

# APPROVED MINUTES

## SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF MARCH 8, 2018 3:00 PM at the Treatment Plant

**COMMISSIONERS PRESENT:** Bisnett, Cannon, Doyle, Hotaling, Keegan, Loewenstein, and Thompson

**COMMISSIONERS EXCUSED:** Chairman Howe

**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; Michael Relyea, Luther Forest Technology Campus (LFTC); Scott Duffy, Saratoga County Industrial Development Agency (IDA)

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

**PLEDGE OF ALLEGIANCE:** Led by Acting Chairman Hotaling

**PUBLIC COMMENT:** Michael Relyea, President of the Luther Forest Technology Campus (LFTC) addressed the Commission about future infrastructure and development efforts in the Town of Malta for the LFTC. He said LFTC has joined together with the Saratoga County Industrial Development Agency (IDA) and MRFA Development Group to expand sewer infrastructure and capacity for future development of 150 acres at the Malta Tech Park. Mr. Relyea presented a map of the development plan and expressed his interest in working with SCSD to explore the most cost efficient way to expand sewer lines to the development area in the Tech Park.

Mr. Relyea gave a brief summary on the scope of the development plan. He said the developable parcel could support up to a 250,000 sq. ft. office building with parking and a mix of light manufacturing and construction spacing, all of which will bring in jobs and economic growth.

Mr. Relyea thanked the Commission for their time and Executive Director Rourke thanked Mr. Relyea for coming and presenting the development plan.

**CHAIRMAN'S COMMENTS:** Acting Chairman Hotaling said Chairman Howe was unable to attend the meeting today and he was asked to fill in during his absence. He asked Executive Director Rourke if he had any comments.

Executive Director Rourke informed the Commission that he received Commissioner Ostapczuk's resignation letter a couple of days ago. He said as of now there will be a new Commissioner appointed for the Town of Wilton but that appointment has not been decided upon at this time. Executive Director Rourke said Commissioner Ostapczuk was an asset to this Commission and will certainly be missed and the Commissioners' wished him their best.

**APPROVAL OF MINUTES of February 13, 2018.** *Commissioner Doyle made a motion to approve the minutes of February 13, 2017. Commissioner Cannon seconded the motion. No discussion. The minutes of February 13, 2018 were approved. 7 Ayes, 1 Absent, 0 Nays.*

## **2016 CAPITAL PROJECTS**

**Odor Control** – Executive Director Rourke reported that work has been progressing per the new schedule. The weather has hampered some activities a bit, but rebar has been going up outside and the concrete is expected to be poured late next week for the walls. The electrician is on site performing work, the odor control piping is approximately 80% complete and so far we are looking good for the May deadline. Executive Director Rourke also reported the pumps that were approved last month have been put on order and delivery is expected in the next 6-8 weeks.

## **2017 CAPITAL PROJECTS**

**Round Lake, Moe Road and MTP Pump Station Design** – Executive Director Rourke informed that a pre-construction meeting was held last week with the contractors, J. Squared Construction (GC) and Khars Construction (Electrical). The meeting went well and a preliminary schedule was provided. Executive Director Rourke said J. Squared is not planning to commence work until the beginning of May for reasons due to weather, submittal approvals and equipment lead times, which are approximately 6-8 weeks. Executive Director Rourke also informed that the pump submittals are ready but the control panel submittals are in progress and the project should be underway in the next couple of months.

**Rate Analysis and Cost of Service Study** – Executive Director Rourke reported he is still waiting for a finalized path forward regarding the distribution of rates. He noted he was able to review the financial model a little more closely since the last meeting and relayed to the Commission that what needs to be determined is how much SCSD wants in its cash reserve as that will more or less dictate whether rate increases will be necessary in the future. He said the model tries to maintain a certain reserve with the Sewer District currently at \$11.5M and the model being set at \$12M. Executive Director Rourke said the model illustrates a sewer rate affordability index based on median household income (MHI). Typically the ratio is around 2% of income and currently SCSD is in the range of 0.4% which is a testament to the Commissions' decision making to date.

**Joint Feasibility Study – Regional Biosolids Handling Facility** – Executive Director Rourke said he sent an email to the Commission at the beginning of the week summarizing the Intermunicipal Agreement (IMA) between Saratoga County and Albany County. He said last month's Commission meeting, when the consultant provided a presentation on the feasibility study, was productive. He advised the next step moving forward is getting an IMA approved by this Commission and the Board of Supervisors (BOS). He noted the County Attorney's office performed an expedited review of the draft agreement. A copy was provided for the Commissioners to review. Executive Director Rourke gave a brief synopsis of the IMA and said a major benefit of moving forward with it now is the grant funding available this year. In order to take advantage of that opportunity an IMA needs to be in place. He advised all questions will be answered and defined in the IMA and the agreement will be subject to the County Attorney's approval prior to execution.

