

**CLIFTON PARK WATER AUTHORITY  
BOARD MEETING**

**Tuesday, February 11, 2020  
7:00 PM**

**AGENDA**

**Privilege of the Floor**

**Old Business**

- Project to Increase Capacity from SCWA
- Moe Road Pumpstation Parcel
- Community Solar Proposal

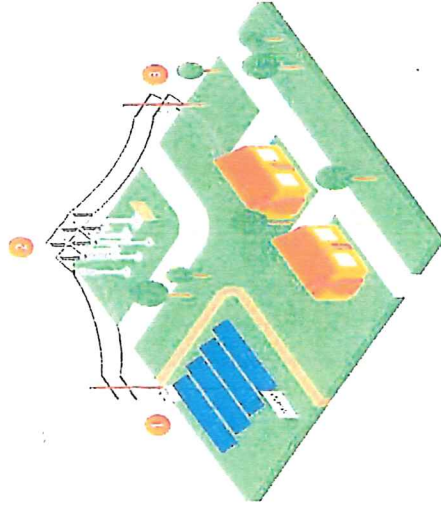
**New Business**

- Amend Procurement Policy
- Knolltop Water Storage Tank Refurbishment

**Other Business**

- Approve Minutes of November 12, 2019 and January 7, 2020 Meetings

# Clifton Park Water Authority Community Solar



# Community Solar

Community solar is an array of panels installed in a sunny location. Anyone in the area can access the clean energy produced by these solar panels and get credits toward their electricity bills. Community solar allows you benefits from solar without installing panels on your home.

**There are several reasons and ways to join a community solar project:**

- You can “go green” without having to install solar on your property or if you don’t own the property
- You save money on your electricity bill
- You’re supporting clean, locally generated power
- The clean energy generated by the community solar project will be fed into the local power grid operated by National Grid.



# Frequently Asked Questions

**How will the solar energy get to my business?**

The clean energy generated by the community solar project will be fed into the local power grid operated by your utility. That means a portion of the electricity you already receive from your utility will now come from locally produced solar energy, reducing the amount of fossil fuels burned in New York State.

**Is this the same as buying my energy from an Energy Services Company (ESCO)?**

No. With a community solar subscription, you are receiving credits from a specific community solar project in New York State based on how much electricity it feeds into the local power grid.

**Can I participate in Solar for All if I am already buying my energy from an Energy Services Company (ESCO)?**

Yes. You can participate in Solar for All and do not need to make any changes with your ESCO or utility.

**What is a bill credit?**

Your utility purchases the energy generated by the community solar project and money is distributed to community solar project members in the form of credits that show up on your electricity bill. Your bill will show the credited amount in dollars, and will explain how many kWh (kilowatt-hours) of electricity were generated by your community solar subscription that month.





# Bill Credit Process

## Determining Amount of Bill Credits.

1,817,289 kWh from the Clifton Park solar project will be allocated to the Clifton Park Water Authority annually. Nexamp will notify National Grid of your allocation amount.

Each month, National Grid will multiply the kWh allocated by the kWh rate they purchase the power at and apply the resulting dollar amount to your National Grid bill in the form of bill credits.

## Monthly Billing

You will receive two bills each month—a bill from National Grid and a bill from Nexamp.

The National Grid bill will contain your supply and delivery charges. The bill credit for the solar energy will also be applied to this bill. You will pay to national grid the amount owed each month.

The nexamp bill will include charges your allocation of bill credits, minus the 15% savings you will receive.



# Bill Credit Process

National Grid will purchase the energy generated from the solar system in Clifton park At a rate of \$.12/kWh (which is what the utility supply & delivery rate is for the Capital Region)

The Electricity Supplier for the Clifton Park Water Authority is currently and will remain Engie.

Four Corners Energy will continue to lock in a low fixed rate with a supplier to ensure you are receiving all energy savings possible.



