

Town of Hague
Sewer Asset Management Committee Meeting
2/9/2015

Members present: Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Diane Trudeau (Assistant Budget Officer), Jim Beaty (public member), Phil Smith (public member), Steve Grimm (Rural Water, Facilitator). **Absent:** Chris Navitsky (public member);

Next meeting: Monday, March 9, 3 pm

Homework assignment: See action items on page two

The Town has hired an Operator Trainee for the Waste Water Treatment Plant, John Sheehan. He started on February 9. He will need to be trained and then take the exam. He may be able to take the exam for the first time after about 1-1/2 years. Many don't pass the exam the first time. Training will be on-the-job at least for the first 90 days. Steve noted that the basic ops training can be done at ACC over the course of a semester, or at SUNY Morrisville, which is an intensive two-week course with no distractions. He personally prefers the Morrisville option. Rural Water also offers exam prep. Steve recommends that John go straight for the 3A license rather than sitting for the 2A and then the 3A.

Assets: Still waiting to get from Cedarwood Engineering the list of critical assets of the system so that we can enter them into the CUPPS program. See action items. We need these ASAP in order to start with data entry and continue with other elements of the Asset Management (AM) plan. Jim volunteered to determine how best to enter the data. Once we determine the data structure, a part-time clerk may be able to help with data entry if it's too much for members of the committee to do. However, a clerk would not be able to set up the initial structure. Steve will check with DEC to see if there's a way to separate Sewer District 1 and Sewer District 2 in the CUPPS program.

Steve noted that, once the AM plan is completed, it's an enforceable document. DEC expects us to follow the plan, and any new Supervisor and/or Town Board will also be bound by it. This includes budgeting the requisite funds to carry out the plan each year. DEC has the authority to check to see if we are following our AM plan at any time, and could implement fines if not.

[Note from last month'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. This will be very helpful to the incoming Operator so that he/she will know what tasks need to be performed at a minimum.]

Level of Service: Steve reiterated that the Level of Service is like a roadmap, and is ideal to present to the residents of the sewer district as our promise to them. For example, we need to continue to meet SPDES requirements as one commitment. CUPPS has space for more detail/narrative than the worksheets Steve provided. Once we start working in the CUPPS program, we can add more detail. For example, we might say that the customers are satisfied, but then add more detail about why they are

satisfied and how we can ensure that they remain satisfied. For now, we should put our notes on the LOS worksheet that Steve handed out last month. There are resources that we should utilize to help with this – see Rural and Small Systems Guidebook to Sustainable Utility Management booklet that Steve handed out previously.

Example: If we set as a goal to have no more than 25% corrective actions, we need to determine why pumps are failing in order to meet this goal. Part of this could also be public outreach to ensure proper care and use plus a rigorous maintenance plan for other parts of the infrastructure.

Example: Reduce number of emergency calls. This involves determining cause of problems and finding sustainable solutions, enforcement of existing sewer law

The suggestion was made to keep the homeowner pumps in a separate category in CUPPS since there is really no preventive maintenance to be done.

EPA has said there are five elements to an AM plan: state of assets; desired LOS; which assets are critical to sustainability, best lifecycle cost, long-term funding strategy. CUPPS has these, so even if DEC adds additional elements later, we have the basics.

Action items:

- **Steve, Edna/Diane:** Contact Cedarwood to determine when they will provide list of assets
- **Edna:** Invite Brian (from Cedarwood) to attend first part of March Sewer Asset Management Committee meeting.
- **Ginger:** Send list of first four tabs of CUPPS program to all committee members as Word doc
- **All Committee members:** Once Committee members receive this word doc, they should work on developing a narrative on each tab
- **All Committee members:** Fill out LOS worksheet on page B-4 of handout from January meeting. Use examples on page B-3 and also resources in Rural and Small Systems Guidebook to Sustainable Utility Management booklet handout. Use categories from the self-assessment we completed previously
- **Chris:** Send notes to Steve from initial self-evaluation worksheet
- **Steve:** Consolidate the input from initial self-evaluation worksheet and send out to the Committee.
- **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.
- **Edna/Diane:** Ask Tim Costello who owns valves at road, where lateral connects to line into homeowner's property – town or homeowner?

Meeting schedule for remainder of 2015

All meetings are at 3 pm

Monday, April 13

Thursday, May 7

Tuesday, June 23

Tuesday, July 21

Tuesday, August 18

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 14

Open topics from previous meetings

Communications: As a future task, we should think about communications materials for sewer district residents to ensure that they have information about the 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. Channels for communicating this information include enclosing information in the sewer bills that will be mailed in April, public informational meetings and articles in The Hague Chronicle. Diane noted that March would be the best month to develop the facts and figures.

Pump replacement: The Town, working with Cedarwood, is looking at Liberty pumps as possible replacements for the e-one pumps at residences. Steve said the Liberty pumps are a very good alternative to e-one. Any residence in either sewer district can be retrofitted relatively easily to accept these pumps. The Town intends to test this pump at a residence before deciding whether to start stocking and changing over to these pumps.