

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF NOVEMBER 8, 2018 9:15 A.M. at the COUNTY OFFICES

COMMISSIONERS PRESENT: Howe, Bisnett, Barry, Doyle, Keegan, Hotaling and Loewenstein

COMMISSIONERS EXCUSED: Cannon and Thompson

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

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

PLEDGE OF ALLEGIANCE: Led by Chairman Howe

PUBLIC COMMENT: None

CHAIRMAN'S COMMENTS: Chairman Howe thanked Sewer District staff for all their hard work at the plant and Executive Director Rourke for his efforts in preparing a decent budget without the need to implement a user rate increase this year. He also commended the County Administrator and the Sewer Commission for their assistance and support of the 2019 Sewer District's rate schedule.

APPROVAL OF MINUTES of October 4, 2018. *Commissioner Hotaling made a motion to approve the minutes of October 4, 2018. Commissioner Doyle seconded the motion. No discussion. The minutes of October 4, 2018 were approved. 6 Ayes, 3 Absent, 0 Nays.*

2019 SCALE OF CHARGES

Commissioner Doyle made a motion to forward the proposed Scale of Charges for 2019 to the Board of Supervisors for approval. Commissioner Loewenstein seconded the motion. Discussion involved the Rate Analysis and Cost of Service Study. Commissioner Loewenstein commented that the completion of the rate analysis study has given the rationale for not needing a user rate increase this year. The rate analysis study along with the financial model that was created will be a tremendous asset moving forward with the capital program. Executive Director Rourke agreed and mentioned that he was considering bringing the thought to the Commission of creating a minor contract with Raftelis to update the model for future changes. The motion for approval of the proposed Scale of Charge for 2019 as presented at the Public Hearing held at 9:00 A.M. on November 8, 2018 and to be forwarded to the Board of Supervisors for approval passed: 6 Ayes, 3 Absent, 0 Nays.

2017 CAPITAL PROJECTS

Round Lake, Moe Road and MTP Pump Station Design – Executive Director Rourke gave a status update. He said Moe Road pump station is substantially complete and the contractor is onto the Round Lake pump station which is the last of the three (3) pump stations and it is anticipated to be complete within one (1) month or so. Executive Director Rourke informed there have been some unforeseen costs associated with rock removal, chemical tank sizing and location and door hardware. He informed a change order will be coming for those additional costs and wanted to bring it to the Commission's attention.

Regional Biosolids Handling Facility – A Joint Commission meeting was held on October 18, 2018. Executive Director Rourke said the meeting went well and the Joint Commission discussed by-laws and the Request for Proposal (RFP) that will be going out. A copy of the meeting minutes were attached to the agenda packet for the Commissioners.

Executive Director Rourke said the biggest thing that came from the meeting was a motion to generate a RFP which is currently available. A pre-proposal meeting is scheduled for tomorrow, November 9, 2018. The meeting will begin at SCSD #1 WWTP and then continue on to the Albany North Plant and the Albany South plant. The Schedule for the RFP is as follows:

- Issue the RFP- October 25th provided approved by IMA board
- RFP due by December 7th
- Review, interview, score and select by both Districts by January 11th
- IMA board meeting January 16th
- ACWPD board meeting January 23rd
- SCSD board meeting February 7th
- Full approval by County Board of Supervisors February 19th
- Public Works approval February 26th
- Full legislative approval March 12th
- Contract in April 2019

Executive Director Rourke said an electronic copy of the RFP as dispersed from Albany County can be provided via email to anyone that is interested. He said there are some unique things due to the complexity of the project that you may not be used to seeing in an RFP. All in all there has been positive feedback from the consultants that has reviewed it so far.

Commissioner Loewenstein inquired if the third party attorney has reviewed the contract. Executive Director Rourke said the third party attorney is in the process of reviewing the contract. He also informed that the RFP requires \$10M in professional liability insurance coverage from the engineer.

2018 CAPITAL PROJECTS

Ammonia Capacity Analysis and Aerations Upgrades – Executive Director Rourke informed the revised engineer's report was submitted to NYSDEC on time by October 15, 2018. No comment has been received to date. Last month SCSD approved a sampling contract with Arcadis, sampling procedures requested by NYSDE are continuing; however, Executive Director Rourke said he received an email from NYSDEC regarding amending the sampling procedures and doing some additional testing. Executive Director Rourke said he is going to have a discussion with NYSDEC to see what the plan is moving forward. He wanted keep the Commission informed as this is important, it is tied to upgrades and violations at the plant and the more time spent trying to resolve questions posed by the State, the more time SCSD is not going to be in compliance.