TOWN OF CLIFTON PARK WATER  
AUTHORITY  
36 BOYACK RD  
CLIFTON PARK NY 12055

Oct 9, 2019 to Nov 7, 2019

ACCOUNT NUMBER

10690-10101

PLEASE PAY BY

Dec 1, 2019

AMOUNT DUE

\$ 6,265.03

[www.nationalgridus.com](http://www.nationalgridus.com)

**Supply Services**

SUPPLIER: ENGIE RESOURCES LLC  
1990 POST OAK BLVD  
STE 1900  
HOUSTON TX 77056  
PHONE: 888-232-6206

**Additional Supply**

Electricity Supply	0.06223 x 59840 kWh	3,723.84
Sales Tax	7.0 %	260.67
<b>Total Additional Supply</b>		<b>\$ 3,984.51</b>
<b>Total Supply Services</b>		<b>\$ 3,984.51</b>
Solar Credit	0.120 x 47,872 kWh	— \$5,744.64

**► For Your Information**

The following charges are already included in the "Delivery Services" portion of your bill. For information on metering services visit: [http://www.dps.state.ny.us/eeco\\_metering.html](http://www.dps.state.ny.us/eeco_metering.html).

**Metering Services**

Electric Meter Ownership	\$ .96
Electric Meter Installation & Maintenance	\$ .08
Electric Meter Data Service/Reading	\$ 3.46
<b>Total Metering Services</b>	<b>\$14.50</b>

\* Sample only  
Does not Reflect  
Actual Bill





SENDER: K3H  
TOWN OF CLIFTON PARK WATER  
AUTHORITY  
36 BOYACK RD  
CLIFTON PARK NY 12065

BILLING PERIOD  
Oct 9, 2019 to Nov 7, 2019

PAGE 1 of 4

ACCOUNT NUMBER  
18690-18101

PLEASE PAY BY  
Dec 1, 2019

AMOUNT DUE  
\$ 6,265.03

www.nationalgrid.com

C & I BUSINESS TEAM M-F 8-5

1-800-664-6729

AUTOMATED SERVICES

1-888-932-0301

GAS EMERGENCIES

1-800-892-2345

(Does not replace 911 emergency medical services)

OUTAGE AND ELECTRIC EMERGENCIES

1-800-807-5222

CORRESPONDENCE ADDRESS

300 Erie Blvd West

Syracuse, NY 13202

DATE BILL ISSUED

Nov 7, 2019

Enrollment Information

To enroll with a supplier or change to another supplier, you will need the following information about your account:

Leadzone Capital

Acct No: 18690-18101 Cycle: 10, TOUYN

Electric Usage History

Month	kWh	Month	kWh
Nov 18	49760	Jun 19	69280
Dec 18	51120	Jul 19	64800
Jan 19	50340	Aug 19	75520
Feb 19	60160	Sep 19	70880
Mar 19	66720	Oct 19	64800
Apr 19	63040	Nov 19	50840
May 19	60340		

Billed Demand Last 12 months

Minimum	113.0
Maximum	156.8
Average	126.8

nationalgrid

300 Erie Blvd West  
Syracuse NY 13202-0960

## ACCOUNT BALANCE

Previous Balance 2,283.99

Payment Received on NOV 4 (ACH) THANK YOU - 2,283.99

Current Charges + 6,265.03

Amount Due ▶ \$ 6,265.03

To avoid late payment charges of 1.5%, \$ 6,265.03 must be received by Dec 1 2019.

## SUMMARY OF CURRENT CHARGES

	DELIVERY SERVICES	SUPPLY SERVICES	TOTAL
Electric Service	2,280.52	3,904.51	6,265.03
Total Current Charges	\$ 2,280.52	\$ 3,984.51	\$ 6,265.03

**Important Updates to your Terms** - By accepting service from National Grid, you expressly consent to the Company or its representatives contacting you by phone, automated and automated voice call, email, or text message regarding your utility service. You may opt-out of these calls by contacting us at the number or address above.

**Save time and money!** Sign up for paperless billing and receive a \$ 0.41 credit on your monthly bill. Visit our website to enroll today.

**Tougher Penalties Help Protect Utility Workers:** New York State has new laws in place to help better protect our field workers who face a number of challenges. Now, any action by a member of the public that prevents a utility worker from performing their job, or causes the worker physical injury, is considered a felony.

