



SARATOGA COUNTY WATER AUTHORITY

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ED HERNANDEZ, P.E., EXECUTIVE DIRECTOR

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, SEPTEMBER 27, 2020 @ 3:30 P.M.

PRESENT: Chairman John E. Lawler, Vice Chair Anita, Treasurer Tim Szczepaniak, Deputy Treasurer Todd Kusnierz, Supervisor Darren O'Connor, Supervisor Phil Barrett and Board Member Art Johnson. Also, Executive Director Ed Hernandez and General Counsel Leah Everhart, Esq. **ABSENT:** None

Chairman Lawler welcomed all to the meeting and inquired if there were any changes, additions or deletions to the August 27, 2020 meeting minutes. **On a motion by Mr. O'Connor and a second by Mr. Kusnierz the minutes of the August 27, 2020 meeting were adopted. Unanimous.**

Chairman Lawler inquired if there were any changes to the August 27, 2020 Finance Committee meeting minutes. **On a motion by Mr. Johnson and a second by Chairman Lawler the minutes of the August 27, 2020 Finance Committee meeting were adopted. Unanimous.**

Reports:

Operations: Mr. Hernandez reported water sales for August were 8.62 mgd and rolling annual average was 6.78 mgd.

Financials: Mr. Hernandez read the Administrative Summary as of August 31, 2020. Budgeted water revenues through August 31, 2020 were \$4.22 mil and actual revenues were \$5.05 mil. Budgeted expenses through August 31, 2020 were \$1.37 mil and actual expenses were \$1.1 mil. The next Bond payment is due December 1st, 2020 for \$98,875. Cash available for operations after that payment and a Service Fee repayment of \$2 mil to the County was estimated at \$1.2 million.

Capital Projects: Mr. Hernandez reported that the Plant Expansion Project was moving along with mobilization and work has commenced on the 1mg Clearwell Tank. He mentioned that he had an item further along on the agenda to discuss the sludge processing and an issue with same that could impact the capital project.

Legal: Ms. Everhart stated there were only minor issues that arose during the last month but nothing of note. She mentioned that some guidance had been given to the Authority Confidential Secretary regarding

online access to banking accounts. She concurred that Ms. Alden should be granted online access to the Saratoga National Bank CD account for monitoring of interest activity. She also concurred that she should be granted online access to the Ballston Spa National Bank accounts to monitor activity, process deposits and electronic payments, as well as any other previously granted actions by the Board. She indicated a policy should be put in place for Online Banking. Mr. Hernandez stated that a Policy was being introduced to the Board at this meeting and that a copy would be sent to her for further review. Mr. Szczepaniak commented that he requested counsel's opinion on whether he was authorized to grant these actions or if the full Board should be involved. He stated he had no issue with Ms. Alden's ability to monitor account activity as part of her duties at the Authority. Mr. Hernandez also inquired about the recent FOIL request received regarding the Plant Expansion Project. He also mentioned a letter from Wilton Water & Sewer Authority's counsel regarding the contract for renewal of water supply. He also mentioned he was waiting for a response from Clifton Park Water Authority and the Town of Ballston. Ms. Everhart responded that she would provide guidance by the next Board meeting as to how to approach requested changes to all the upcoming contracts. He instructed Ms. Everhart to prepare a memo regarding the items from Wilton.

Outreach Committee:

Ms. Daly commented that the Committee was taking some next steps to gather information regarding costs. She requested that Mr. O'Connor please add his comments as he had recently spoken with the production company. Mr. O'Connor stated that it was recommended that the Authority prepare a script for the production and that the producers could do whatever we requested based upon cost. He stated the script was under review by the Committee and would be submitted to the production company to see if it worked and what the cost would be.

