

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF DECEMBER 3, 2020 3:00 PM at the Treatment Plant

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

COMMISSIONERS EXCUSED: Loewenstein

ALSO PRESENT: Dan Rourke P.E., Executive Director; Chief Operator, Gene Hutchings; William Bills, Maintenance Manager; Andrew Marsden, Assistant Maintenance Manager; Michael Naughton, Assistant County Attorney

Chairman Howe welcomed everyone to the December 3, 2020 Saratoga County Sewer Commission meeting.

PLEDGE OF ALLEGIANCE: Led by Chairman Howe

PUBLIC COMMENT: None

CHAIRMAN'S COMMENTS: Chairman Howe said he hopes everyone is doing well through these crazy times we live in. He said he didn't have anything more than that and asked for a motion on the minutes of November 12th

APPROVAL OF MINUTES of November 12, 2020. *Commissioner Doyle made a motion to approve the minutes of November 12, 2020. Commissioner Cannon seconded the motion. No discussion. The minutes of November 12, 2020 were approved. 7 Ayes, 1 Abstain, 1 Absent, 0 Nays.*

Chairman Howe said there are a lot of status updates with our capital projects but before moving forward he asked if Executive Director Rourke could update the Commission on the heating system and what is going on with the boiler like he did for him. Executive Director Rourke said sure and informed the Commission that about a month ago one of our feed lines failed that goes to one of our out buildings. He informed we have a central boiler system that feeds this building as well as our outer buildings and one of those lines failed a month ago that fed a specific building. He said just this morning we had another line fail that is a whole loop that feeds the two outer buildings, our screen and grit building and our main influent pump building. He said Bill, Andrew, Gene as well as himself were all trying to figure out a temporary solution so things wouldn't freeze up as well as a permanent solution moving forward.

Chairman Howe said this is just day to day kind of things that happen with an aging plant and it's just inevitable with continuous maintenance, but those are the kind of things during the winter time that can really hurt you, especially with the heat loops going down and so on. Commissioner Thompson inquired if it was hot water heat or steam and if it was buried or above ground. Executive Director Rourke replied hot water, it's buried and he thinks its steel. He said we recently put new circulator pumps in and the old worn circulator pumps didn't produce as much pressure as these new circulator pumps so that pipe hasn't seen that amount of pressure in however many decades and over time it snapped. Executive Director Rourke said we don't know where the leak is and that's the problem because it's in a casing pipe. He said we know it is leaking because it's following the casing pipe into our pit but we just don't know where. So, what we need to

figure out is what makes the most sense, try to locate the leak and either repair it or replace the line because it is probably old and damaged. He said we will run the numbers, the cost and do what we normally do when something like this happens.

Chairman Howe said he brought it up because it's the day-to-day stuff that Andrew, Bill, Gene and Dan deal with which he appreciates very much. He thought it was kind of interesting that there is enough heat loss in that building just from the electric motors where we don't have to worry about the building freezing up, even without heat. Executive Director Rourke said that is what we are hoping. Chairman Howe said thank you for everything you guys do and moved on to the capital projects updates.

2018 CAPITAL PROJECTS

Regional Biosolids Handling Facility – Executive Director Rourke gave a status update. He said this project is still on hold. We are awaiting the sludge yield numbers from the ammonia project and we should have those this week at which point we will likely have a joint meeting between Albany Water Purification District, ourselves (SCSD #1) and the engineers based on those numbers to sit down and discuss a path forward. He said no matter what those numbers come back at it is going to look a little bit different for a few reasons such as cost and possible side stream treatment options that need to be exercised at the North plant, but we will continue moving forward once we have those results hopefully by tomorrow.

Ammonia Related WWTP Upgrades – Executive Director Rourke reported we are currently going through our last week of testing for determining our growth factor of our AOB (Ammonium Oxidizing Bacteria) which means how good our bacteria grow and then treats ammonia. We are working with Clarkson University on that and we have one of our employees drive to Clarkson every day to drop wastewater off and we appreciate their willingness to do that. Unfortunately, we had a firm that we were working with that out of the blue decided to stop working with us which set we back a bit. That firm is EnviroSim. Executive Director Rourke said this has definitely been frustrating but we are working through that and they are not the only people in town that know how to do this, so we will get the growth factor figured out and decide what our path forward is. He said this is the project where we basically have two paths and testing will determine which path we want to take, one being more expensive and one being less costly.