**Payment concerns?** We are here to help. Learn about solutions to help you take control of your energy use and bills, visit [www.ngrid.com/billhelp](http://www.ngrid.com/billhelp).

KEEP THIS PORTION FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER  
18690-18101

PLEASE PAY BY

AMOUNT DUE  
~~\$ 6,265.03~~ \$520.39

ENTER AMOUNT ENCLOSED

\$

Write account number on check and make payable to National Grid

\* Sample only  
Does not reflect  
Actual bill



- \* Sample only - Does not reflect actual bill



nexamp<sub>12</sub>

**Clifton Park Water Authority**

**Resolution # \_\_\_\_\_, 2020**

**Amend CPWA Procurement Policy**

**WHEREAS**, the CPWA has a policy with regard to the procurement of goods and services, and

**WHEREAS**, the CPWA Board of Directors wishes to amend this procurement policy to include provisions for purchasing goods and services in emergency situations, as well as “piggybacking” on pre-existing procurement contracts of counties within New York State, now therefore be it

**RESOLVED**, that the CPWA Board of Directors hereby amends the CPWA Procurement Policy as attached.

Motion By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Roll Call Vote:

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Peterson	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____

## **CPWA Procurement Policy**

### **Determination of the Need for Competitive Bidding:**

General Municipal Law requires purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000, be awarded to the lowest responsible bidder after public advertising requesting sealed bids.

In determining the necessity for competitive bidding, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would be considered.

The term “public works contract” would apply to those items or projects involving labor, or both materials and labor. Included in this category would be construction, paving, printing, repair contracts, etc.

The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. The Authority retains the right to reject any and all bids at any time.

The bid announcement will be placed in the Authority’s designated official newspaper for at least one day as a minimum.

### **Purchases Exempt from Competitive Bidding:**

Provisions in State Law allow certain procurements to be exempt from the competitive bidding requirements as follows:

1. Purchases made from state contracts issued by the Office of General Services.
2. Prison Industries and Industries of the Blind purchases.
3. Professional services such as: insurances, medical services, legal services, engineering services, and accounting services.
4. Emergencies arising out of accident or unforeseen circumstances that impair the CPWA’s ability to pump, treat or deliver water, as necessary, to its customers.
5. Purchases made under “piggyback” contracts that are made available through any county within the State of New York.

**Standardization of Purchase:**

When deemed necessary, for reasons of economy and efficiency, the Authority may approve a standard of purchase of a material or equipment.

Standardization, as the word implies, restricts a purchase to a specific make, model, or type of equipment or supply. For example, to limit the purchase of trucks to a particular make or model based on past performance or to reduce the inventory of spare parts, may be acceptable, provided that sufficient justification is supplied to the Authority Board of Directors.

In order to apply this standardization, the Board must approve the purchase by a two-thirds majority vote.

**Inspection of Commodities after Delivery:**

Primary responsibility to ensure full vendor performance with contract requirements and commodity specifications, lies in the inspection at the point of receipt. This is particularly true with regard to delivery specifications, including damage to or shortage of, merchandise. Staff must inspect immediately upon delivery, and damaged goods should be refused for delivery.

If there is a shortage, personnel should insist on a notation to that effect on the freight receipt. Both the Authority and the contractor must be notified immediately. All packing slips must be forwarded to the office.

**Purchase Requisitions:**

All requirements for goods and services shall be recorded on a requisition form and forwarded to the Administrator for approval and line item assignment.

The following information is necessary on the requisition:

1. Date
2. Person requesting order
3. Place material is to be delivered
4. Delivery requirements (rush, time frame, special delivery vehicle requirements)
5. Description of item/service required, including part/catalog numbers (if applicable)
6. Suggested vendor and cost if available
7. Signature of person making request



Any additional information, such as price quotes or other available vendors or literature for specialized equipment should accompany the requisition form at the time of presentation to the Administrator.

All approved requisitions will generate a purchase order. One copy of the purchase order (pink) will be returned to the requisitioner. This copy will serve to verify that the item has been ordered. Another copy (yellow) will be forwarded to the Business Manager. Once the item has been delivered and inspected, the packing slip should be attached to the requisitioner's copy of the purchase order, and the copy should be signed indicating that the item has been received in satisfactory condition. This copy shall be forwarded to the Business Manager for payment.

