

Town of Hague
Sewer Asset Management Committee Meeting
5/7/2015

Members present: Ginger Kuenzel (Town Board), Jim Beaty (public member), Phil Smith (public member), Steve Grimm (Rural Water, Facilitator) Phil Smith (public member). Not present: Edna Frasier (Supervisor), Diane Trudeau (Assistant Budget Officer), Chris Navitsky (public member)

Next meeting: Thursday, June 23, 3 pm

Homework assignment: Review minutes and Level of Service agreement (sent last month)

Steve met with Jason Denno of the Environmental Facilities Corporation, and Jason noted that he is waiting for a few documents to be submitted before he can issue the Town of Hague the \$15,000 as the first half of the \$30,000 grant to pay for the engineering study of what needs to be done to bring us into compliance with the DEC regs (consent order). Ginger will forward to Edna the checklist that shows which docs need to be submitted so that Edna can speak with Cedarwood about it. One item on the check list was to be submitted by Dave Decker on May 8. Edna should follow up with Dave to make sure he submitted that documentation.

Next deadline: We need to submit the engineering report by August 1.

Grant applications: Steve noted that the process for the next round of Consolidated Funding Application (CFA) grants has been announced, and they are now accepting applications. We need to submit a specific project to get it on the Intended Use Plan (IUP). Once our project is on this list, we can submit the CFA grant application. The Committee discussed the need to ensure that we know what the deadlines are so that we can develop our application(s) in a timely manner.

Steve said that Jason can help with the grant application process, and is interested in meeting with members of the Sewer Asset Management Committee. There is also Federal money through Rural Water. The Committee agreed that we should meet with Jason as soon as possible to learn what information and services he can offer regarding grants. The question also arose about what constitutes residents if a grant is income-based. Is it only full-time residents of sewer district (Census info). Gretchen Pinkel would be the counterpart of Jason Denno for the federal grants. Tel: 692-9940.

Critical asset list: Circulate to all Committee members. Steve agreed to review to determine whether it's ready to submit. (Note: After the meeting, Edna sent an email stating that the critical asset list has already been submitted to the State).

WWTP staff: Tracy Smith informed Edna that he will not be accepting the position of WWTP operator in Hague. Steve will let us know what the requirements are for how many licensed operators we need and how many hours they need to be at the plant. Cedarwood is currently serving as the plant operator. John Sheehan is the Operator in Training.

Jim suggested that the Sewer Asset Management Committee could offer support to plant staff, for instance if operator trainee needs someone to go along to speak with homeowner. Or Chris or Jim or another Committee member could stop by the WWTP occasionally to show support, find out how we can be helpful, etc.

E-one pumps: Jim developed a draft trouble call report form to help WWTP staff gather data about homeowner trouble calls. (See page 4)

Suggestion was made to talk to Town of Ticonderoga about developing a checklist for e-one pump issues when problems are reported. Perhaps they have a checklist, or would like to work with Hague to develop a list that both towns could use. Jim will talk to Edna about reaching out to Ticonderoga.

Sewer law: The Committee agreed that the Hague Sewer Law needs to be reviewed as soon as possible so that it can be enforced. Currently, it is not clear who is responsible for enforcement. There was also agreement that we should start a list of things to include/clarify/amend in sewer law. List is found under 'Keep on our radar screen'

Communication: Ginger has updated the Wastewater Treatment Plant site on the Town of Hague website, adding a link for the Sewer Asset Management Committee. That page has:

- Committee members' names
- Core criteria for an asset management plan
- Minutes of the Sewer Asset Management Committee meetings

Topic for next meeting: Set milestones for achieving success in areas as needing to improve (low achievement/high priority). These are Financial Viability, Infrastructure Stability and Product Quality.

Open action items:

- **Steve:** Send Ginger a copy of the reporting template created for WWTP staff so that it can be included in the minutes/archives of the Asset Management Committee
- **Cedarwood:** Obtain a quote for fixing the SCADA system. There will be two parts to the quote: cost of a quick fix and cost for a longer-term fix.
- **Edna/Diane:** Ask Tim Costello to check pump stations at NLGYC and Oliver residence as pumps were off for a week or more after a power failure. (Done?)