2019 CAPITAL PROJECTS

Knox Woods (HM) and Riverside #1 (ST) Pump Station Upgrades – Executive Director Rourke reported right now we are still working through submittals and RFI's and we are awaiting a delivery schedule from the pump manufacturer so the contractor can put together their schedule for installation. He said it's been a little bit of a hassle getting that schedule from Flygt and he said he doesn't know if it is due to COVID reasons or what but we are pushing them to figure out when those pumps are actually going to be delivered so our contractor can get their work done out at those pump stations.

2020 CAPITAL PROJECTS

Environmental Benefit Project (EBP) – Executive Director Rourke gave an update on our solar array project. He reported work has begun onsite. So far, they have begun to install the duct bank between our switch gear and the solar field. We have had weekly progress meetings on that project and they will hopefully, weather permitting, be done sometime in February or March. He added he has already asked for an extension from NYSDEC because we were supposed to be operational by December 31, 2020. Executive Director Rourke said it seems in preliminary conversations with the state that they are amenable to us

extending that date understanding that there are issues and weather concerns moving forward and that work has commenced onsite.

Storage Building/HVAC and Roof Replacement Design – Executive Director Rourke reported we should have a draft preliminary engineering report on this project coming to us soon. This project kicked off July 31st of this year. He said he does have a small concern currently that we're not going to be able to get the design completed unfortunately. Executive Director Rourke said he is working with the engineer to understand why the design is not going to get done in a timely fashion and get our AC upgraded and so he is a little concerned that we are going to have to spend \$25,000.00 on a replacement coil, just to rip it out when the new design is done. Executive Director Rourke said we had asked the engineer, GPI to make this a priority and he is working with them to make sure they understand that. So hopefully that gets done but that is a concern that he wanted to share.

Commissioner Cannon inquired if a provision can be made for the new coil if we have to replace it can it be incorporated into the work or there be a savings of some sort. Executive Director Rourke said we can ask the engineer to take a look at that, the problem becomes if we're going to replace the whole unit, those units are pretty efficient in terms of space so he doesn't know necessarily if that same coil will be able to fit inside a new Tran unit but he will absolutely ask that question. He said it would be nice and definitely worth asking about.

Interceptor Relining Phase VIIB – Executive Director Rourke said this project resolution was passed last month. He informed that he reached out to the County Finance Director and the County Treasurer to begin pulling together all of the necessary financial information for submission to the Office of the State Comptroller (OSC) for an application to approve the project and the financing of the project. That has to do with the fact that the cost per user is going to be approximately \$22.00 per year which is above the threshold of not needing OSC approval of \$8.00 per year so we have to put together certain information such as taxable property and other information that the County departments handle. Executive Director Rourke said we are starting that process now and he expects to have that finalized by mid-January and submitted to the state. Our Bond Counsel said it takes approximately 30 days for the state to respond or request more information. Executive Director Rourke said we already have all the documents ready to go out to bid so once it gets approved; he would then come back to this Commission to get a bond resolution passed. We would then utilize that bond resolution to get proceeds to go to bid and get that project started. The goal for contracts and construction to start is likely late summer of 2021.

Riverside (Stillwater) I&I Reduction Design – Executive Director Rourke said a contract amendment was passed by the Board last month and paperwork is out for execution by the vendor.

Saratoga Springs Pump Station and F.M. Evaluation and Design – Executive Director Rourke informed that this contract is also out for execution to the engineer. He said he believes they are going to help us next week and look at some of the manholes that need to be rehabbed over on Excelsior Ave and Loughberry Road South in Saratoga Springs because they are in pretty rough shape. He added that he appreciated the engineer willing to start some of that work prior to getting the contract executed. He said that is encouraging.

