

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1
MINUTES OF January 25th, 2024
3:00 PM at the SCSD # 1

COMMISSIONERS PRESENT: Chairman Bisnett, Commissioner Butler, Commissioner Doyle, Commission Hotaling, Commissioner Smassanow, Commissioner Scirocco, Commissioner Fillion (late), and Commissioner Lansing

COMMISSIONERS EXCUSED: Commissioner O’Hara

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

PUBLIC:

Chairman Bisnett welcomed everyone to the January 25th, 2023 Saratoga County Sewer Commission meeting.

Chairman Bisnett called the meeting to order. Pledge

PUBLIC COMMENT: None

CHAIRMAN’S COMMENTS: Chairman Bisnett welcomed everyone back for another year and hoped that Commissioner Hotaling would continue as vice chair, and Commissioner Hotaling did accept and keep the same capital projects committee.

Chairman Bisnett asked for a motion to approve the November 30th, 2023 minutes.

APPROVAL OF MINUTES of November 30th, 2023. *Commissioner Doyle made a motion to approve the minutes of November 30th, 2023. Commissioner Scirocco seconded the motion. No discussion. The minutes of November 30th, 2023 were approved: 7 Ayes, 0 Abstain, 2 Absent, 0 Nays.*

2020 CAPITAL PROJECTS

HVAC Upgrade at WWTP – Executive Director Rourke gave a status update of project which is still status quo. We are waiting for the final equipment delivery dates. This was going to be in May. I will reach out in next month or so to see if still on target. All the contractors understand about the delay and I have not received any requests for added costs because of the delay. Once we get a final delivery date they can get in here and get that work finished.

Interceptor Relining Phase VIIB – Executive Director Rourke gave a status update. The work is totally complete all the way through the City of Mechanicville, all the way down to the plant. In terms of the sliplining or cure in place lining that all went relatively well. They are currently up around Shenentaha Park and the

Curtis Lumber Industrial entrance south down to about Goldfoot Rd in Round Lake. They set up the bypass for the 1st phase of that. That chunk is broken up into 3 phases. The 1st phase bypass is set up and is slated to be lined the week of February 5th. The anticipated completion date is still sometime in March for that project. The County Planning Department and the Town aware are of that work continuing.

Saratoga Springs Pump Station and F.M Evaluation and Design – Executive Director Rourke gave a status update. The second pump has been brought online. It is installed and operational, and has passed all tests that it needed to pass. The third pump should be installed this week. There are some RFI's, (request for information), from the contractor to the engineer that need to get answered to move some of the other aspects of the project forward, such as the roof and generator locations. We just want to make sure the engineers stay on top of that and we will stay on top of them so that we do not lose momentum on that project. I will get an anticipated completion date on that project for the next meeting as well since a fair amount of the work is complete, probably about 60% on this project.

2021 CAPITAL PROJECTS

Secondary Clarifier Gate and MCC Replacement – Executive Director Rourke gave a status update. Majority of work to date on this project has been the electrician who is on site and has been doing demo work, chasing some of the existing MCC buckets to understand where current power is coming from. The general contractor it has just been a lot of work making sure that the existing clarifiers are what they say they are. They need to get into all the clarifiers, take measurements and that is when they generate their submittals which they have not generated yet to be approved for fabrication for those clarifiers. It takes a lot on our side to work closely with Gene to take clarifiers off line or put on line. This project's the lead time was 26 weeks now out to 52 weeks. Expect for this to be on agenda for quite some time.

2022 CAPITAL PROJECTS

Biosolids Handling Facility –Executive Director Rourke gave a status update. We have just received basis of design, maybe two weeks ago. We are currently reviewing that list of comment back to engineer by end of next week. Then we will do a 60% design review slightly different with this project. We are going to do a RevIt model review as opposed to a 2D plan and spec review. We are actually going to walk through, look at all the changes in 3D and see what that looks like in terms of maintenance and operation of the plant during construction. We will see what we like and what we do not like and what we can change there as opposed to trying to analyze that and infer that from a 2D plan set. I like this idea, have never done it before so interested in seeing how it goes but do think it is a good idea. Then the plan here is still to be out to bid with this project about quarter to 2025 is the hope. So we will hopefully be wrapping up the substantial complete with the ammonia project and going out to bid with our biosolids project so there is not too much overlap there.

