

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF SEPTEMBER 6, 2018 3:00 PM at the Treatment Plant

COMMISSIONERS PRESENT: Howe, Cannon, Bisnett, Barry, Hotaling, Doyle and Thompson

COMMISSIONERS EXCUSED: Keegan and Loewenstein

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; Michael Hartnett, Assistant County Attorney; Philip Sapone, Raftelis

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

PLEDGE OF ALLEGIANCE: Led by Commissioner Thompson

PUBLIC COMMENT: None

CHAIRMAN'S COMMENTS: None

APPROVAL OF MINUTES of August 9, 2018. *Commissioner Hotaling made a motion to approve the minutes of August 9, 2018. Commissioner Bisnett seconded the motion. No discussion. The minutes of August 9, 2018 were approved. 5 Ayes, 2 Abstain, 2 Absent, 0 Nays.*

FINANCIAL PRESENTATION

Philip Sapone from Raftelis gave a presentation on the financial plan for the Rate Analysis and Cost of Service Study project. His presentation covered fiscal challenges, Capital project highlights, a Capital project funding plan, financial plan results, cost of service results as well as cost of service recommendations.

Mr. Sapone thanked the Commission for their time and Chairman Howe thanked Mr. Sapone for coming in and presenting the financial plan.

2017 CAPITAL PROJECTS

Round Lake, Moe Road and MTP Pump Station Design – Executive Director Rourke provided a status update. He reported that MTP pump station is 100% complete with the exception of some minor control items. The contractor will begin work at the Moe Road pump station next week.

Rate Analysis and Cost of Service Study – Executive Director Rourke said this project was discussed during the financial plan presentation. He said one thing that will eventually need to be discussed is the justifiable cost of service study and possibly performing a sensitivity analysis of the changes to help assist with how the Sewer District wants to move forward with its user charges and any future changes.

Joint Feasibility Study – Regional Biosolids Handling Facility – Executive Director Rourke reported the IMA has been fully executed by both parties. The first official IMA board meeting will be scheduled for late September to generate the request to issue a Request for Proposal (RFP) in Late October for planning and design.

2018 CAPITAL PROJECTS

Ammonia Capacity Analysis and Aerations Upgrades – Executive Director Rourke informed there was a letter from Barton & Loguidice in the agenda packet for additional services based on new NYSDEC requirements as well as the needs of Global Foundries. He gave a brief summary and touched on some highlights that were outlined in the letter. Executive Director Rourke said due to recent requirements from NYSDEC and a new schedule of compliance the project will be going from a mechanical upgrade with some operational changes to an entire shift in process strategy. Due to NYSDEC requesting a revised report by October 15, 2018, Executive Director Rourke recommended approving a contract amendment in the amount of \$32,200.00 to increase Barton & Loguidice’s contract from \$283,500.00 to \$315,700.00. The current budget for the work is \$400,000.00 and Executive Director Rourke said we are still well within our budgeted amount.

Commissioner Thompson made a motion to forward a recommendation to the Board of Supervisors to authorize an amendment to the agreement with Barton & Loguidice, D.P.C. for an additional cost of \$32,200.00, increasing the total contract from \$283,500.00 not to exceed \$315,700.00 for additional engineer services to include the evaluation of alternative ammonia reduction technologies and the possible need for upgrades at the Saratoga County Sewer District’s Waste Water Treatment Plant. Commissioner Doyle seconded the motion. Discussion involved some general inquires from Commission Bisnett. He asked if the ammonia capacity analysis is taking into account future growth to the County and also with the 15% reduction of staff at Global Foundries is that going to decrease flow rates to the plant. Executive Director Rourke said growth is included in the analysis as well as industrial loading and existing loading. With regard to the reduction of staff at Global Foundries, Executive Director Rourke said Global Foundries has indicated there will be no change in production or flow rates. Commissioner Hotaling confirmed the same. Motion passed: 6 Ayes, 1 Abstain, 2 Absent, 0 Nays.

Clifton Park Trunk Sewer Rehabilitation – Executive Director Rourke gave a status update. He said 90% of the plans are going through the internal review process and he should be receiving them next week for review and comment. The project is on track and the goal is to have it ready to go out to bid by late October.

Interceptor Rehabilitation Design – Executive Director Rourke reported there was a kick off meeting and preliminary work has begun. There will be engineering staff from our consultant walking the interceptor line and Executive Director Rourke said he will be generating a letter for residents in the area stating that work is being done on behalf of the County. He said if any of the Commissioners receive questions from their respective towns to please let him know.

