

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**

Monday, March 16, 2020 at 7:00 pm
Village of Victory

PRESENT:

Timothy Healy, Village of Victory, Chairman
Michael Hughes, Village of Schuylerville, Commissioner
Leslie Dennison, Village of Victory, Commissioner
Bryan Drew, Village of Schuylerville, Commissioner

ABSENT:

None

OTHERS PRESENT:

Wendy Lukas, 77 Green Street, Schuylerville

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, April 20th, at 7:00 PM, at the meeting hall in the Village of Victory.

BOARD CORRESPONDENCE:

MINUTES:

The minutes from the February 19th monthly meeting are available for review. Chairman Healy asked the Board if there were any questions. Chairman Healy made the **motion** to approve the minutes, Commissioner Drew seconded the motion, all in favor.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 95,338.92
Filter Account	\$ 137,308.96
Meter/Capital Reserve Savings Account	\$ 251,079.61
Water Tank Savings	\$ 8,765.99

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

Tasks Completed in February 2020-

Some items of note during the month-

- TC samples were transported to CNA Labs as appropriate during the month of February.
 - DCK Services LLC responded several times to alarms from the water treatment plant(s).
 - DCK Services LLC placed orders and received chemicals for water treatment.
 - Staff members checked and tested the auto-flushers on the distribution system during the last week of the month of February 2020.
 - Hach Technician on site on January 9th. He did a full check on all equipment (Their report was previously submitted under separate cover). This was a topic of discussion during the month of February.
 - Received chemicals from Surpass per schedule.
 - Set up the dehumidifiers on January 28th, they were setup for the month of February 2020, and we will monitor their efficiency going forward.
- Water Plant Tasks of interest in the month:
- ✓ Schuylerville Plant-
 - ✓ 1st-VFD #1 out of position and the SCADA system called. DJC responded.
 - ✓ 2nd- VFD #1 out of position/SCADA system called. DJC responded after hours (0200).
 - ✓ 3rd- Prefilters on RO1 were changed out.

- ✓ 7th- Plant running on generator. MD on site to reset distribution pumps and UV. Internet OOS because of the storm.
- ✓ 8th- Plant still on generator; GA Bove on site to fill generator tank.
- ✓ 11th- Changed out CL17 reagent chemicals and Collected the quarterly entry point and monthly SPDES samples.
- ✓ 14th- DJC met with NY Fire and Signal to check out the systems.
- ✓ 17th- Cleaned all glassware.
- ✓ 24th- DJC and DC III met with Mark Rogers regarding repairs to the bottom of the CIP tank and the addition of an addition hot water source.
- ✓ 27th- UV System went to ELCB Tripped condition. SCADA system called. DJC responded.
- ✓ Victory Plant-
 - ✓ 14th- DJC met with NY Fire and Signal to check out the systems.
 - ✓ In early March- there were calls concerning discolored water. DJC double checked all the auto-flushers- all were working as intended. DJC also did an extended backwash while on site on that day.
- As noted above, in Late February, DCK Services LLC personnel, Don J. Coalts and Don Coalts III met with Mark Rogers concerning the leaking CIP Chemical Tank and the need for a larger hot water tank associated with the CIP Process. We discussed various options as well as the needs for the process to move forward. Mark is seeking the replacement parts and a larger water heater to be installed in the plant that will accommodate the CIP warm chemical needs as well as those needs of the entire system throughout the year. Mark will gather this info and provide costs associated with these needs.

Scheduled Activities Next Month

- o Tasks underway or addressed as of writing of this report-
 - o Clean CL17 analyzer
 - o Collect quarterly surge tank samples at the Victory plant.
 - o Monthly reports to be collected for both Plants.
- Conduct routine operations and daily testing as required.
- Charge chemicals as necessary.
- Follow up on any report/recommendations from the Hach Company.
- Other Items/Tasks being pursued or awaiting information from others:
 - o We will follow up on any action that the Board would like to pursue regarding the GCS suggestions for the communications at the two facilities.
 - o Work with the staff from C T Male as appropriate as they move along with their Master Plan.
 - o Follow up on the installation of a dock at both plants to allow a smoother transfer of chemical totes from chemical trucks to the loading docks at the facilities.
 - o Continue with winter weather operations at both facilities.
 - o Finish up with preparations for the CIP that has been scheduled for the month of April. This will include passing along information received from Mark Rogers for the repairs discussed earlier in this report.
 - o Cummins was on site in early March to investigate low coolant alarm. They reported that the blocked heater had apparently burned. They suggested replacing the unit. The Cummins Report and estimate of report was provided to the Board under separate cover.
 - o During the second week of March DJC met with Mark Rogers again to remeasure and ascertain the location of an additional hot water heater for the plant. DC III has been in contact with Mark Rogers and we are trying to gain an estimate from him for the work to be done. This should be done as soon as we have the information and get approval from the Board. There is a CIP scheduled for April 2020. Mark believes he can get the work done in plenty of time once he has all the details in his possession. DC III will provide the Scope of Work and Estimate to the Board as soon as we receive it from Mark R.

