



SARATOGA COUNTY WATER AUTHORITY

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, DECEMBER 22, 2016 @ 3:00 P.M.

PRESENT: Chairman John Lawler (via teleconference), Treasurer Tom Cumm, Supervisor Tim Szczepaniak, Board Member Darren O'Connor, Executive Director Ed Hernandez, and SCWA General Counsel Mark Schachner, Esq. **ABSENT:** Vice Chair Anita Daly, Supervisor Art Johnson, and Member Jim Smith.

Chairman Lawler called the regular meeting to order at 3:10 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room One.

Motion was made by Mr. Cumm and seconded by Mr. O'Connor to adopt the draft minutes of the November 22, 2016 Meeting minutes as the official minutes of that meeting. Motion carried unanimously.

At this time, Chairman Lawler opened the Public Hearing relating to 2017 water rates. There were no comments or anyone from the public present to speak. The Chairman confirmed that no written submissions had been received. At 3:20 p.m. the Public Hearing was closed.

(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:

Production: Mr. Hernandez reported that production data for the month of November 2016 was 4.53 MGD. Rolling annual average was 4.801 MGD. Mr. Cumm noted that both the Town of Moreau and Wilton Water & Sewer were currently under their contractual minimums for the year. Mr. Hernandez stated he had notified both customers via telephone calls and emails to remind them.

Financial: Mr. Hernandez discussed the financial report through November 30, 2016. Revenues for the year were budgeted at \$4.37 million and actual revenues were \$4.87 million. Budgeted expenses were \$1.76 mil and actual expenses were \$1.39 million. Estimated cash available for operations at March 1,

2017, (after the first 2016 bond payment) is estimated at \$2.25 million. The next payment for the 2016 Bonds is due March 1, 2017.

Legal: Mr. Schachner stated there were just a couple of items they were currently working on for the Authority. The first being the documents necessary to close out the Outfall Project with Saratoga County IDA and the second being contract negotiations with a new water customer. The customer had requested a shorter termination notification period. Mr. Schachner stated he had discussed this with Mr. Hernandez and that perhaps a middle ground could be suggested after recoument of the investment period for the infrastructure. Further discussion ensued regarding the matter and the Board consensus was that all municipal customers should be treated with the same contract terms.

Motions & Resolutions:

Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to authorize the payment of the monthly vouchers at a cost of \$160,246.79 in operating costs and \$8,611.00 in SPDES Outfall Project costs. Mr. Hernandez stated that all vouchers had been reviewed previously by Mr. Cumm and were approved. He noted the carbon replacement invoice was the largest expense this month. **Motion carried unanimously. (2016-0095)**

Resolution #2016-0096 was made by Mr. Cumm and seconded by Mr. O'Connor. The Resolution was read aloud by Mr. Schachner as follows:

**RESOLUTION NUMBER 2016-0096 OF THE SARATOGA COUNTY WATER AUTHORITY
ESTABLISHING WATER RATES TO BE APPLIED AS OF JANUARY 1, 2017**

WHEREAS, the Saratoga County Water Authority duly conducted a Public Hearing on December 22, 2016 to consider authorizing amendment of its water rate schedule by increasing its Municipal rate by 1.5% and by establishing a rate for Industrial/Commercial users.

NOW THEREFORE BE IT RESOLVED, that the Authority hereby authorizes increase of the water rates for Municipal users effective January 1, 2017 from \$2.209 per 1,000 gallons to \$2.242 per 1,000 gallons, an increase of 1.5%; and be it further

RESOLVED, that the Authority hereby establishes a water rate for non-governmental Industrial/Commercial water purchasers at \$3.095 per 1,000 gallons.

Duly adopted this 22nd day of December, 2016 by the following vote:

AYES: Lawler, Cumm, O'Connor, Szczepaniak
NOES: None
ABSENT: Daly, Johnson, Smith

Mr. Hernandez then requested the establishment of a fee schedule for hydrant usage for contractors who use small amounts of water through hydrants during construction projects. Mr. Szczepaniak inquired how Mr. Hernandez established the proposed rates. Mr. Hernandez went through the process to establish those rates. The following rates are proposed for temporary hydrant usage:

Flow Meter & Backflow Charge: \$100
Setup & Inspection Labor Fee: \$120
Additional Labor rate, if required: \$60/hr.
Water Rate Charge: Equal to Industrial/Commercial Rate

Proof of Insurance naming the SCWA as an additional insured is also a requirement with the application. **Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to adopt the Hydrant Usage Fee Schedule. Motion carried unanimously. (2016-0097)**

Mr. Hernandez then discussed the recent vehicle sales and the replacement process he conducted through NYS OGS. He reviewed the bids he received from the "mini-bid" process. He outlined that the process failed to provide an acceptable result that met the specifications required. With the Board's approval he requested to purchase a vehicle from a local dealer who agreed to match the lowest state bid price. The vehicle offered had more options than the vehicle from the bid results, therefore he wished to use Best Value Procurement. **Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to approve the purchase at the low bid price of \$22,344.82 plus a delivery fee of \$75.** Chairman Lawler requested that Mr. Hernandez provide good documentation on the purchase to support the Best Value Procurement. **Motion carried unanimously. (2016-0098)**

New Business:

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, January 26th, 2017 at 3:00 p.m. Mr. Cumm indicated he would be absent from that meeting.

Mr. Hernandez then discussed the proposed Vision Insurance Plan for employees. He stated that the employees had lost this benefit when the Authority moved to an independent health plan from Saratoga County. Total cost to the Authority would be \$497 annually, with employees contributing 20% of the cost. **Mr. Cumm made a motion to authorize the Vision Insurance Plan for 2017. Mr. O'Connor seconded that motion. Motion carried unanimously. (2016-0099)**

With no further action, motion to adjourn was made by Mr. O'Connor and seconded by Mr. Cumm. Motion passed and meeting was adjourned at 3:45 p.m.

**Respectfully Submitted,
Carol A. Alden, Confidential Secretary**