHD has conducted a study detailing alternatives available for incineration of sludge at the Sewer District's WWTP. Executive Director Rourke reported that the final amended report should be complete by January 30, 2017. Once the final report is complete the Commission can discuss all the options available and decide how to proceed.

## **2016 CAPITAL PROJECTS**

**Odor Control** – This project is currently in the design phase. Executive Director Rourke said he received a draft present worth analysis of different technologies that are available for the odor control system. He has not yet had a chance to review it in depth with his staff. He went over some of the preliminary pricing and offered to share more information once the final analysis is complete. Commissioner Hotaling asked the effective duration of the present worth analysis. Executive Director Rourke related the present worth analysis is for twenty (20) years.

**Interceptor Relining Phase VI** – Executive Director Rourke said bids were received for the Interceptor Relining Phase VI and ranged from \$1.156M to \$1.272M. The low bid was from Insituform Technologies at \$1,156,375.00. Executive Director Rourke mentioned that Insituform Technologies has completed four (4) of the five (5) previous phases satisfactorily. One (1) phase was not performed by Insituform. He said our consulting engineer has recommended awarding the contract to Insituform Technologies and he agreed.

*Commissioner Marshall made a motion to forward a recommendation to the Board of Supervisors to award the contract to Insituform Technologies, Inc. in the amount of \$1,156,375.00 for Phase VI of Interceptor Relining to reline approximately 3,400 feet of interceptor sewer in the town of Ballston. Commissioner Loewenstein seconded the motion. No discussion. Motion passed: 7 Ayes, 1 Abstain, 1 Absent, 0 Nays.*

## **MISCELLANEOUS**

Commissioner Howe asked if there were any comments from the Commission or staff. Commissioner Cannon inquired about clarification for a quorum and approving the Sewer Commission minutes. Attorney Wilcox advised that, per Roberts Rules of Order, when a legal quorum is present, approval is by majority vote of that quorum.

Commissioner Marshall inquired about dedications and consideration of sending resolutions out before adopting them. Attorney Wilcox said he is implementing a plan requiring documentation to be submitted in a timely manner and one (1) week prior to the Commission Meeting.

## **ATTORNEY REPORT**

Attorney Wilcox said he is working with Executive Director Rourke on revising the Sewer District's Sewer Use Ordinance for submittal to the Environmental Protection Agency (EPA). Executive Director Rourke mentioned that Deputy County Administrator Cooke also worked on this when he was previously at the Sewer District. Executive Director Rourke also mentioned that the EPA completed the Sewer District's Industrial Pretreatment Plan audit, which is done every five (5) years, and it went very well.

**DEDICATIONS:** None

## **COMMITTEES**

**Engineering Committee** – For the benefit of the new Commissioners, Commissioner Loewenstein gave a summary of the Financial Planning/Rate Study analysis that was discussed at last month's meeting. He said the Sewer District has an extensive list of capital projects, current debt service as well as retiring debt service and a financial plan is needed to determine the District's Capital Plan and rate structure to accommodate that plan and future growth. Executive Director Rourke also added that he has met with several financial consultants to scope out a financial plan as well as a rate analysis to better understand our Capital Plan. He said a motion was passed at the last month's meeting authorizing him to develop a Request for Proposal (RFP) for those services. Executive Director Rourke said he has not yet prepared the RFP, but he will forward it to the Engineering Committee for review prior to bid solicitation.

Chairman Howe thanked the Engineering Committee for all their hard work last year including Commissioner Loewenstein for his leadership of that group. He said everyone did a great job, including the Sewer District's staff members.

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

**NEXT COMMISSION MEETING  
Thursday, February 9, 2017  
3:00 P.M. at the Treatment Plant**