Clifton Park Trunk Sewer Rehabilitation – Executive Director Rourke reported there is a 90% design review meeting scheduled for next Friday, November 16, 2018 with Weston & Sampson. Executive Director Rourke informed we had a third party contract with National Water Main to do manhole inspections. The project got delayed a bit due to the contractor not performing manhole inspections in a timely fashion. Executive Director Rourke said they were waiting to revise the plan set based on the manhole inspections and try and save some money on the capital side. He felt the time delay was well worth the possible cost savings and his goal is to have an award opportunity in January.

Commissioner Barry joined the meeting at 9:24 A.M.

Interceptor Rehabilitation Design – Executive Director Rourke reported MJ Engineering did all of the wetland surveys and submitted their report to NYSDEC and Army Corp. They met with both onsite and at different locations up and down the interceptor. The good news is there are no major concerns at this time but the report still needs to be reviewed. As for now the project is still on schedule for a preliminary engineering report to be submitted in January.

SCADA Upgrade RFP – Executive Director Rourke reported there was a kickoff meeting held on November 1, 2018. Parts will be ordered this week and the goal is to have the project fully complete by the end of the year.

2019 CAPITAL PROJECTS

Design RFP's – Executive Director Rourke said typically each year he requests a motion to approve RFP's for upcoming projects. He gave a brief summary of the proposed projects listed for 2019 and asked the Commission for their approval to allow him to create an RFP (Request for Proposal) for each project.

- Pump Station Upgrades Design – (2) Stations – Peacock Glen & Heritage Green
- HVAC Upgrades Design for SCSD WWTP
- Secondary Clarifier and Process Gate Design for SCSD WWTP

Commissioner Hotaling made a motion to authorize Executive Director Rourke to develop RFP's for the following 2019 Capital Projects; Pump Station Upgrades Design, HVAC Upgrades Design, and Secondary Clarifier and Process Gate Design. Commissioner Bisnett seconded the motion. Discussion involved budget impact. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

ATTORNEY REPORT

Lee's Park Campground – City of Saratoga Springs – Attorney Hartnett said Lee's Park Campground approached SCSD regarding purchasing two (2) grinder pumps that are located on their property, which are currently owned by the Sewer District. Lee's Park wanted to take ownership of the two (2) grinder pumps and the Sewer District was agreeable. Attorney Hartnett reported that after discussion with Sewer District staff, a bill of sale was drafted for the two (2) grinder pumps located on their property in Saratoga Springs and has been forwarded to their counsel for review. Discussion involved Lee's Park's interest in taking over the pumps, including upgrade, flexibility, assumption of costs and maintenance. Executive Director Rourke reiterated that the park will still have to submit plans for review and approval before any future upgrades are made. Maintenance Manager Eaton also mentioned that the National Grid power service will need to be disconnected from SCSD and transferred to Lee's Park Campground.

Commissioner Hotaling made a motion to approve the bill of sale for Lee's Park Campground to retake ownership of the two (2) grinder pumps located on their property in Saratoga Springs. Commissioner Doyle seconded the motion. Discussion involved National Grid power disconnect and transfer from SCSD to Lee's Park Campground. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

DEDICATIONS

Benedict Road Phase 2 – Town of Ballston – John Paul Builders, LLC requested dedication of the sanitary sewer infrastructure servicing the Benedict Road Subdivision Phase 2 in the Town of Ballston. *The motion to accept dedication of Benedict Road Subdivision Phase 2 consisting of (2) manholes and approximately 310 ft of 2" DR 11 low pressure force main was made by Commissioner Doyle and seconded by Commissioner Hotaling. No discussion. Resolution SD 7-2018 accepting dedication of Benedict Road Subdivision Phase 2 in the Town of Ballston passed: 7 Ayes, 2 Absent, 0 Nays.*