### **Blanket Purchase Orders:**

Blanket purchase orders are set up with vendors from whom the Authority purchases a number of small items, such as nuts, bolts, small hand tools, hose, etc., or for purchases of identical items or services that are made from an individual vendor frequently over the course of the year.

Vendors that may be issued blanket purchase orders are:

- Local hardware stores
- Treatment chemical suppliers
- Suppliers of cartridge filters for the Boyack Treatment Plant
- Contracted IT service provider
- Shipping vendors (UPS, Fedex)

Authorized Authority staff may make purchases at these specified vendors. Vendors will be approved by the Authority Administrator and will be set up with maximum per-purchase dollar amounts, determined by historical purchases, at the time the blanket purchase order is created. All invoices will be matched to receipts or delivery tickets by the Business Manager for verification of approved purchase.

The vendor may bill the Authority monthly for a partial payment against the open purchase order.

### **Purchase Order Quotations:**

The following rules apply to all Authority purchases:

1. Purchases of more than \$1,500, but less than \$3,000, will require at least two verbal quotes recorded.
2. Purchases of \$3,000 or more, but less than \$5,000, will require three verbal quotes recorded.

3. Purchases of \$5,000 or more, but less than \$20,000, will require three written quotes filed.
4. Purchases of \$20,000 or more will require competitive bidding.

**Board Approval of Purchases:**

All purchases require the prior approval of the Authority Administrator. In the absence of the Administrator, in instances where the purchase cannot be delayed, approvals will be determined by the Business Manager.

Any individual purchases over \$5,000 will require approval by the Authority's Board of Directors, with the exception of the following categories:

- Utility bills
- Equipment/Software service contracts
- Fuel
- Health insurance
- Workers' compensation insurance
- Treatment chemicals
- Purchased water
- Property and school taxes
- Emergency repairs

# C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

50 Century Hill Drive, Latham, NY 12110  
518.786.7400 FAX 518.786.7299 www.ctmale.com



January 31, 2020

Don Austin, Administrator  
Clifton Park Water Authority  
661 Clifton Park Center Road  
Clifton Park, NY 12065

Re: *Proposal for Professional Engineering Services  
Rehabilitation of 300,000 Gallon Knolltop Water Storage Tank  
Town of Clifton Park, NY*

Dear Mr. Austin:

The following represents our proposed scope and fee for professional engineering services associated with preparing an engineer's report, construction documents, bid documents and construction phase services for rehabilitation of the CPWA Knolltop Water Storage tank.

The Knolltop water storage tank is a 300,000 gallon standpipe, 125 feet tall, 44 foot diameter welded steel hydropillar constructed in 1995. The tank currently has cellular antennas and cables installed on it. Based upon a review of the tank inspection report by Utility Service Group from 2016, the tank needs its first round of scheduled rehabilitation, as 15 years of service life is the normal life for the tank coatings placed in 1995. The tank coating has exceeded expectations and provided 25 years of protection to the steel tank.

Based upon review of the inspection report, the proposed work includes:

- Complete sandblasting and coating of the tank interior (both dry and wet areas).
- Spot repairs and overcoating of the exterior of the tank, after the cellular equipment is temporarily removed from the tank.
- Miscellaneous repairs such as installation of a safety climb ladder on the interior of the tank (dry area).
- Sampling and testing of the coating systems on the tank (three samples) for PCBs will be conducted to determine if PCBs are present in the coatings. Samples were taken in 2016 by Utility Services for lead and chromium.

Please note that given the age of the tank, it is unlikely that there will be PCBs or lead present in the coatings, but sampling is required. This scope and fee assumes that no lead or PCB abatement or soil sampling/disposal is required.