Ammonia related WWTP Upgrades – Executive Director Rourke gave a status update. There is a motion to accept all related grant funding. So, we receive grants for this project over the last couple of years. There are 3 separate grants that we need to basically accept here at the commission level. Then the Board of Supervisors accepts the grant and that triggers the ability for the treasurer's to receive the funding and then disburse the funding to the associated contractors. The 3 grants are water quality improvement program grant for 10,000,000.00, that is from the NYSDEC; a water infrastructure improvement act grant from EFC, the Environmental Facility Corporation, for 5,087,500.00; and then a grant from Empire State Development for 2,750,000.00. So, for the purposes here we can just do a single motion to accept all grant funds related to the ammonia project then if I need to part them out as we go up the chain of Supervisor's we can do that then.

Motion To Accept - Commissioner Doyle made a motion to accept and Commissioner Hotaling seconded the motion. Motion to Award 8 Ayes, 0 Abstain, 1 Absent, 0 Nays.

Aeration Tank Improvements – Executive Director Rourke gave a status update. We finally have had both engineers in the same room and came up with a list of actionable items to get to our ammonia engineer and contractor to put a price to this. This is quickly becoming critical path so hoping to have response of those action items in next week or so, so we can get that finalized and get that change order that is going to be a part of the ammonia project to get those floors up to code. Get that pricing for that and the Public Hearing for that for the amended bond resolution, which is basically a 90-day process for us to be able to absorb those costs under the bond. Wanting to get that done sooner rather than later so not hanging out over the project for a long time.

D&R P.S. Upgrade – Executive Director Rourke gave a status update. We have received a couple of the components. We have received some ancillary parts and the pumps. I think we are still waiting on the control panel but in potentially for that, contractors are just waiting for everything to be in to just dive in and start that work, I believe.

Capacity Evaluation – Executive Director Rourke gave a status update. We received an initial map that maps our interceptor sewer and tells what the overall capacity of the lines are. This is another item to hopefully quell DEC's concerns in the near future with some of the perceived capacity issues that they have here at the sewer district and to continue make sure the development can continue unhindered. Right now it is definitely bogged down and causing a bit of an issue. We are pushing this project forward as quick as we can. Also, under this is where the potential wastewater treatment plant pilot falls. I sent the specs and the process schematic to Global Foundries for comment and input and just to see if they would want to partner on something like this. So we are going back and forth with that right now and once we get a response from them yes or no, we will put it out for a bid with a best value qualifications and sit down with different manufacturers and see if they have any creative solutions that maybe us or our engineer did not come up with to try to solve the problem of how our understanding of how our plant is going to be affected with Global Foundries effluent.

2023 CAPITAL PROJECTS

Moreau Forcemain Extension – Executive Director Rourke gave a status update. They are almost 100% done with the pipe, if not then they have completed that this week. They will then move on to installing the Forcemain structures. The contractor submitted a claim for rock, that they believe they hit. The engineers are not so sure so we went back and forth and currently there is an offer on the table to settle their almost \$400,000.00 claim for \$125,000.00. Which we (being the sewer district) thought was reasonable as well as our engineer. We are just waiting on a response on that claim. If they accept it will obviously be a change order to the project.

Ace Pump Station Upgrade – Executive Director Rourke gave a status update. This project continues to move forward. They are still finalizing the underground utility connections at this point and I believe the hope is to still have this station minus the generator complete by the end of March which is the goal.

Building 5 Roof Replacement - Per Executive Director Rourke Building 5 is our old maintenance building on site here. We received fully executed contracts around January 8th and we are just awaiting a kickoff with the manufacturer and the contractor to get this one under way, see if they can get any work done this winter or if they just want to wait for the weather to break and start the work sometime in the spring.

Spa Park Station Upgrade and South Broadway Design – Per Executive Director Rourke we had a good kickoff meeting with the engineer who discussed the next steps. Basically, its information sharing at this point

we send them what they need to start their work and they can begin on the pump station design. I wanted to get the new officials in Saratoga Springs involved in this before there was an influx of requests from our engineer to the city for this project. So, we have a meeting scheduled for I believe February 2nd at 12:30 to kind of inform the newer players in the City of Saratoga Springs of the project the intent and the scope and the timing of it just to make sure everybody is aware and when they start getting all these requests from somebody working for Saratoga County Sewer District they understand why.