Chairman Healy asked the Board if they had any questions on this Report.

CIP Repairs/Improvements – provided by DCK

The suggested budget price for the CIP Tank repair is \$4,000, the additional Hot Water Tank is \$12,000. This larger number includes the purchase of the tank itself, as well as Mark's labor and the additional plumbing/electrical work to be done in order to install the additional tank.

The Board discussed the need for this work to be done in order to perform the proper CIP cleaning – as the water temperature needs to be high - and the repair needed to the tank. There was also discussion on repair vs purchasing new. Chairman Healy made a **motion** to approve the CIP Tank repair in the amount of \$4,000 and the additional Hot Water Tank in the amount of \$12,000, this includes Mark's labor and the additional plumbing/electrical work to be done in order to install the additional tank, Commissioner Drew seconded the motion, all in favor.

OLD BUSINESS:

Generator Repairs: Quote received from Cummins. Chairman Healy stated he would call the technician that worked on the generator to establish why it caught on fire. There was also discussion about the debris around the Schuylerville Plant. Chairman Healy made a **motion** to approve the quote in the amount of \$752.45, Commissioner Dennison seconded the motion, all in favor.

Chairman Healy discussed the need for DCK to follow the Procurement Policy guidelines when obtaining quotes and will contact DCK concerning this.

Schuylerville Central School: Account Clerk Westbrook provided a draft of a letter to Superintendent Riggi, outlining notification procedures they would like to have the School follow.

Chairman Healy's Report:

- Roofing repairs on the Victory Plant– Chairman Healy wants to discuss repairs with DCK, and possibly contact the contractor himself, as the contractor that inspected the roof believes that the outside of the roof is in good condition, while there are visible problems, rust, etc., on the inside.
- Chairman Healy will contact DCK concerning getting both DPW Supervisors keys to both Plants and gates.
- Chairman Healy will follow-up with DCK concerning quotes on repairs to the door.
- Cross Connection Law - Commissioner Drew discussed it at the Village of Schuylerville Board meeting and they are not currently following the procedure but have a copy of the Law and will implement it.
- Miles Lopes property, pictures of numbers on gates, 27A, 27B, 27C, 27D were provided to the Board. He was billed for four units in this current quarter's billing.
- NYCLASS bank account. Account Clerk Westbrook needs to provide the Board with information from Glens Falls Nation Bank.

Budget Preparation: The Tentative Budget has been completed and has been passed on to both Village Boards. The Board reviewed the handout of timelines and it was determined that there should be a Budget Hearing prior to the Board meeting on April 20, 2020, at 6:45PM.

DOT Project: The Board directed Account Clerk Westbrook to contact Rural Water if Schuylerville DPW Supervisor Decker agrees.

Standard Operating Procedures (SOP's): Ongoing development for hydrant flushing, performing the installation of a new tap, equipment acquisition and inventory, maintenance of equipment, forms, etc.

Water Trailer & Sewer Leak: There was discussion as to whether or not items were used from the water trailer when it was brought on site of a recent sewer leak. The original intent was for tools to be readily available at the leak site. Account Clerk Westbrook will inquire with Schuylerville DPW crew.

New Business:

Fire Hydrants:

- Flushing Schedule:

- The program serves the following purposes:
- Flushes sediments from mainline pipes (which enhances water quality)

- Verifies the proper operation of fire hydrants and valves
- Helps find weaknesses in the distribution system
- Verifies ample flow for firefighting
- Avoids possible bacteria buildup in dead end lines
- HINTS DURING HYDRANT FLUSHING
- There may be a temporary drop in water pressure at this time.
- Water may be rusty or cloudy. Discolored water is not harmful and will clear up in a few hours.
- Fill a bottle with water and store it in the refrigerator to use for drinking and cooking.
- Flush your hot water tanks after the cold water runs clear.
- Do not wash white laundry during this period (wait until cold AND hot water are clear before laundering whites).
- WHAT SHOULD I DO AFTER HYDRANT FLUSHING?
- If tap water is used during flushing, it could come out full of sediment that causes discoloration. If you encounter discolored water, *shut the water off and wait several minutes*. After waiting, check the clarity by running cold water for a few minutes allowing new water to work its way into your plumbing. If the water is clear it's ok to use. If not, wait a few more minutes and check again. In some cases, there may be a slight discoloration for a few hours. This discoloration only affects the appearance of the water; it does not affect the taste or water quality.
- *Avoid washing laundry during scheduled flushing times in your area*. Wait until the water runs clear at the tap, then wash a load of dark clothes first. Hot water tanks can hold discolored water for some time after the cold water runs clear.
- If pressure or volume seems low, *check your faucet screens for trapped particles*.

- Testing Flow

Victory DPW Supervisor Campbell would like to test flow while flushing hydrants. Schuylerville agrees it is a good idea. It would take a little longer, but this would help with fire suppression. Tops of hydrants can be painted, NFPA 291 – Color Code chart was provided to the Board. Number plates/tags can be used to number hydrants. Chairman Healy made a **motion** to approve Testing Flow during the Spring hydrant flushing schedule, Commissioner Dennison seconded the motion, all in favor.