New action items:

- **Edna:** Set up meeting with Jason Denno as soon as possible to discuss grant process (see minutes). Attendees: Edna, Ginger, Chris and any other committee members who are available; it would be very helpful to have Tom Suozzo there and would likely be beneficial for Cedarwood; Steve will likely not be available.
- **Jim:** Talk to Edna about reaching out to Ticonderoga (Town Supervisor/WWTP staff) about developing/sharing a checklist of e-one pump issues, etc.
- **Steve:** Steve will let us know what staffing requirements for WWTP: how many licensed operators are required and how many hours they need to be at the plant.

- **Steve:** Review Level of Service notes and make comments so they are ready for Committee to finalize at June meeting.

Keep on our radar screen:

- Apply for grant to update infrastructure documentation and have GPS mapping done of collection system. DEC will require maps of Hague’s waste water treatment collection system as part of the asset management plan. Steve’s organization (Rural Water) provides GPS mapping services. We should also have as-built plans, which currently do not exist, as far as anyone knows. Suggestion was made to apply for a grant to get the mapping and documentation done.
- Tracking WWTP employees’ time spent on various tasks, based on the following categories: collection system, plant O&M, homeowner calls. Best way for employees to track this is a daily journal that they keep with them.
- From January’s minutes: Brian (from Cedarwood) will also work on listing the required O&M activities that need to be performed, including the frequency with which they need to be performed (daily, weekly, monthly, etc.). This will enable the Committee to create a calendar and populate it with the requisite tasks.
- Ongoing communications: Develop communications materials for sewer district residents to ensure they have information about work of the Committee, the status of the plant and what is being done to address the issues. This will enable residents to understand the sewer rates and why they are increasing, and give them confidence that their money is being well managed.
- There is some documentation at the WWTP and also at the Dodd Hill pump station. It seems like these might be the only copies. Diane noted that we should have copies made to keep in the vault at the Community Center.
- Check the sewer law to see if it covers the question about who owns the valves connecting the homeowner’s lateral to the sewer main.
- Items to clarify/add to/amend in sewer law (maintain an ongoing list, adding to it as items arise)
 - Permitting process for installation / enforcement of the process
 - Who owns the valves connecting the homeowner’s lateral to the sewer main?
 - How to handle cost of grinder pump replacement (sewer district or homeowner?)
 - Enforcement of law (who is responsible?)

Meeting schedule for remainder of 2015

All meetings are at 3 pm at the Community Center

Tuesday, June 23

Tuesday, July 21

Tuesday, August 18

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 14

Goals: Provide uniform means to gather data about trouble calls that includes who, what, why, where and when that supports tracking response times, trouble at locations, problems with equipment and the follow-up actions. Specifically for each grinder pump, this would include the history of installations, break-downs, repairs and if the cause of failure was due to misuse.

CALL Who, date, time, **address**, owner/renter/houseguest, symptom: alarm/odor/noise.....

REPLY Who, date, time, disposition: solved/referred to _____/site visit scheduled

VISIT Who (2), date, time, duration

symptom: won't start/ won't shut off/won't pump down/no power/overheating/.....

Diagnostic: Amp reading_____/cycle time_____/visuals.....blockage/leaks/...

Action: pull pump: **SN**_____ inspect/fix/reinstall; clear blockage/clean grease/
reset breaker/replaced check/.....

misuse? -----→ Inform accounting etc.

Test – a few standard things

Replace: Who (2), date, time, with SN_____, from_____, duration

Test – a few standard things

Follow Up: If any, Describe/schedule actions

PUMP REPAIR Bench test & inspect: misuse? -----→ Inform accounting etc.

In house: who, date, disposition/location (discard?)

Out of house: date sent, destination

Received: date, storage location

Report: stator/rotor/cutter/control board/bearings/connections/.....