

Town of Hague
Sewer Asset Management Committee Meeting
3/9/2015

Members present: Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Diane Trudeau (Assistant Budget Officer), Jim Beaty (public member), Chris Navitsky (public member); Phil Smith (public member), Steve Grimm (Rural Water, Facilitator); Tom Suozzo and Jon Soukup (Cedarwood Engineering)

Next meeting: Monday, April 13, 3 pm

Homework assignment: See action items on page three

Steve Grimm noted that he will be making a presentation in a roundtable format at a conference on May 20 and asked is anyone from the Sewer Asset Management Committee would like to co-present to talk about the progress of our committee. The committee members will check their schedules and let him know if any member can attend.

Cedarwood Engineering is developing a facility plan, and is keeping DEC up to date on its work (as well as the Town). They are also working on obtaining 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.

Assets: The committee discussed the format to be used for creating a list of assets. Cedarwood presented a suggested template for recording the critical assets, which included the following columns:

- Name of asset
- Quantity
- Description
- Expected service life (years)
- Current age (years)
- Service life remaining
- Replacement cost
- Annual cost of maintain
- Annual cost for replacement
- Total annual cost to set aside in 2015

There was agreement that the condition rating should also be captured for each asset.

Steve explained that we are using the CUPPS program because it is EPA-approved, and there are currently no guidelines from New York State (DEC) about what an asset management program should cover. Members of the committee noted a couple of 'weaknesses' of the CUPPS program: inability to separate sewer district 1 and sewer district 2 in the program; lack of support available from EPA when questions arise. Tom will see if he can get some guidance from DEC about whether we can develop our own plan, or use a hybrid of CUPPS and our own or whether we should stick with CUPPS.

Steve, Tom and Brian (Cedarwood) will meet on March 20 to discuss and agree on the format for listing the assets. After that, Brian will put together the list. Tom said that Cedarwood would try to have that list completed before the April Sewer Asset Management Committee meeting, but could not guarantee it.

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

The question from the last Sewer Asset Management Committee meeting about who owns the valves connecting the homeowner's lateral to the sewer main was addressed. We should check the sewer law to see if this is covered. However, there was general agreement that the valve should be owned and maintained by the sewer district since the Town needs to maintain control over this valve and be able to shut it off if necessary.

Mission Statement: Phil proposed the following mission statement. See action items on page 3.

Sanitary sewer collection and treatment facilities were developed in Hague to protect the public health and welfare and to preserve the water quality in Lake George, our most precious resource. We will operate and maintain that system to assure continuous compliance with all applicable federal and state regulations and to provide reliable service to the property owners and residents in Sewer District 1 and Sewer District 2, who pay for this service. We will assure routine maintenance of the system and invest in improvements that will maximize the life of our equipment and assure long-term cost-effective service to the residents of the sewer districts.

GPS Maps, As-Built Plans, Other Documentation: Steve noted that DEC will require maps of Hague's waste water treatment collection system as part of the asset management plan. His organization (Rural Water) provides GPS mapping services. We should also have as-built plans, which currently do not exist, as far as anyone knows. The suggestion was made to apply for a grant to get the mapping and documentation done.

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.

Suggestion was made to have John Sheehan take photos of parts of the plant, particularly as Cedarwood is upgrading or working on them, so that we have them for our records. One example is the SBR, which is currently drained. This is a good opportunity to get a photo of what this looks like when empty. Photos should be intuitively labeled.

Labor: Jim suggested tracking WWTP employees' time spent on various tasks, based on the following categories: collection system, plant O&M, homeowner calls. The Committee agreed that the best way

for employees to track this would be to use a daily journal that they have with them. It doesn't need to be extremely detailed, but would give us an overview of where the time is being spent.

Monthly reports to Town Board: John should submit monthly reports about the WWTP system. Steve will put together a template of the kinds of information that should be included in the report. He and/or Edna and Ginger can then work with John to make sure that these are the right categories.

Level of Service: Due to lack of time, the Committee did not discuss members' notes about Level of Service, which was the homework from the last meeting. The Committee agreed that everyone should send to all other members an electronic version of their notes on Level of Service. Ginger to supply electronic version of the table for these notes.

[Notes from previous meeting, as a refresher: 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. There are online resources to help in developing LOS – see list of these resources in the Rural and Small Systems Guidebook to Sustainable Utility Management booklet that Steve handed out previously.]

Communication: Sewer bills will be mailed in late April. We should include a communication about the work that is being done by the Committee. Main elements of this communication: Mission statement, level of service, priorities. People are interested in knowing that their sewer system works and that it is economical for them.

Open action items:

- **Steve:** Consolidate the input from initial self-evaluation worksheet and send out to the Committee members.
- **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:

- **All committee members:**
 - Review and comment on Phil's draft mission statement (sent out to all members via email after the meeting)
 - Type up notes on recommendations for Level of Service and circulate to all committee members
 - Review other committee members' Level of Service notes so that we can come to a consensus on LOS at next meeting
- **Ginger:** Create draft communication for inclusion in sewer bills
- **Edna:** Ask John to take photos of WWTP assets (see notes above)
- **Steve and Cedarwood:** Meet to discuss categories to be used in creating asset list
- **Cedarwood:** Create list of critical assets
- **Steve:** Create draft categories for monthly WWTP report to Town Board

Keep on our radar screen:

- Apply for grant to update infrastructure documentation and have GPS mapping done of collection system
- Ongoing communications: Develop 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.

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