Motions & Resolutions:

Motion was made by Mr. Szczepaniak and seconded by Mr. Kusnierz to authorize the payment of the monthly vouchers at a cost of \$91,258.25 in operating costs and \$43,700.00 in WTP Plant Expansion costs. Chairman Lawler inquired if Treasurer Szczepaniak had reviewed all payments and was amendable to the payments, which he responded he was. **Motion carried unanimously. (2020-0033)**

The next matter was Employee Health Benefits for the upcoming year. Mr. Hernandez introduced Mrs. Berny Terpening of the Heritage Group to review the options before the Board. She discussed the current plan MVP Silver 4 plan with an accompanying HRA. She indicated that MVP was imposing a 5.1% increase in premiums to that plan. She reviewed the other plans and mentioned in particular a CDPHP Triple Zero HMO. She noted that participants are only allowed to use medical facilities within a particular region in the Capital District, but would have no copays for doctor visits, Tier 3 prescriptions and women's health annual exams. She indicated there was no HRA allowed with the CDPHP plan. She indicated that currently the Authority was absorbing the cost of a deductible for employees as opposed to the CDPHP plan which employees would experience deductible costs for any costs outside the three categories at zero.

She did mention that injectables are covered but at a 20% copay, which can become very costly for employees who may have diabetes or Crohn's Disease. She also noted that the HMO would require referrals as well. She also noted that the EPO is a national network as opposed to the local network for the HMO. Mr. O'Connor inquired about specialty care outside of the HMO authorized area for such things as cancer treatments or specialists. Mrs. Terpening responded that there was no coverage for that without special authorization from CDPHP. She stated if there were specialists within the HMO network then employees would be required to use them. Mr. Johnson inquired about the costs for the two different plans. Mr. Hernandez directed Mr. Johnson where he could see those on his hand-out. Mr. Johnson inquired if Mr. Hernandez had a preference. He indicated he would like to see the Board approve staying with the current plan. Ms. Alden indicated that the Authority could save some money by removing the dental and vision riders on the HRA. Chairman Lawler stated he felt the Board was comfortable with the current costs of the health plans. **Motion was made by Mr. Szczepaniak and seconded by Ms. Daly to award the contract for health coverage to MVP under the Liberty Silver 4 plan with corresponding HRA. Motion carried unanimously. (2020-0034)**

At this time Mr. Hernandez discussed the SEQR motion that was tabled last month. He indicated that SHPO came back with a recommendation to conduct a Phase II Archaeological Survey at the Cordero Drive location. He reached out to Hartgen Archeological, who had conducted the first two phases, and was presenting a proposal from them at a cost of \$4,950 for the additional work. **Motion was made by Mr. Kusnierz and seconded by Mr. O'Connor to contract with Hartgen Archeological Associates for a Phase II study at a cost of \$4,950. Motion carried unanimously. (2020-0035)**

The next matter was a discussion of the proposed Fire Hydrant Protocol. Mr. Hernandez discussed the treatment of the Authority's fire hydrants along the waterline. He indicated that fire companies may unintentionally cause damage to themselves or the system if they use one in the event of a fire emergency. He indicated that local fire agencies needed some additional training on using the Authority's hydrants for extenuating safety and supply system reasons. He commenced reading the policy. He indicated he would be providing this to all local companies. Chairman Lawler requested that a copy be sent Carl Zeilman and Ed Trombley in County Emergency Services. Mr. Szczepaniak inquired if any hydrants were damaged by a fire company would that damage be covered by insurance. Mr. Hernandez indicated that he did not believe so in his experience, but he would confirm with the Authority's insurance company. Mr. Szczepaniak also indicated that the documents should be sent via Certified Mail.

The next matter was the results of the NYS Vehicle Marketplace bid results for a new Ford F250. He requested that the Board consider approving the purchase of a 2020 Ford F250 at a cost of \$33,834.79 to Van Bortel Ford. He noted that one of the bids was for a 2020 model and the spec was written for a 2020, however all of the other bids submitted were for a 2021 model. Ms. Everhart indicated that since it was specked as a 2020 then the award should go to that vendor or be rebid as a 2021 model. Mr. Szczepaniak inquired how long the Authority retained its vehicles. Mr. Hernandez indicated about 10 years.