2024 CAPITAL PROJECTS

North Side Primary Clarifier Upgrade – Motion to Standardize for reasons of efficiency and economy. Executive Director Rourke advised we have \$2.25 million dollars budgeted to upgrade our north side primary clarifiers. This is not just the clarifiers themselves but the pumps and the blowers. So, currently we have two different manufacturers of the interior clarifier components. The southside we have Brentwood Industries, they are a little bit newer, and the Northside we have Evoqua. What we would like to do after talking with staff internally is to standardized on Brentwood Industries since they are the newer sides primary clarifier and the reasons are we keep inventory of these parts and when you mix and match chains that is when you get failures. We do not want to keep two inventories of parts, this will allow us to keep less inventory, thereby less costs and better efficiency in terms of economy. The thought is if we are using the same manufacturers parts for at least the internal we will not be doing the mixing and matching of the chains, flights, clutches, and sprockets. It should fail less and our cost should be less over time. There is precedent for this. We have standardized in the plant at least on BDP for the GBT in the past. . We standardized on Flygt pumps on E-One grinder pumps so that is our thought and the reason we need a resolution for this is we would be bypassing NYS procurement. We are talking about a hefty price for clarifier parts. A smidge over ½ million for the internals. We are still going to bid out the installation, the pumps and the blowers because we do not see the same level of benefit standardizing on those parts but we do see benefit standardizing on these parts. So we need a motion here to approve then I need to take it up to the Board of Supervisors, the same resolution to be able to standardize on these to bypass NYS procurement bidding.

Motion To Approve – Commissioner Fillion made a motion to approve and Commissioner Hotaling seconded the motion. Motion to Award 8 Ayes, 0 Abstain, 1 Absent, 0 Nays.

Commissioner Hotaling asked how long has Brentwood been installed? 2010. Is there less money into them than other, Gene replied yes much better. Commissioner Doyle stated great idea save money and time, and more readily available, yes said Gene

Town of Wilton Forcemain Capacity Upgrade Design – Executive Director Rourke advised for this update there is information in the packet and this is a motion to award. There is a breakdown of the pricing, some of the notes taken on the different proposals, brief notes on what we thought was good on certain ones and ok on others. We received 5 proposals ranging from \$ 139,000.00 to \$ 507,000.00. After scoring it with Bill and Andrew and looking at what was included, I would recommend award to MJ Engineering for a cost not to exceed \$ 245,200.00. They included some things the other engineers did not, for example they had full topography survey, they had borings included, and they understood the assignment in that whatever we do up north it is going to affect some of the gravity line down to Excelsior Ave down to south in the City of Saratoga Springs so they included all of that modeling in there. So, I thought overall it was a well-done proposal. We have had good luck and good working relationship with MJ Engineering they have done our interceptor reline design which is on time and on budget at this point which was a 26 million dollar project. We recommend MJ and need motion to award.

Motion To Award – Commissioner Scirocco made a motion to approve and Commissioner Hotaling seconded the motion. Motion to Award 8 Ayes, 0 Abstain, 1 Absent, 0 Nays.

MISCELLANEOUS

Heritage Springs Valuation – Just an update. Recommend a motion for executive session for reason of potential contracts-potential litigation.

*Motion to go into execute session was made by Commissioner Doyle, and seconded by Commissioner
Motion to come out of Executive Session and seconded by Commissioner .*

Executive Director Rourke no action was taken in executive session.

Sewer Refund 61 Jones Road – Motion to approve a sewer refund located on 61 Jones Road. As I was looking more into this, we do not need a motion today but I do want to update everyone on some policies that were passed, a fair amount of time ago, when Bob Wilcox was our attorney. Basically what we settled on was any refund amount or claim amount that was less than \$ 1,000.00 falls under the Executive Directors preview working with the County Attorney’s office as well as Real Property. So, if it is a refund we work through that and get done without having to burden the commission every time something like that is done, or, have to have the property owner wait to file paperwork for an action related to a tax refund. So, 61 Jones Road, they had the wrong amount on their tax bill, due to the number of units was wrong. It equates to a \$ 675.00 refund I concur with everything that the owner of 61 Jones Road said, so we will just issue that refund. There is paperwork and tax forms that need to be filled out between us, the town, county/real property. We will get that all done and settled to get him his money back.