SCADA Upgrade RFP – Executive Director Rourke reported that five (5) proposals were received for engineer services and installation of an updated Supervisory Control and Data Acquisition system (SCADA) at the plant. The proposals ranged from \$76,476.00 to \$178,500.00. Director Rourke recommended

awarding the RFP to General Control Systems, Inc. in the amount of \$156,475.00 for the SCADA Upgrades. He said General Controls did the SCADA upgrades in 2008 for the Sewer District's WWTP, they are currently our emergency contractor, they are more than capable to do the work and they have a fair price.

Commissioner Hotaling made a motion to forward a recommendation to the Board of Supervisors to authorize an agreement with General Control Systems, Inc. in the amount of \$156,475.00 for engineer services and the installation of upgrades and replacement equipment to the Supervisory Control and Data Acquisition System (SCADA) at the Saratoga County Sewer District No. 1's Waste Water Treatment Plant. Commissioner Doyle seconded the motion. Discussion involved what the SCADA system does. Executive Director Rourke explained the SCADA is a system for remote equipment monitoring and control. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

MISCELLANEOUS

Schedule of Scale of Charges Approval (Draft Dates)

Procedure for Approving Proposed Scale of Sewer Charges

- Date of Commission meeting to approve 2019 Proposed Scale of Charges and schedule Public Hearing 10/4/18
- Publication of Notice of Public Hearing 10/29/18 – 11/2/18
- Date/time of Public Hearing 11/8/18 at 9:00 a.m.
- Date Commission Approves 2018 Scale of Charges 11/8/18 at 9:15 a.m.
- Publication of 2019 Scale of Charges 11/8/18 – 11/26/18

EXECUTIVE SESSION

On a motion by Commissioner Bisnett and seconded by Commissioner Doyle, the Commission moved to go into Executive Session at 3:51 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2) for a discussion with Counsel regarding pending litigation regarding the 2008 plant expansion project. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

On a motion by Commissioner Cannon and seconded by Commissioner Doyle, the Commission moved to go out of Executive Session at 3:55 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2). Motion passed: 7 Ayes, 2 Absent, 0 Nays.

ATTORNEY REPORT

Wilton Senior Apartments – Town of Wilton – Attorney Michael Hartnett informed the Commission that counsel for the Wilton Senior Apartments project contacted him regarding refinancing a project which was previously dedicated and accepted by this Commission on March 8, 2018. As a result of the refinancing, the dedicator requested to swap out the Irrevocable Letter of Credit (LOC) that was on file in exchange for a security agreement with a security deposit. Attorney Hartnett reported that the dedicator completed and filed all requisite paperwork and an official bank check was submitted with the original security agreement. The funds will be held in escrow until the dedication expires on March 8, 2019. No action is required by this Commission as the dedication has already occurred, and the dedication remains in compliance with SCSD Rules.

DEDICATIONS

Rossi Commercial Planned Use Development – Town of Ballston – Frank and Rose Marie Rossi requested dedication of the sanitary sewer infrastructure servicing the Rossi Commercial Planned Use Development in the Town of Ballston. *A motion to accept Resolution 6-2018 dedication of Rossi Commercial Planned Use Development was made by Commissioner Doyle and seconded by Commissioner Hotaling. Discussion involved conditions for acceptance. Resolution 6-2018 accepting dedication of Rossi Commercial Planned Use Development 3 consisting of (21) manholes and approximately 4,520 ft of 8” SDR 26/35 gravity main in the Town of Ballston passed: **conditioned upon the following items:***

- 1. Receipt of an original irrevocable letter of credit in the amount of \$45,000.00, expiration of May 3, 2021;*
- 2. Receipt of an original irrevocable letter of credit in the amount of \$71,360.00, expiration of September 6, 2019;*
- 3. Receipt of original Assignment of Railroad Permit from Canadian Pacific Railway in favor of SCSD #1 allowing for access to the portion of infrastructure located beneath the railroad;*
- 4. Receipt of completed survey within thirty (30) days of Easement No. 2 and No. 3; and receipt of executed modified easements resulting from the survey descriptions;*
- 5. Any trimming requested by SCSD#1 associated with Easement No. 2 and No.3 to be completed and approved by SCSD#1 within thirty (30) days.*

Motion passed: 7 Ayes, 2 Absent, 0 Nays

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

**NEXT COMMISSION MEETING
Thursday, October 4, 2018
3:00 P.M. at the Treatment Plant**