*Commissioner Cannon made a motion to forward a recommendation to the Board of Supervisors to enter into an Intermunicipal Agreement (IMA) with Albany County which purpose is to facilitate the construction, operation and maintenance of a jointly owned and operated regional biosolids handling facility.*

*Commissioner Keegan seconded the motion. Discussion involved budgeting, expense and revenue costs, debt services and grand funding. Motion passed: 7 Ayes, 1 Absent, 0 Nays.*

## **2018 CAPITAL PROJECTS**

**Ammonia Capacity Analysis and Aerations Upgrades** – Executive Director Rourke advised that a report was submitted on time to NYSDEC on February 28, 2018. He offered to send an electronic copy of that report to the Commissioners. He said a meeting is scheduled for next Tuesday, March 13, 2018 with NYSDEC to review the possibility of interim limits for the Sewer District’s consent order, which would be helpful as SCSD currently is not meeting its established ammonia limits. Executive Director Rourke said the analysis that Barton & Loguidice (B&L) provided has gotten us to the realization that the Sewer District is not going to be able to meet its ammonia limits without the plant upgrades. He said the analysis also showed that at full design flow, this plant could not handle the amount of ammonia in the effluent, and therefore a pretreatment limit for Global Foundries (GF) will likely need to be instituted in the future.

**Clifton Park Trunk Sewer Rehabilitation** – Executive Director Rourke reported that eight (8) bids were received for the Clifton Park Trunk Sewer Rehabilitation project with bids ranging from \$80,000.00 to \$320,000.00. The proposals were scored by SCSD staff and Commissioner Doyle. Weston & Sampson, PE, LS, LA, PC (W&S) scored the highest and the bid was \$92,800.00. GHD scored the 2<sup>nd</sup> highest with a bid of \$122,200.00 and 3<sup>rd</sup> was a tie between MJ Engineering and Arcadis of New York, Inc. with bids at \$99,200.00 and \$114,000.00 respectively.

Executive Director Rourke relayed that SCSD works very closely with W&S for the Sewer District’s Quality Assurance Program and they have completed a large portion of the Sewer District’s expansion inspections and reports since the QA program took effect. Executive Director Rourke said he is comfortable with the work they do and they are also a local firm, from Albany, which he prefers due to the sensitive nature of the project. He therefore recommended awarding the contract to W&S in the amount of \$92,800.00.

*Commissioner Doyle made a motion to forward a recommendation to the Board of Supervisors to authorize an agreement with Weston & Sampson Engineers, Inc., PE, LS, LA, PC. in the amount of \$92,800.00 for the review, evaluation, design and construction oversight of Saratoga County Sewer District’s 2018 Capital Project for the Clifton Park Trunk Sewer Rehabilitation. Commissioner Thompson seconded the motion. Discussion involved the RFP and scoring system. Motion passed: 7 Ayes, 1 Absent, 0 Nays*

## **MICELLANEOUS**

**UV System Service Contract** – Executive Director Rourke informed that SCSD needed to go to bid for a service contract relating to preventative maintenance for the Sewer District’s Ultra Violet Light (UV) Disinfection System which is owned, operated, and maintained by SCSD. Only one bid was submitted, which was expected. The total bid for two (2) visits per year with four (4) days for each visit to inspect the entire system and determine what needs to be repaired and replaced is \$17,770 with possible extra days billed out at \$1,682/day. Executive Director Rourke recommended awarding the service contract to Xylem Water Solution, Inc. in the amount of \$17,770 with any extra days required being billed at \$1,682.00.

*Commissioner Bisnett made a motion to forward a recommendation to the Board of Supervisors to authorize a service agreement with Xylem Water Solutions, Inc. an annual preventative maintenance services for the Sewer District’s UV disinfection system, which services shall include two (2) site visits per year, with each visit to be of four (4) days in duration, at a cost of \$17,770, and any day of service required after the fourth*

*(4<sup>th</sup>) day of service to be provided at a cost of \$1,682 per day. Commissioner Doyle seconded the motion. Discussion involved contract renewal and conditions. Executive Director said the contract would be subject to renewal upon the same terms and conditions for an additional term of one (1) year. Motion passed: 7 Ayes, 1 Absent, 0 Nays*

**ATTORNEY REPORT** – Attorney Wilcox said there was nothing significant to report at this time.

**DEDICATIONS**

**Wilton Senior Apartments** – Town of Wilton – Perry Road Project, LLC requested dedication of the sanitary sewer infrastructure and a pump station servicing the Wilton Senior Apartments at Perry Road in the Town of Wilton. *A motion to accept Resolution 3-2018 dedication of Wilton Senior Apartments was made by Commissioner Cannon and seconded by Commissioner Doyle. Discussion involved conditions for acceptance. Resolution 3-2018 accepting dedication of Wilton Senior Apartments consisting of a pump station, (14) manholes, approximately 840 ft of 8” SDR-26 gravity main and approximately 4,081 ft of 6” DR-9 force main in the Town of Wilton passed **conditioned upon receipt of an original Letter of Credit**: Motion passed: 7 Ayes, 1 Absent, 0 Nays*

**COMMITTEES:**

**CAPITAL PROJECTS COMMITTEE** – Commissioner Doyle said the Committee met today and everything that was discussed was covered during the meeting.

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

**NEXT COMMISSION MEETING  
Thursday, April 5, 2018  
3:00 P.M. at the Treatment Plant**