Phone Coverage: The Board discussed covering phone calls when Account Clerk Westbrook is not in the office. It was agreed that she would follow the lead agency Village of Schuylerville's direction.

pH & Conductivity Probe: estimate \$2,100-\$2,700. Chairman Healy had a discussion with Mark Dennison about the possibility of some items being covered under contract. Chairman Healy stated that he will e-mail DCK concerning best pricing. Commissioner Drew made a **motion** to approve spending \$2,700 on the pH & Conductivity Probe, Commissioner Dennison seconded the motion, all in favor.

Filter Reserve Account: The Board discussed the annual obligation to move funds from Operating Account to Filter Reserve in current Fiscal Year. There was further discussion that the cost of replacing the filters was approximately \$95,000 - \$105,000, two to three years ago, and they last approximately six years. The current balance in the Operating Account is \$95,338.92 and the Board discussed moving \$15,000 from the Meter/Capital Reserve Savings Account instead. Chairman Healy made a **motion** to have Account Clerk Westbrook prepare the Resolution to move \$15,000 from the Meter/Capital Reserve Savings Account to the Filter Account, Commissioner Drew seconded the motion, all in favor. There was further discussion that moving forward with investing funds into higher interest earning accounts will help to replenish these funds.

Water Plant Reserve Account: Discussion tabled.

Bond Insurance: for SVBOWM Account Clerk position. Chairman Healy stated he would research this and e-mail the Board.

Coronavirus: Account Clerk Westbrook shared the Village of Schuylerville Notice concerning office hours for non-essential staff, in response to Governor Cuomo's announcement. The Board recommended that Account Clerk Westbrook follow the guidance of Village of Schuylerville as lead agency, as well as looking into working from home via VPN. Chairman Healy made a **motion** to give Account Clerk Westbrook approval to work from home, per Village of Schuylerville's recommendation, Commissioner Drew seconded the motion, all in favor.

Presentation of Resolution: Account Clerk Westbrook provided the Board with the Resolution, a worksheet and a copy of the current Revenue/Expense Control Report.

WHEREAS, the budget should be amended as follows; From: J.0909.004 Fund Balance, Unreserved \$21,000.00; J.8310.400 Home & Comm. Services Water Admin. Personal Services. Contr. \$30,000.00; J.8320.200 Source of Supply-Power & Pumping. Equipment \$ 8,458.01; J.8340.100 Transmiss. & Distrib. Personal Services \$ 6,000.00; J.8340.200 Transmiss. & Distrib. Equipment \$ 5,000.00; To: J.8330.400 Purification. Contractual Expenses \$23,000.00; J.8320.400 Source of Supply-Power & Pump. Contractual Expenses \$47,458.01. **THEREFORE, BE IT RESOLVED**, that the Board of Water Management does hereby approve this resolution and authorizes the Treasurer to make the transfer as stated. Chairman Healy made the **motion** to accept the Resolution as read, Commissioner Dennison seconded the motion. Chairman Healy took a roll-call vote: Chairman Healy-Aye, Commissioner Hughes-Aye, Commissioner Dennison-Aye, Commissioner Drew-Aye, motion carried.

Chairman Healy ask the Board if they had any business they would like to discuss.

Public Comment:

Wendy Lukas asked the Board several questions about Agenda items that she missed the discussion/s of as well as other questions: could the DCK Reports be available on line - the Board stated they would take it under consideration; what CIP stood for - Cleaning In Place; was the Tentative Budget available on line and if there were rate increases - the Tentative Budget is not available on line and there is a \$15 per unit rate increase (\$22.50 per unit for outside users), and the purpose of the unit rate increase - the Board responded it was to cover the expenses associated with obtaining grants based on the Master Plan Study conducted by CT Male, saving an annually designated amount of money toward replacing the SCADA system as well as recovering from funds lost due to the unit rate decrease last year; Ms. Lukas stated that, in the past, a summary of rates increases accompanied the Budget; clarification on Rural Water - the Board responded that the DOT Project - Commissioner Drew stated that Rural Water is working on the sewer project for the Village of Schuylerville and agreed that he would discuss bringing them in for marking water lines for the DOT project as well; did the attendees reported on the Water Conference - they did not.

Executive Session:

Commissioner Drew made a **motion** to go into Executive Session to discuss the Account Clerk position rate of pay, Commissioner Dennison seconded the motion, all in favor.

Commissioner Drew made a **motion** to come out of Executive Session to discuss the Account Clerk position rate of pay, Commissioner Dennison seconded the motion, all in favor.

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #10 in the amount of \$26,69549. Commissioner Dennison made the **motion** to approve Abstract #10, Commissioner Drew seconded the motion, all in favor.

Adjournment:

Commissioner Drew made the **motion** to adjourn the meeting, Commissioner Dennison seconded the motion, all in favor.

Respectfully submitted,

Susan M. Westbrook