Kelley Farms Mixed Use Subdivision Phase 3 – Town of Ballston – Rosetti Acquisitions, LLC requested dedication of the sanitary sewer infrastructure servicing the Kelley Farms Mixed Use Subdivision Phase 3 in the Town of Ballston. *The motion to accept dedication of Kelley Farms Mixed Use Subdivision Phase 3 consisting of (27) manholes approximately 3,350 ft of 8" SDR 26/35 gravity main and approximately 375 ft of 2" DR 11 low pressure force main was made by Commissioner Doyle and seconded by Commissioner Hotaling. No discussion. Resolution SD 8-2018 accepting dedication of Kelley Farms Mixed Use Subdivision Phase 3 in the Town of Ballston passed: 7 Ayes, 2 Absent, 0 Nays.*

Silo Pointe Apartments – Town of Ballston – Viscusi Builders, LTD requested dedication of the sanitary sewer infrastructure servicing the Silo Pointe Apartments in the Town of Ballston. *The motion to accept dedication of Silo Pointe Apartments consisting of (2) manholes and approximately 750 ft of 2" DR 9 low pressure force main was made by Commissioner Doyle and seconded by Commissioner Bisnett. Discussion regarding location of infrastructure being dedicated and confirmation that all infrastructure is located entirely within the County highway right-of-way. Resolution SD 9-2018 accepting dedication of Silo Pointe Apartments in the Town of Ballston passed: 7 Ayes, 2 Absent, 0 Nays.*

Interlaken Residential Subdivision – City of Saratoga Springs – Interlaken Homeowners Association, Inc. requested dedication of the sanitary sewer infrastructure servicing the Interlaken Subdivision in the City of Saratoga Springs. *The motion to accept dedication of Interlaken Subdivision consisting of (29) manholes and approximately 5,121 ft of 8" SDR 26/35 gravity main was made by Commissioner Loewenstein and seconded by Commissioner Doyle. Discussion involved infrastructure concerns given the age of the infrastructure being dedicated. Maintenance Manager Eaton informed all plans and maps were reviewed, all lines were re-televised and re-jetted and sites visits were performed. Maintenance staff verified all manholes, no repairs or upgrades were needed and all Sewer District rules and regulations were met. Resolution SD 10-2018 accepting dedication of Interlaken Subdivision in the City of Saratoga Springs passed: 7 Ayes, 2 Absent, 0 Nays.*

Brickyard Road Apartments – Town of Stillwater – Gennaro Avenue, LLC requested dedication of the sanitary sewer infrastructure servicing the Brickyard Road Apartments in the Town of Stillwater. *The motion to accept dedication of Brickyard Road Apartments consisting of (4) manholes and approximately 788 ft of 8" SDR 26/35 gravity main was made by Commissioner Bisnett and seconded by Commissioner Doyle. Discussion regarding legal requirements and scope of proposed easements being proposed, given possible expansion of project at a later date. Attorney Hartnett confirmed that all legal requirements and*

SCSD rules regarding dedications have been met. Resolution SD 11-2018 accepting dedication of Brickyard Road Apartments in the Town of Stillwater passed: 7 Ayes, 2 Absent, 0 Nays.

Chairman Howe commended Attorney Hartnett for how quickly he came up to speed. He said he was doing a tremendous job for the Sewer District and he appreciates it very much. Attorney Hartnett thanked Chairman Howe.

MISCELLANEOUS

Executive Director Rourke said he wanted to mention something that was discussed a couple of years ago regarding the quality assurance (QA) rates. He said he was not looking to make a motion today but wanted to bring it to the Commission's attention to revisit. He informed that he received a request from Weston & Sampson, a firm that does a lot of work for us, suggested a tiered rate and possibly getting mileage reimbursement for travel between projects. Executive Director Rourke said SCSD is currently pays less than the current average AQ rate and he felt a Committee may make sense to come up with a few ideas. Chairman Howe asked if Commissioner Loewenstein would chair the Committee with Commissioners Hotaling and Bisnett. Commissioner Loewenstein said he would coordinate with Executive Director Rourke and then schedule a Committee meeting before the next Commission meeting.

EXECUTIVE SESSION

On a motion by Commissioner Loewenstein and seconded by Commissioner Doyle, the Commission moved to go into Executive Session at 9:45 a.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 Loewenstein and seconded by Commissioner Doyle, the Commission moved to go out of Executive Session at 9:48 a.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2). Motion passed: 7 Ayes, 2 Absent, 0 Nays.

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

**Next meeting December 6, 2018
3:00 P.M. at the Treatment Plant**