



SARATOGA COUNTY WATER AUTHORITY

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES WEDNESDAY, JANUARY 24, 2024 @ 3:30 P.M.

PRESENT: Chairman Tim Szczepaniak, Vice Chairman Robert Wilcox, Treasurer Phil Barrett, Supervisor Tom Richardson, Supervisor Kevin Tollisen and Ms. Jennifer Weaver. Also in attendance: Executive Director Ed Hernandez, Confidential Secretary Carol Alden, General Counsels Mark Schachner, Esq., and Leah Everhart. Absent: Mr. Michael Mooney

Chairman Szczepaniak opened the meeting and welcomed all in attendance. He introduced the newest Board members Supervisor Tom Richardson from Mechanicville, Supervisor Kevin Tollisen from Halfmoon and Ms. Jennifer Weaver from Stillwater.

At this time, the appointment of officers was conducted.

Motion made by Supervisor Barrett with a second by Supervisor Richardson to appoint Tim Szczepaniak to the Chairmanship. Motion carried. (2024-0001)

Motion was made by Chairman Szczepaniak with a second by Supervisor Barrett to appoint Robert Wilcox to Vice Chairman. Motion carried. (2024-0002)

Motion was made by Robert Wilcox with a second by Supervisor Richardson to reappoint Supervisor Barrett as Treasurer. Motion carried. (2024-0003)

Motion was made by Supervisor Barrett with a second by Robert Wilcox to appoint Supervisor Richardson as Deputy Treasurer. Motion carried. (2024-0004)

Motion was made by Supervisor Tollisen with a second by Robert Wilcox to reappoint Carol Alden as Board Secretary. Motion carried. (2024-0005)

The following Committee appointments were recommended by Chairman Szczepaniak:

Governance Committee: Mooney, Szczepaniak & Tollisen

Audit Committee: Mooney, Richardson & Wilcox

Finance: Mooney, Szczepaniak & Weaver
Personnel: Barrett, Richardson & Tollisen
Smart Growth: Mooney, Szczepaniak & Wilcox
Outreach: Szczepaniak, Weaver & Wilcox
Engineering: Barrett, Szczepaniak & Tollisen

A motion was made by Supervisor Barrett with a second from Supervisor Richardson to adopt the Committee assignments for 2024. Motion carried unanimously. (2024-0006)

Chairman Szczepaniak inquired if there were any changes, additions or deletions to the December 20, 2023, meeting minutes. **On a motion by Mr. Wilcox and a second by Chairman Szczepaniak the minutes of the December 20, 2023, meeting was adopted. (2024-0007)**

Ayes: Szczepaniak, Wilcox, Barrett, Richardson, Tollisen.
Nays: None
Abstain: Ms. Weaver

Reports:

Operations:

Mr. Hernandez reported average daily water flows for December 2023 were 6.11 mgd. The rolling annual average was 7.76 mgd.

Financials:

Mr. Hernandez reviewed the Administrative Summary as of December 31, 2023. Budgeted water revenues through December 31, 2023, were \$7.64 mil. Actual revenues through December 31, 2023, were \$7.65 mil. Budgeted expenses through December 31, 2023, were \$2.98 mil and actual expenses were \$2.41 mil. The next Debt Service payment is due March 1st, 2024, for \$889,780.15 for the 2022 EFC Bond and the 2016 Unrefunded Bond. Cash available for operations after that payment is estimated at \$2.78 mil.

Legal:

Ms. Everhart stated there was nothing to report for the month prior.

Motions & Resolutions:

Motion was made by Mr. Wilcox and seconded by Supervisor Richardson to authorize the payment of the monthly vouchers at a cost of \$164,392.33 in operating costs, \$1,892.32 in Underpass Road Project costs and \$23,718.50 in Cordero Drive Project costs. Motion carried unanimously. (2024-0008)

Mr. Hernandez then discussed the proposed contract with Northwoods Water Company to allow them to make a connection to the SCWA and supply water to their current customer base. He indicated they have some water quality issues in their wells. Normally the SCWA only supplies to municipalities and Luther Forest Tech Park. He explained that Northwoods is a private utility but because of the health and safety issue, the Board wanted to assist them with a supply. A draft standard contract was sent to Northwoods but since that time, there has been some discussion about future development in the area they serve. Mr. Hernandez inquired of the Board if they wanted modifications made to the contract to add language to safeguard the tax-exempt status of our bonds and how it relates to resale of water. Supervisor Barrett stated that his concern was setting a precedent to sell to a private entity who would in turn sell it to another private entity, which is limited by our Bonds. He indicated that the Board needed to establish both reasoning and limitations as to how our supply was used by Northwoods and that the Authority would need to approve any further expansion of supply to end users on a case-by-case basis. Ms. Everhart stated she would make the requested modifications and send a revised contract to the Board for their approval.

The next matter was to approve a new contract with Toadflax Nursery for Residual Solids Removal of the lagoons. Mr. Hernandez discussed what that material is for the new board members. He reviewed the process of removal and how it is considered a Beneficial Use by NYS DEC. **Motion was made by Supervisor Barrett to authorize the new contract with Toadflax with a second from Supervisor Tollisen. Motion carried unanimously. (2024-0009)**

The next matter was to authorize the reinvestment of \$5.2 million of CD proceeds. Mr. Hernandez reviewed the current CD rates from three local banks. Supervisor Barrett indicated with rates anticipated to go down over the course of the year perhaps a 9-month investment would be best. **On a motion by Supervisor Richardson and a second by Supervisor Barrett, the Board directed staff to reinvest the funds at TD Bank for nine months at a rate of 4.83%. Motion carried unanimously. (2024-0010)**

The final item on the agenda was **to approve the new rate schedule from General Control Systems for 2024. On a motion by Supervisor Barrett with a second by Mr. Wilcox the Board authorized the new rates. Motion carried unanimously. (2024-0011)**

Mr. Hernandez informed the Board that he would be conducting interviews to fill the operator trainee position that is currently open. He hoped to come back to the Board next month with a candidate for their approval.

New Business:

Chairman Szczepaniak set the next meeting of the Authority Board for February 28, 2024 at 3:30 p.m. in the Blue meeting room of the Board of Supervisors. There will also be a Finance Committee meeting prior to that for annual ABO reporting approvals. Members of that Committee are Mooney, Szczepaniak and Weaver.

Mr. Hernandez wanted to inform the Board that he had spoken with a local engineering firm today that was working with the State to acquire a supply of drinking water for Moreau Lake State park. He asked if this is something that the Board wanted to consider since it was outside of the typical service customers that had been established by policy and precedent. The consensus of the Board was that serving the State Park would be positive. He stated he would come back to the Board with more information upon receipt.

At 4:32 p.m., a motion was made by Supervisor Barrett to adjourn to Executive Session for privileged attorney client discussions. A second was made by Mr. Wilcox. Motion carried.

Motion was made by Supervisor Richardson with a second by Mr. Wilcox to return to open session at 4:42 p.m. There was no further business as a result of the Executive Session.

With no further business, the meeting was adjourned at 4:45 p.m. by Supervisor Tollisen with a second by Mr. Wilcox. Motion carried and meeting was adjourned.

Respectfully submitted,

Carol A. Alden, Confidential Secretary