



SARATOGA COUNTY WATER AUTHORITY

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, OCTOBER 26, 2017 @ 3:00 P.M.

PRESENT: Chairman John Lawler, Vice Chair Anita Daly, Deputy Treasurer Tim Szczepaniak, Supervisor Art Johnson, and Board Members Darren O'Connor; Executive Director Ed Hernandez and General Counsel Leah Everhart, Esq. **ABSENT:** Treasurer Tom Cumm and Member Jim Smith.

Chairman Lawler called the regular meeting to order at 3:00 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room One.

Motion was made by Ms. Daly and seconded by Mr. Johnson to adopt the draft minutes of the September 28 2017 Meeting minutes as the official minutes of that meeting. Motion to adopt the minutes was adopted unanimously.

(As is the practice of the Board, the Board waived a reading of the draft minutes and the adopted minutes include the long form resolutions that were passed at said meeting and the Board waived the reading of the long form resolutions.)

Reports:

At this time a presentation was made by Alex Hermann of Delaware Engineering on the design of the Storage Barn Project. The site plan and sketches were reviewed with board members and cost estimates were projected at \$60-\$75 per sq. ft. Mr. Hermann estimated that construction time would be two to three months. Discussion ensued regarding the necessity of a climate controlled storage space within the design. He noted that the majority of the cost was the foundation and concrete flooring. He reviewed the door designs. Overall size would be 120' x 40'. He stated finish would be similar to the other campus. Mr. Lawler inquired about the funding for the project. Mr. Hernandez stated the funds were available in the Capital Reserve Improvement Fund. Overall estimate was approximately \$350,000. Ms. Everhart inquired about a Site Plan Amendment. Discussion ensued regarding who had jurisdiction over the inspection and permitting program.

Production: Mr. Hernandez reported that production data for the month of September 2017 was 5.89 MGD. Rolling annual average was 5.21 MGD.

Financial: Mr. Hernandez discussed the financial reports through September 30, 2017. Revenues for the year were budgeted at \$3.8 million while actual revenues were \$4.14 million. Budgeted expenses through September 30, 2017 were \$1.44 million while actual expenses were \$1.23 million. Estimated cash available for operations at Dec. 1, 2017 is estimated at \$1.73 million. The next scheduled debt service payment is \$105,000 on Dec. 1 for the Series 2014 Bonds.

Legal: Attorney Everhart stated there was no legal activity this past month.

Motions & Resolutions:

Motion was made by Mr. O'Connor and seconded by Ms. Daly to authorize the payment of the monthly vouchers at a cost of \$93,468.63 in operating costs and \$4,183.23 in costs related to the proposed Halfmoon/Mechanicville Expansion Project. Mr. Szczepaniak had no comments related to the review of the vouchers. **Motion carried unanimously. (2017-0042)**

Motion was made by Mr. Szczepaniak and seconded by Mr. Johnson to approve the following line item budget transfers:

- \$20,000 from Legal Services to Miscellaneous Professional Services.
- \$5,000 from Lab Supplies to Equipment Parts: Plant
- \$1,000 from Insurance to Bank Service Fees
- \$500 from Insurance to Business Licenses and Permits
- \$10,000 from Utilities: Propane to Plant Repairs and Maintenance
- \$5,000 from Utilities: Electric to Water Testing

Mr. Hernandez discussed the various line items for the transfer amounts. **Motion carried unanimously. (2017-0043)**

Agenda Item 5.c. Mr. Hernandez discussed the Commercial Insurance proposals that were received. Chairman Lawler request that the matter be tabled until the November meeting to provide the Board more time to review the three proposals that were received.

Agenda Item 5.d. – Motion was offered by Mr. O'Connor and seconded by Mr. Szczepaniak to authorize the Chairman to execute the Acceptance Letter to NYS Environmental Facilities Corporation for the DWIIA Grant awarded to the Authority. Motion carried unanimously. (2017-0044)

Agenda Item 5.e. – A motion was made by Mr. Johnson and seconded by Mr. O’Connor to adopt the 2018 SCWA Cybersecurity Policy after the revisions had been completed by Mr. Hernandez. **Motion carried unanimously. (2017-0045)**

Agenda Item 6.e. – A motion was made by Ms. Daly and seconded by Mr. Szczepaniak to approve the 2017-2018 MVP Silver 4 Liberty EPO Health Insurance Plan with renewal of the associated HRA Plan. Chairman Lawler inquired if any members had questions relating to the renewal. **No members responded. Motion carried unanimously. (2017-0046)**

Motion was made by Mr. Johnson and seconded by Ms. Daly to readopt the SCWA Code of Ethics Policy, SCWA Whistleblower Policy, Discretionary Funds Policy, Equal Opportunity Policy, Affirmative Action Policy, and Disposition of Property Policy as recommended by the Governance Committee. (2017-0047)

The final agenda item was a **motion to readopt the Internal Control Policy as recommended by the Audit Committee. Motion carried unanimously. (2017-0048)**

New Business:

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, November 30, 2017 at 3:00 p.m. Mr. Szczepaniak noted he would not be available for that meeting.

Mr. Hernandez then discussed the recent Lead & Copper sampling results. He stated that some samples came back high at Global Foundries. Second sets of samples came back below the limits so the data was sent to NYS DOH and Global Foundries was notified. There was no further concerns. All following samples were within limits.

Mr. Hernandez then discussed the Annual DEC inspection and the NYS DOH Sanitary Survey. All inspections were completed with no issues.

The final item was a request to fill a Water Operator position with an existing part time operator. Mr. Szczepaniak inquired about the cost difference. He noted that several projects were taking more of the staff’s time as most work was being done internally as opposed to hiring outside contractors. **Motion was made by Ms. Daly and seconded by Mr. Johnson to authorize the Executive Director to fill the full time water operator position at a salary of \$52,000. (2017-0049)**

Chairman Lawler discussed the recent repayment to the Saratoga County Board of Supervisors at their recent meeting. He noted the County Supervisors were very pleased with the success of the Authority despite the obstacles to complete the project. He was very pleased to present the \$2 million check to the Board.

**With no further action, motion to adjourn was made by Mr. Johnson and seconded by Ms. Daly.
Motion passed and meeting was adjourned at 3:45 p.m.**

Respectfully Submitted,

Carol A. Alden, Confidential Secretary