

Town of Hague
Sewer Asset Management Committee Meeting
11/10/2014

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

Diane distributed minutes from last meeting and files from Paul Belden, including the list of assets that he compiled before resigning. Paul’s last day at the Waste Water Treatment Plant was November 7. The Town has purchased a laptop that will be dedicated to asset management. Before the next meeting, the CUPSS program will be installed on that laptop. Steve said that we should not yet import any data. Steve noted that it is much better to import the data step by step and always complete one task before moving onto the next one to ensure that all data for each step is entered correctly and completely.

Steve noted that the data entry for assets will take the longest because every E-1 pump station is considered an individual asset. Jim Beaty volunteered to do some data entry at the appropriate stage, and will look at whether it can simply be imported from the data that Paul compiled rather than keying in each item. This would save considerable time. For each entered asset, the CUPSS program can assign the industry-standard useful life of the asset, based on the category. Diane will send Paul’s asset sheet to everyone electronically.

Steve reviewed the Workshop in a Box, which presents 10 management areas. Everyone on the committee reviewed these prior the meeting and rated each one as to a) How well are we achieving it? b) How important is it to the management of the system. During the meeting, each member stated their ratings and reasoning. The Committee discussed these and reached the following consensus:

1. Water resource adequacy The facility has adequate capacity but is not meeting requirements on a consistent basis. Achievement: Medium Priority: High
2. Product quality Facility is not in compliance with DEC regulations. Achievement: Low Priority: High
3. Customer satisfaction Customers are satisfied in general. We need to continue to ensure that, but we do not need to make this a priority unless something changes. Achievement: High Priority: Low

4. Community sustainability and economic development This is related to community development and Town participation in regional efforts and organizations. A sewer can protect resources such as the Lake but can also lead to more development, which needs to be monitored. The Committee feels that there needs to be better coordination among town entities such as Planning/Zoning Board and those responsible for Waste Water Treatment facility to ensure that one hand knows what the other is doing and that approvals from Boards (i.e. for development) are aligned with waste water treatment plant capabilities. Also, the Town could do a better job in working together with regional entities to protect the Lake. Achievement: Low Priority: Medium
5. Employee and leadership development The Town pays for and encourages training for staff, but it is not always easy for employees to attend because of the Town's isolated location. And because there are only two employees, only one can attend training at a time. Also there needs to be a more detailed job description (the civil service description is too general, needs to be tailored to Hague's requirements) and performance expectations must be set forth. This is critical: The operator is a key asset and should know the job responsibilities and performance expectations when taking the job. Achievement: Medium Priority: High
6. Financial viability Achievement: Low Priority: High
7. Operational optimization Achievement: Medium Priority: Medium
8. Infrastructure stability Achievement: Low Priority: High
9. Operational resiliency Achievement: Medium Priority: Medium
10. Stakeholder understanding and support Although the Town has been doing a good job this year in informing sewer district resident (public informational meetings, "proper use of sewer" cards / FAQs enclosed in sewer bill, articles in Hague Chronicle, ppt for homeowners developed by Paul), many residents still are abusing the sewer system by putting wipes into it, for example. Efforts must continue. Suggestion was made to report on Committee's work at Town Board meetings and through articles in The Hague Chronicle. Achievement: Medium Priority: High

Agenda for next meeting (December 10, 3 pm):

- Steve will plot the results of the 10 management areas and bring this to the next meeting. Committee will review where the priorities are relative to the 10 areas
- Committee will familiarize itself with CUPSS program, which will be installed on the new laptop

Future meetings (all at 3 pm): Jan 12, February 9, March 9

Steve reminded the Committee of the reasons it was formed:

- 1) The Town is under a consent order. A condition of that consent order is that the Town develop an asset management plan
- 2) DEC is currently working on a regulation that would mandate that every wastewater facility in the state have an asset management program. It's better to be out in front of this.