

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF FEBRUARY 7, 2019 3:00 PM at the Treatment Plant

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

COMMISSIONERS EXCUSED: Loewenstein

ALSO PRESENT: Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Grant Eaton, Maintenance Manager; William Bills, Assistant Maintenance Manager; Michael Hartnett, Assistant County Attorney

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

PLEDGE OF ALLEGIANCE: Led by Commissioner Fillion

PUBLIC COMMENT: None

CHAIRMAN'S COMMENTS: Chairman Howe mentioned a piece of property that the County purchased back in 2013 in the Town of Northumberland. This property was purchased for potential use for a future North Plant and previous Sewer Commission Chairman, William Davis worked very diligently on that along with the Commission. Having said that, Chairman Howe felt it would be beneficial to take a look at the property, create a small committee and see if it has any future use. Chairman Howe said he would like to create a North Property Committee to look into alternatives, temporary use, and possible solar and/or solids storage.

Chairman Howe appointed Commissioner Bisnett as Chairman and Commissioners Doyle and Fillion as committee members. A map of the Hudson River area was shared with the Commission and copies were provided to the new Committee members. Chairman Howe mentioned that Executive Director Rourke and Maintenance Manager Eaton would be good resources to utilize for gathering information. He added that once the snow melts the Committee could schedule a field trip to visit the property.

APPROVAL OF MINUTES of January 7, 2019. *Commissioner Hotaling made a motion to approve the minutes of January 7, 2019. Commissioner Doyle seconded the motion. No discussion. The minutes of January 7, 2019 were approved. 7 Ayes, 1 Absent, 1 Abstain, 0 Nays.*

2018 CAPITAL PROJECTS

Regional Biosolids Handling Facility – Executive Director Rourke reported the Joint Regional Biosolids Board (JRBB) met on January 16, 2019 at the Albany County Water Purification District (ACWPD) and discussed the proposals for Arcadis of New York, Inc. and Barton & Loguidice, D.P.C. A copy of the bid pricing breakdown for both firms was attached to the agenda for the Commissioners to review. Executive Director Rourke gave positive feedback for both proposers, including pros, cons and costs. ACWPD and SCSD staff members scored the proposals and Executive Director Rourke recommended awarding the

contract to Arcadis with all alternatives in the amount of \$5,806,200.00. Saratoga County is responsible for ½ of these costs.

Commissioner Cannon made a motion to forward a recommendation to the Board of Supervisors to authorize a joint agreement on behalf of County of Saratoga with County of Albany retain the professional services of Arcadis of New York, Inc. for engineering design, construction administration and inspection services for the construction of a Joint Regional Biosolids Handling Facility for a total cost of \$5,806,200.00, to be paid by each County in equal shares not to exceed \$2,903,100.00. Commissioner Doyle seconded the motion. Discussion involved the proposals, scoring, cost differences. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Ammonia Capacity Analysis and Aerations Upgrades/ Hudson River Sampling – Executive Director Rourke informed the project is at a standstill until a meeting is scheduled with NYSDEC. The January meeting got pushed back a couple of weeks due to a lack of time for NYSDEC to review the additional data. Executive Director Rourke is hoping to get a meeting scheduled before the end of February.

Executive Director Rourke also mentioned the possibility of changing the way we procure services for the Joint Regional Biosolids Facility. There are opportunities to procure the work differently from a typical design-bid-build to more of a design build by utilizing Article 9 NYS Energy Law. He asked the Commission if they would be interested in listening to a presentation by Energy System Group (ESG) at the next Commission meeting and if so, he can discuss it with the County Attorney and County Administrator's offices and set up a meeting. The Commission said they were interested and agreed to have ESG come.

Clifton Park Trunk Sewer Rehabilitation – Executive Director Rourke informed there is a Public meeting tonight at the Town of Clifton Park to discuss the project one last time before the construction begins. The contract is still in the process of being executed with Green Mountain Pipeline Services as we are waiting for insurance documents. Executive Director Rourke hopes to have a preconstruction meeting set by the end of February with cleaning and grubbing to start by March 1, 2019.

Interceptor Rehabilitation Design – Executive Director Rourke informed the preliminary engineering report was received last Friday, February 1, 2019. He has not had a chance to review it in its entirety but did take a look at the construction cost estimate. MJ Engineering provided a preliminary cost estimate of \$3M with a \$5M contingency included in it. He said he will need to dive back into the capital plan as it is shy by \$10M. He added that budgeted funds for the Regional Biosolids Facility can be re-appropriated due to grant money. He originally had a \$20M place holder in the capital plan for this work. With this new information he will have to look how the excess cost affects the budget moving forward.

SCADA Upgrade RFP – Executive Director Rourke reported he was having an issue freeing up the engineer for installation. He said he spoke to General Controls and they are awaiting one for their engineers to come install the server and begin some of the onsite upgrades. The original completion date has already passed by one (1) month and he has been pushing them to get it completed.

