

APPROVED MINUTES

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

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

COMMISSIONERS EXCUSED: Barry

ALSO PRESENT: Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; 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 informed the Commission that Sue Duff, Chief Operator and Jim Bolduc, Assistant Chief Operator both are retiring at the end of this year. Jim said he has been with the Sewer District for 30+ years and Sue for 16+ years. Chairman Howe thanked them for protecting the environment and making daily operations at the plant run safely and efficiently. Chairman Howe thanked them for their service and congratulated both. The Commissioners thanked and congratulated them as well.

Chairman Howe also wanted to mention the Hudson River Sampling additional testing that was performed. He informed there was a letter of commendation in the agenda packet addressed to Saratoga County Sheriff, Michael Zurlo on behalf of the Sewer District and the Sewer Commission thanking him and his staff for assisting the Sewer District with its Hudson River Sampling performed on December 29th and 30th. He said our consultant's boat had a 2nd engine failure during the sampling process and Sheriff Zurlo and staff performed a boat rescue and towed their boat to shore. He commended them for their efforts and outstanding service. Chairman Howe said Arcadis also wrote a letter thanking the Saratoga County Sheriff's Department and a copy was included in the agenda packet.

APPROVAL OF MINUTES of November 8, 2018. *Commissioner Doyle made a motion to approve the minutes of November 8, 2018. Commissioner Hotaling seconded the motion. No discussion. The minutes of November 8, 2018 were approved. 6 Ayes, 1 Absent, 2 Abstain, 0 Nays.*

2017 CAPITAL PROJECTS

Round Lake, Moe Road and MTP Pump Station Design – Executive Director Rourke reported the project is 75% - 80% complete. As discussed at last month's meeting there were some unforeseen costs associated

with the pump stations. The contractor submitted a change order and a breakdown for the additional costs and it was attached to the agenda packet for the Commissioners to review. Executive Director Rourke said the allowance was able to absorb most of the extra costs but \$9,769.09 in added expense still needs approval. The additional items included sealing joints for the existing wet wells, excavation, and extra rock for installing new lines at the Round Lake pump station. Executive Director Rourke said the change order amount is less than 1% of the contract amount and only requires approval from this commission.

Commissioner Hotaling made a motion to approve a change order in the amount of \$9,769.00 for Contract #1 with J. Squared Construction Corp., increasing their contract from \$837,390.85 to \$847,159.94 for additional items to include sealing joints for the existing wet wells, excavation, and extra rock for installing new lines at the Round Lake pump station. Commissioner Bisnett seconded the motion. No discussion. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Regional Biosolids Handling Facility – Executive Director Rourke reported proposals through the Albany County Purchasing Department are due tomorrow, December 7, 2018. A Joint Committee meeting is scheduled for December 19, 2018 here at the Sewer District for preliminary discussion and interviews for firms that are interested are slated for the beginning of January 2019.

2018 CAPITAL PROJECTS

Ammonia Capacity Analysis and Aerations Upgrades – Executive Director Rourke reported the upgrades are still in a holding pattern as the Sewer District is waiting for approval from NYSDEC for the Hudson River Sampling. Executive Director Rourke informed the Commission that NYSDEC changed the scope for parameters, flow and mixing zones and to abide by their request, extra sampling was performed on November 29th & 30th during less than ideal conditions on the Hudson River. Attached to the packet was a proposal letter from the consultant for the additional costs based on the requests of NYSDEC. This sampling was essential in the path forward to compliance. Executive Director Rourke recommended the Commission approve a request for amendment in the amount of \$25,200.00, increasing Arcadis of New York's contract from \$48,600.00 to \$73,800.00 to complete the requested modifications.

Commissioner Doyle made a motion to forward a recommendation to the Board of Supervisors to authorize an amendment to the agreement with Arcadis of New York, Inc. for an additional cost of \$25,200.00, increasing the total contract from \$48,600.00 not to exceed \$73,800.00 for additional engineer services to include additional field work and Preliminary CORMIX Development for utilizing data to interpret how the Sewer District's discharge of flow will affect the Hudson River. Commissioner Loewenstein seconded the motion. Discussion involved the original contract amount and the extra sampling requested by NYSDEC. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Clifton Park Trunk Sewer Rehabilitation – Executive Director Rourke reported the project is currently out to bid for construction. A meeting and walk through is scheduled for next Wednesday, December 12, 2018 and the bids are due December 27, 2018.

Interceptor Rehabilitation Design – Executive Director Rourke reported the preliminary engineering report is due by the end of January 2019. He said this project may be ready to go to bid before the Joint Biosolids Facility Project, both of these projects are large but going through the rate analysis report and cost of service study with Raftelis, he feels confident that these projects are able to be funded.

SCADA Upgrade RFP – Executive Director Rourke reported the servers are currently being programmed. The contractor is due to be on site in the next couple of weeks to begin installing the new Supervisory

Control and Data Acquisition (SCADA) system. Executive Director Rourke said he is hoping to have the servers installed and programmed by the end of the year.

ATTORNEY REPORT

Exit 12 Saratoga Hospital – State Farm Property Easement – Following last month’s Commission meeting Attorney Hartnett said he met with Executive Director Rourke, County Attorney Dorsey and Matt Jones of Saratoga Hospital, regarding the Exit 12 Saratoga Hospital project. Following discussion, a legal solution was proposed that would provide an easement for SCSD from the entity that owns the State Farm Property that would allow both SCSD and National Grid to get power to the grinder on the property. The access point for the proposed grinder and electrical service does not follow the current easement in favor of SCSD. The grinder pump is in a location that once operational, will reduce the need for cleanouts now being conducted by SCSD, and completion of this easement will allow the Saratoga Hospital project to continue with additional dedications. Attorney Hartnett thanked County Attorney Dorsey for his input and direction in reaching a solution to this unique issue.

DEDICATIONS – None

COMMITTEES:

QA PROGRAM COMMITTEE – QA Chairman Loewenstein said he met with Executive Director Rourke and staff last Friday, November 30th and with the committee on Monday, December 3rd and they discussed the current rate structure for the Sewer District’s Quality Assurance program. As a reminder, he stated the Sewer District’s flat rate is \$90.00/hr which developers pay for QA services that have been historically contracted out to a series of on call consultants. The Sewer District retains 30% for administrative fees and addressing field changes. Commissioner Loewenstein said the Committee is currently looking into tiered rates for consultants, opportunities for County staff to work on smaller QA projects and being cognizant of revenues that are generated to the District. The Committee is expanding its scope and also looking into withholding a different percent of retainage, dedication fees for legal services as well as the Sewer District’s refund policy.

Commissioner Loewenstein informed this is an ongoing process. He said Executive Director Rourke will be gathering information on the scope and size of current QA projects and how the County can participate. Executive Director Rourke said hopefully by February the Committee will have something comprehensive for the Commission to review and discuss. Chairman Howe thanked Commissioner Loewenstein and his Committee for their continued efforts.

The next Committee meeting is scheduled for January 24, 2019

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

**Next meeting January 7, 2019
3:00 P.M. at the Treatment Plant**