

APPROVED MINUTES

**SARATOGA COUNTY SEWER COMMISSION No. 1
MINUTES OF JUNE 9, 2022
3:00 PM at the Treatment Plant**

COMMISSIONERS PRESENT: Howe, Bisnett, Doyle, Fillion, Hotaling, Keegan and Lansing

COMMISSIONERS EXCUSED: Butler

ALSO PRESENT: Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Gene Hutchings, Chief Operator; Nathan Morris, Assistant Chief Operator; William Bills, Maintenance Manager; Andrew Marsden, Assistant Maintenance Manager; Michael Naughton, Assistant County Attorney; Andrew Proler, Assistant County Attorney

Chairman Howe welcomed everyone to the June 9, 2022 Saratoga County Sewer Commission meeting.

PLEDGE OF ALLEGIANCE: Led by Commissioner Fillion

PUBLIC COMMENT: None

CHAIRMAN’S COMMENTS: Chairman Howe said first thing, a big congratulations to Dan on the birth of his daughter. He said welcome to parenthood, congrats and we missed you. Executive Director Rourke thanked everyone. Chairman Howe also thanked Gene, Bill, Andrew and Nate for the great tour of the new property purchase and storage facility at last month’s meeting. He said he thinks we got a lot of bang for our buck, there is a lot of potential and his opinion it was a solid purchase for the County.

Chairman Howe also informed the Commission that Joe O’Neill, Commissioner for City of Saratoga Springs has resigned. He said Joe was promoted to Commissioner of Public Works when his predecessor, Skip Scirocco passed away and he has been very busy and that is main reason as he cannot focus on both. The Commission wished him well. Chairman Howe said we will reach out to the Board of Supervisors (BOS) for a replacement and look forward to a new member in the near future.

APPROVAL OF MINUTES of May 5, 2022. *Commissioner Keegan made a motion to approve the minutes of May 5, 2022. Commissioner Doyle seconded the motion. No discussion. The minutes of May 5, 2022 were approved: 7 Ayes, 1 Absent, 0 Nays.*

Chairman Howe asked Attorney Naughton if he would like to make an introduction. Attorney Naughton said yes, thank you Chairman Howe. He introduced Andrew Proler, new Assistant County Attorney. Attorney Proler said it was nice to meet everyone. He said he started a few weeks ago with the County Attorney’s office, worked with the Public Defender’s Office for the last 8 years, has some local government experience and is looking forward working with everyone here and being a backup for the Sewer District. The Commission welcomed him.

2020 CAPITAL PROJECTS

HVAC and Roof Replacement Design – Executive Director Rourke informed we had a meeting with the engineer a month or so ago and they are still finalizing that plan set for us to review. We are at approximately 90% design, but had some questions to understand exactly what the intent was on some of the things that were designed also some of the logistics on where some of this equipment is in tight spots throughout the facility. So understanding sequencing as well as if we want to understand any phased approach to this project based on how the budget comes in. The engineer is working on a revised cost estimate but it is unknown at this time and are really tough to pin down. This is one project where we are really trying to get a revised engineers estimate that is hopefully in the ballpark once we do decide to go to bid for that work.

Interceptor Relining Phase VIIB – Executive Director Rourke informed we are at 100% of design for this project by our design engineer, M.J. Engineering. Last month our intent was to modify this contract to include inspection services and construction administration services. After discussions with the County Attorney office they felt it wise to go out for an RFP for those services. Therefore, he is currently drafting an RFP for inspection, construction administration services, put it on the street, get the proposals back, and work with the Capital Projects Committee when the bids come in. He added hopefully we will have something next month in front of this Commission for a potential award so we can continue moving this project forward.

Executive Director Rourke also informed he had conversations with our bond counsel, Fiscal Advisors on this project and the timing of this. He said they need approximately 6 weeks notice to get funds available to start spending. He said that was good to hear and we are still well on track to be able to meet that 6 weeks prior to any work actually starting.

Riverside (Stillwater) I&I Reduction Design – Executive Director Rourke reported the project is moving forward. He believes the contractor got a good amount of the slip lining done but he doesn't think the Department of Transportation (DOT) work has been completed yet. He met with DOT on the project, they understand what needed to be done as there are some manholes on the shoulder where lane closures will be needed on the DOT highway to get that work done. We've worked with the engineer, DOT and the contractor to get all applications and permits ready to go and that work is now just waiting to be scheduled.

Saratoga Springs Pump Station and F.M Evaluation and Design – Executive Director Rourke reported we received 100% engineering report and a set of compliance drawings that need to be reviewed. He said we will work through that with the engineer and continue moving towards 60%, 90% and 100% design plans.

2021 CAPITAL PROJECTS

Secondary Clarifier Gate and MCC Replacement – Executive Director Rourke reported we are still sitting on the 95% design plans. A couple of months ago we discussed how this project intersects with our ammonia project on the electrical side, so we have that side of the project on hold to understand how that ammonia project sequencing looks. Later on we will get into the ammonia project because we did receive bids as well as schedules but for now we are sitting on the 95% design plan comments. Once those are done we will share with the engineer and continue moving forward. Executive Director Rourke said he is anticipating a 3 to 6 month lag until we are out to bid for that project.

CMMS & Asset Management Implementation – Executive Director Rourke said this is our Utility Cloud contract that we have had an initial contract for as well as an agreement to maintain services for an additional 3 years and we are slowly rolling that out. A couple of staff are utilizing it in the field and on the road. It is