Mr. O'Connor made a motion to award the purchase of a new Ford F250 to Van Bortel Ford in the amount of \$33,834.79. Motion carried unanimously. (2020-0036)

Mr. Hernandez then discussed the results of the Request for Proposals from local engineering firms regarding a potential Distribution Expansion. He indicated that copies of all proposals had been sent to the Engineering Committee and he would return with their recommendation at next month's meeting. He noted that all three were good firms and the lowest came in around \$29k. Chairman Lawler stated the Committee should review the proposals and make a recommendation. Chairman Lawler indicated he would take the lead on that.

The final matter was a discussion regarding the sludge lagoons and the process of drying and removing the sludge. Mr. Hernandez discussed the increased flows and the increase in coagulant usage and the resulting affect to the sludge. He indicated that as flows increase it may become more and more difficult to dry out the lagoons for sludge removal. He was requesting the Board to consider an amendment to the current Project Plan and include another lagoon in that project. In the alternative, the Board could consider doing it as a separate project. Chairman Lawler inquired what the result would be if it was not done. Mr. Hernandez stated that he researched how other treatment plants were dealing with the removal and disposal. Chairman Lawler also inquired about the estimated cost and what was built for an additional lagoon. Ms. Daly inquired if there were regulations regarding disposal of the sludge such as placing it on a paved area. Mr. Hernandez stated that many plants have drying beds and that it is not odorous. Chairman Lawler inquired about the use of the Renewal and Replacement Account funds. Mr. Hernandez indicated that it could also be financed at a low interest rate through the state. Chairman Lawler requested from the Board their consensus on getting a proposal. It was decided to get a proposal from the current engineering firm for the additional lagoon as an add on to the current project and estimated debt service costs from Mr. Hernandez. Mr. O'Connor mentioned that he had had some discussions with Global Foundries reps regarding additional water consumption for them. He inquired if the RFP for Distribution Expansion options included increased capacity for them. Mr. Hernandez indicated it did. He expanded on the potential for increasing pressure through the current pipeline and resulting concerns.

The final matter before the Board was a Chairman's item regarding an offer from the Luther Forest Technology Corporation for the potential purchase of an additional 33 acres of land to own as opposed to the current easements. Mr. Barrett inquired about getting a better idea of the property and how it fits into the Authority's long-term goals. Chairman Lawler requested that Mr. Hernandez prepare a memo with a recommendation to present to the Board at the next meeting. Ms. Daly inquired if the property could be subdivided further down the road if the opportunity presented itself. Mr. O'Connor inquired about the portion of the property that has been calculated into the green space requirement. Ms. Everhart commented on the zoning requirements they would need to research. Mr. Barrett requested a meeting at the property location to get a better idea of the proposal before them. An informal meeting was decided at the tank location on Thursday, October 1st at 2:30 p.m. Counsel reminded the Board that no action should take place at that meeting.

Motion was made to readopt the SCWA Internal Control Policy as recommended by the Audit Committee by Mr. Kusnierz and seconded by Mr. Barrett. Motion carried unanimously. (2020-0037)

Chairman Lawler then discussed that the Audit Committee was recommending the Adoption of the SCWA Online Banking Policy upon review and agreement of counsel. **Motion was made by Ms. Daly and seconded by Mr. Johnson to adopt the SCWA Online Banking Policy. Motion carried unanimously. (2020-0038)**

The final matter before the Board was a **motion by Mr. Barrett and seconded by Mr. Johnson to authorize the execution of the Online User Agreement by Mr. Szczepaniak and naming Ms. Alden as the Administrator for Saratoga National Bank as recommended by the Audit Committee. Motion carried unanimously. (2020-0039)**

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, October 22, 2020 at 3:30 p.m. at the County.

Chairman Lawler indicated there would also be a meeting of the Governance Committee at 3:15 p.m. Members of that Committee are Johnson, Lawler and Szczepaniak.

At 4:55 p.m., with no further business, a motion was made by Mr. Barrett and seconded by Mr. Kusnierz to adjourn. Motion carried unanimously.

Respectfully Submitted,

Carol A. Alden, Confidential Secretary