2021 CAPITAL PROJECTS

LED Lighting Upgrade – Executive Director Rourke said he was not sure if the Commission had this on their agenda but there is a 2021 Capital Project now that he included. It is an LED Lighting Upgrade project. He said the Master Agreement we signed with National Grid that allowed us to utilize them as an ESCO (Energy Service Company) is good for five (5) years and we can do multiple task orders under that ESCO agreement. Executive Director Rourke said the solar project is getting done under that agreement and the

next project we would like to do is this LED Lighting Upgrade under another task order. The first step under that task order is and IGA (Investment Grade Audit) of our lighting system. The cost of that is \$5,000.00 so we do not need any action on that task order today. The County Administrator can approve that because it is less than the \$15,000.00 minor contract amount. Executive Director Rourke said he just wanted to keep the Commission apprised of what is going on and added this project should save us a sufficient amount of energy as we have old bulbs in our big bays that stay on 24/7 because they take so long to heat up and you can't wait ten (10) minutes for them to heat up when there is an emergency. So, he said he thinks it's going to be a good project; there are a couple different options to pay for this project. We can pay for it up front and realize savings year one (1) or we can realize those savings and pay for the project over time based on that contract mechanism. Executive Director Rourke said that hasn't been decided yet because we haven't done the audit so we don't know necessarily how much money we are going to save compared to how much the project is going to cost. He said when he has that information; he will share it with the Commission.

Commissioner Hotaling mentioned that when they did the upgrades for the Halfmoon water plant and the highway garage, certain bulbs they had to upgrade because when they go on LED they are not as bright and he said in terms of the guys working in the maintenance shops he just wanted to highlight that. Executive Director Rourke said yes, that makes a lot of sense and he will ask that question of Centrica. He said he believed there is code for how many foot candles to lumens are needed for a machine shop for performing maintenance. If these LED's are not going to provide that then they will have to add fixtures which would add to the project cost and take away from the payback. Commissioner Cannon said it depends on what the specs are but if there are codes then we are probably alright. Executive Director Rourke said they have a whole engineering team with field experience so he is confident they have done this many places and even our highway department and DPW department and they did a good job from what he understands but a good question and we will definitely look into that.

2021 RFP's

Executive Director Rourke said typically every year he brings to the Commission for approval the RFP's that he would like to issue for the next year. He said before he goes to the 2021 RFP's he would like to talk about the 2020 RFP's we went through which he pulled from last year's November meeting agenda. The first was the D&R Pump Upgrade and Riverside I&I Repairs, that obviously got shifted and the I&I Repairs just got approved yesterday and the D & R Pump Station did not end up happening in 2020 so that will end up shifting to 2021 which he will talk about but the two (2) 2020 RFP's that we did issue and are working on now are the Saratoga Springs Pump Station Upgrade and the HVAC/Roof Upgrade Design.

Executive Director Rourke said the 2021 RFP's that he would like to issue and request approval for are the following:

- WWTP Secondary Clarifier and Mechanical Gate Replacement
- WWTP MCC/Transformer Replacement Design
- Increase to existing B&L and Arcadis Design Contracts
- Design for Pump station rebuild and slip lining contract 22
- Asset Management software RFP

Executive Director Rourke explained the Asset Management Software RFP. He said this would basically allow us to inventory equipment that we have and develop an asset management program, inspect the deterioration of that asset over time and utilize that information to develop a capital plan. Also, in that

software have a work order style software program where a quarterly schedule can be put together for cleaning and/or maintaining our 98 pump stations and that information would get pushed out to maintenance staff for that day or week. This will allow us to have a better digital and searchable record.

Commissioner Cannon mentioned there must be a lot of personal input that needs to be done and he inquired if there would be a training component. Executive Director Rourke said good question and yes different software platforms are handled a little differently and the RFP would include training and help with building the program with all of the information that this facility has. Executive Director Rourke said this asset management is likely going to be a condition of our new permit and it is something that NYSDEC has been implementing with SPDES permits that you have this asset management program and reporting. That initial setup is usually a lot of the upfront cost that these software programs require.

Commissioner Bisnett inquired if this program had the capability to input or draw data that we have or does it all have to be manually put in or how do we extract what we have and is there a way to integrate it into the program through scanning or some other mechanism vs. manually typing it in. Executive Director Rourke said yes, a lot of the information Andrew has worked on is in our GIS (Geographic Information System) arch mapping data that is already in our system that can be transferred over. Executive Director Rourke added that there are multiple software platforms out there and his guess is that we will get a fair amount of response. He said part of the RFP is going to be a pre-proposal and/or an interview meeting to show us what they can do. He added if any of the Commissioners want to be involved at that point to please let him know. Chairman Howe said to Commissioner Bisnett and Commissioner Fillion that's their wheelhouse so if they wanted to jump on that would be great.