MICELLANEOUS

Budget Re-appropriations – Executive Director Rourke said this is a house keeping item year to year for ongoing projects. He requested the re-appropriation of capital funds from the 2018 budget to the 2019 budget for construction costs and professional services associated with projects that were not completed in 2018. The total request for re-appropriation is \$6,143,889.00 for the following projects:

- Clifton Park Trunk Sewer Rehabilitation

- Interceptor Rehabilitation Design
- Pump Station Upgrades
- Ammonia/Aeration Upgrades
- Joint Regional Biosolids Facility

Commissioner Doyle made a motion to approve the request to the Saratoga County Board of Supervisors for re-appropriation of Capital Project Funds in the amount of \$6,143,889.00 from the 2018 to 2019 Capital Project Funds. Commissioner Thompson seconded the motion. No discussion. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

General Controls – 2017 & 2018 Major Contract Revision – Executive Director Rourke informed that in 2017 and 2018 SCSD went over the minor contract amount of \$15,000.00 for the Sewer District’s General Controls maintenance contract. He said we have a \$15,000.00 yearly minor contract to have maintenance performed on the WWTP SCADA system. Due to multiple failures and a deteriorating SCADA system, General Controls had to come on site multiple times for maintenance in 2017 and 2018 and General Controls was here more often. In order to pay the outstanding invoices, Executive Director Rourke said we need a resolution to pay a total of \$3,712.55 to rectify and close out the contracts for General Control Systems for the following prior years:

- 2017 – \$976.38
- 2018 – \$2736.17

Executive Director Rourke said once the new SCADA system is installed, we should not go over the \$15,000.00 contract amount. Executive Director Rourke asked for a motion to recommend the BOS approve a resolution or amend the contracts to resolve the overages and pay the outstanding invoices with General Control Systems.

Commissioner Bisnett made a motion to forward a recommendation to the Saratoga County Board of Supervisors to authorize a resolution or a contract amendment to pay a total of \$3,712.55 to resolve the overages and pay the outstanding 2017 and 2018 invoices with General Control Systems. Commissioner Doyle seconded the motion. Discussion involved the SCADA upgrades. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Champlain Canal Trail – Executive Director Rourke said when Jim Bold was on the Commission he would give an update every so often on the progress of the Champlain Canal Trail because it will go through the plant and we would need to grant an easement (likely to the Town) to have the trail be located where it is proposed. Executive Director Rourke said eventually SCSD will have to act on that and it will require Board of Supervisor (BOS) approval.

Commissioner Hotaling gave an update on the Zim Smith Trail. He said the Town of Halfmoon is putting in a water booster station and in addition to that, Jason Kemper, Director of Planning for Saratoga County is putting in restrooms with the extension of the Zim Smith Trail.

ATTORNEY REPORT – None

DEDICATIONS – None

COMMITTEES

QA PROGRAM COMMITTEE – Executive Director Rourke gave an update for Commissioner Loewenstein’s during his absence. The Committee met on January 24, 2019 and discussed the current QA Program. Executive Director Rourke said he created a sensitivity analysis spreadsheet for changing rates and administrative percentages and a copy was provided for the Commissioners to review. He relayed the Committee looked at multipliers, hourly rates, admin percentages, etc. and the solution was a tiered approach:

- **Tier 1** – \$90/hr – SCSD Inspections; Sewer District staff can perform these inspections, usually subdivided properties, these are typically only 2-3 days work
- **Tier 2** – \$100/hr – More complex projects; 10-20 days work
- **Tier 3** – \$110/hr – Engineer projects; big projects involving pump stations

Executive Director Rourke recommended a motion to adjust certain aspects of the Quality Assurance (QA) Program by: (1) by taking on the above tiered approach; (2) reducing the current 30% administration fee to 25%; (3) reducing retainage from 20% to 5% and (4) fully refunding all money overspent on Exhibit 2’s. Executive Director Rourke said he felt these changes were fair and the level of personnel and quality of work will be better defined per a project basis.

Commissioner Hotaling made a motion to approve and forward Executive Director Rourke’s recommendation to the County Attorney’s office to approve SCSD #1 to adjust certain aspects of the Quality Assurance (QA) Program by: (1) by taking on the above tiered approach; (2) reducing the current 30% administration fee to 25%; (3) reduce retainage from 20% to 5% and (4) fully refunding all money overspent on Exhibit 2’s. Commissioner Bisnett seconded the motion. Discussion involved Commissioner Loewenstein whom Executive Director Rourke said involved as well and approves moving forward with the changes. Further discussion involved making revenue neutral, having good quality work with satisfied inspectors. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Chairman Howe thanked the Committee and Executive Director Rourke for all their efforts.

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

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