QA Inspector Rates – Executive Director Rourke stated that looking back it was 2019 was the last time we increased rates for our quality assurance program. The QA program, just for edification, is when a new development is being built we have the developer put money in escrow for us to hire an engineering firm to watch the construction and ensure that it is done per plans and specs on behalf of the County. We pay those inspectors certain rates that are set here at the Commission level. The last time we did this was 2019 and those rates at that point were \$ 100/hr for what we call a Tier 2 project which is basically a little bit less complex. It does not include any DOT work, and \$ 110/hr for Tier 3 project. The proposed rates from the engineering firms are \$ 150 Tier 2 and \$ 160 for Tier 3.

What we ended up settling on internally and working with Scott was a proposed \$ 120/hr Tier 2 and \$ 130/hr Tier 3. The Executive Director’s goal was we collect a certain percentage of this for administering this for administrative fees. From the inception until now that has been about \$ 25/hr. So, I thought was fair to keep our revenue just about the same, our costs about the same for what we need to do for this program. So, what we do is we have total \$ amount of \$ 120 and we multiply that by our administrative %, it use to be 30%, it went down to 25% and what I want to do now is bring that down to 20%. So higher rate lower % gives us the same amount of revenue and that equates to Tier 2 an actual payment to the inspector of \$ 96/hr to the engineering firm and for Tier 3 \$ 104/hr. One additional change that we want to do with this is pay mileage. from office to job and job to job. Right now the firm pays the employee and that just comes straight out of their pocket. We would like to reimburse them for their mileage to ensure that those costs are as neutral as they are working for us at that point. So we would just need a motion to adopt these and I would make them effective as of February 1st, so anything prior any exhibit 2 executed prior to February 1st, being a piece of paper that is part of contract with the firm we are working with will be the old rates and any exhibit 2 executed after 2/1 would be the new rates.

Synopsis

Tier 2 - \$120/hr

Tier 3 \$130/hr

20% Admin fee and mileage reimbursed

Motion To Adopt – Commissioner [redacted] made a motion to approve and Commissioner [redacted] seconded the motion. Motion to Award 8 Ayes, 0 Abstain, 1 Absent, 0 Nays.

Executive Director thanked Commissioner Lansing for his help on this.

Reappropriation of 2023 Unspent Capital Funds - This is a typical housekeeping resolution for unspent capital funds for our different ongoing Capital Projects. In your packets there should be a breakdown of the different Capital Projects that are happening right now and how much unspent funds are in there. (We are busy and have good staff to help.) We are appropriating approximately \$ 24,000,000.00 of unspent capital funds. The main reasons for that is our clarifier project we are paying cash for. That was an approximate \$ 12,000,000.00 project that has not gotten off of the ground yet, because of the increase lead times. So we have to reappropriate all of those funds, the HVAC project for example is 1,200,000,.00. Then with the Saratoga Springs project the timing of the bid and when the construction started. So those lead times all factor into the schedule of needing to reappropriate funds. That is approximately \$ 3,000,000.00-3,500,000.00 that we have to move. A typical housekeeping resolution. It is in the budget, just need to move it.

Motion To Approve – Commissioner Doyle made a motion to approve and Commissioner Lansing seconded the motion. Motion to Award 8 Ayes, 0 Abstain, 1 Absent, 0 Nays.

Executive Rourke previously forgot to mention on the Town of Wilton Forcemain Capacity Design in the \$240,000.00 for MJ Engineering, that money I am going to (maybe we need to amend the motion), I want to take that out of our Fund Balance as opposed to affecting our 2024 budget because what I want to do is use the money that Wilton is going to give us once we take the system over that 2.5-3 mil I think it should come out of that pot of money we just don't have that yet so it would be easier bookkeeping wise to take it out of the fund balance, fund our 2024 budget with it and then replenish our fund balance from behind the scenes.

ATTORNEY REPORT – None

DEDICATIONS - None

Executive Director Rourke thanked everyone. A motion to adjourn the meeting was made and seconded and passed unanimously.

**Next meeting February 29th, 2024
3:00 P.M. at the Sewer District # 1 Office**