Chairman Howe asked Executive Director Rourke what he needed from the Commission today. Executive Director Rourke said we just need a motion to approve the direction of the RFP's for 2021.

Commissioner Cannon made a motion to authorize Executive Director Rourke to develop RFP's for the upcoming 2021 RFP's. Commissioner Hotaling seconded the motion. No discussion. Motion passed. 8 Ayes, 1 Absent, 0 Nays.

ATTORNEY REPORT

Attorney Naughton said he had two things; first is the dedication for 421 Flex Park, there is an outstanding mortgage so he asked the dedicator to prepare and file a title subordination agreement to satisfy the mortgage. He informed they have prepared it, however it has not been filed yet. Attorney Naughton said he spoke with the title company and they said they would file it before the end of the day so we should be good to go.

Attorney Naughton said the second thing he has is and he is not sure if the Commission is aware but our County Attorney, Stephen Dorsey is going to be retiring at the end of this month on December 31, 2020. Chairman Howe said he did not know that. Attorney Naughton informed there is going to be a new County Attorney, there were interview candidates but no one has been selected yet and it is still unclear as to whether or not a County Attorney will be appointed and hired before the end of the year. He said that raises the question to whether or not he can serve as an Assistant County Attorney because he is obviously appointed by the County Attorney and he gets all his authority to act from the County Attorney so that is still up in the air but he just wanted to let everyone know that that change is happening.

The Commission wished County Attorney Stephen Dorsey well with his retirement.

DEDICATIONS

421 Flex Park – Town of Halfmoon – Moore Property, LLC requested dedication of the sanitary sewer infrastructure servicing 421 Flex Park in the Town of Halfmoon. *A motion to accept Resolution 7-2020 dedication of 421 Flex Park was made by Commissioner Hotaling and seconded by Commissioner Bisnett. No Discussion. Resolution 7-2020 accepting dedication of 421 Flex Park consisting of (4) manholes and approximately 1,134 ft of 2” DR-11 low pressure force main in the Town of Halfmoon **conditioned upon receipt of the filing with the Saratoga County Clerk's Office the release of part of mortgaged premises dated December 2, 2020 between Moore Property, LLC mortgagee and GJS Properties, LLC mortgagor** passed: 8 Ayes, 1 Absent, 0 Nays.*

Tabor Road Transfer Station – Town of Halfmoon – Event Beverage Company, LLC requested dedication of the sanitary sewer infrastructure servicing Tabor Road Transfer Station in the Town of Halfmoon. *A motion to accept Resolution 8-2020 dedication of Tabor Road Transfer Station was made by Commissioner Hotaling and seconded by Commissioner Doyle. No Discussion. Resolution 8-2020 accepting dedication of Tabor Road Transfer Station consisting of (7) manholes and approximately 866 ft of 8” SDR-26 gravity main in the Town of Halfmoon passed: 8 Ayes, 1 Absent, 0 Nays.*

Chairman Howe said he wanted to point out that in the agenda packet there is a schedule of next year's dates for all the Commission meetings. He said he would make sure that Commissioner Fillion gets an email copy as he was attending via telephone.

Executive Director Rourke said one thing he wanted to do today but ran out of time due to what happened with the hot water heater was put together a year in review for the Commission of all the stuff that happened throughout the year, good and bad just to let them know what we do and how we've been doing it. He said he tries to do that on a month-to-month basis but not all of it makes it to the Commission meeting, otherwise we would be here for a few hours but he will try to do that at next month's meeting on January 7, 2021.

Commissioner Thompson inquired if the Sewer District was still testing wastewater and Executive Director Rourke said yes but we reduced our number of locations from nine (9) down to four (4). He added we got some interesting results back today. He also informed that the County hired a new Commissioner of Public Health, Dan Kuhles and he wants to bring him in to what our information is saying and get his input before saying anything in an open public meeting.

Chairman Howe entertained a motion to adjourn.

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

**Next meeting January 7, 2021
3:00 P.M. meeting at the Treatment Plant**