## **Task 1- Report Phase**

Prepare an Engineer's Report discussing the proposed rehabilitation measures. The report will include an Engineer's opinion of probable construction cost. C.T. Male will Prepare a SEQR short

# C.T. MALE ASSOCIATES

*Date: January 31, 2020*

*To: Don Austin, CPWA*

*Re: Proposal for Engineering Services- Knolltop Tank Rehab*

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form environmental assessment for use by CPWA and will attend a CPWA board meeting to discuss the project. The PCB sampling and analysis will occur during the report phase.

## **Task 2- Engineering Contract Documents and Bidding Phase**

C.T. Male will prepare detailed plans and specifications for the rehabilitation work. The site plans will be based upon the original tank plans prepared by C.T. Male in 1994, with any changes/modifications to the site since 1995 noted on the site plans. The plans will detail the safety climb equipment. The specifications will include all applicable bidding and construction information on the tank sandblasting, spot repair and coating.

C.T. Male has performed water tank rehabilitation services for four tanks in the Town of Colonie in the past ten years, so we have experience in preparing the contract documents for this type of work. One of the components of the Knolltop Tank work that will require outside involvement is coordination with the cell carriers to remove, temporarily relocate (if determined necessary by the cell carriers) and re-install their equipment on the tank. This work must be done by the cell carriers, not the tank contractor or CPWA. In addition, many of the cell carriers have started to use the tank rehabilitation projects as a nexus for new equipment to be installed on the tank. If that is the case, then in past projects, the cell carrier companies reimburse the tank owner for the cost for the owner's contractor to weld the brackets on the tank before the tank is overcoated.

Task 2 includes coordination with the cell carriers for this work. This coordination includes:

- Initial correspondence with cell carrier companies to discuss tank rehabilitation work.
- Site meeting with local cell carrier representatives to discuss project. We will outline the schedule of rehabilitation and the expectations of the cell carriers.
- Discussion of temporary relocation of the cell equipment.
- Discussion of the desire for the cell carriers to install upgraded equipment on the towers after rehabilitation. Should the cell carriers wish to install new equipment, the tank contractor would be required to weld brackets back on the tank in a different arrangement than existing at the cell carriers' expense.
- Cell carriers provide CPWA and C.T. Male equipment re-installation plans to include in the bid documents.
- Work with CPWA and their attorney to confirm the reimbursement strategy for any cell carrier work that will be part of the CPWA bid documents.

C.T. Male will provide 75% complete plans to the CPWA for review. After review and comment, final contract documents for bidding will be prepared along with an application for approval of plans to the NYS Department of Health.

The bidding phase will include:

- Prepare advertisement for bids; send to CPWA and prospective bidders.



# C.T. MALE ASSOCIATES

*Date: January 31, 2020*

*To: Don Austin, CPWA*

*Re: Proposal for Engineering Services- Knolltop Tank Rehab*

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- Print and furnish copy of contract documents to each prospective bidder.
- Answer questions and clarify items for prospective bidders.
- Attend pre-bid field meeting with prospective bidders, if it is deemed necessary.
- Prepare itemized tabulation of all formal bids received.
- Review all formal bids, verify qualifications of bidders and make written recommendation for award to CPWA.

## **Task 3- Contract Administration**

The construction administration phase includes the following:

- Prepare contract for signatures and execution by contractor and CPWA
- Coordinate with contractor and CPWA.
- Schedule and conduct pre-construction conference; summarize and issue minutes of meeting.
- Issue Notice to Proceed.
- Review manufacturer's and contractor's shop drawings and samples.
- Conduct periodic field observations (by Project Engineer and/or Project Manager) at the site during construction depending on work in progress.
- Coordinate project between Contractor, Owner, Cell Carrier Companies and Engineer.
- Prepare and process contract change orders, where applicable.
- Coordinate with the telecommunication companies for all activities, including but not limited to, removal of antennas, design for welded brackets, re-installation of antennas, coordination of cell on wheel installation and subsequent removal, ground equipment and vouchers for work performed.
- Review the contractor's itemized amount of work performed. Prepare and certify payment estimates and vouchers for work performed.
- Complete all forms and ensure that the removal, disposal and remediation waste in accordance with all applicable regulations.
- Perform a pre-final review of the construction work and prepare a "punch list" of items to be completed or corrected by the contractor.
- Analyze water samples once from the tank after it has been refilled for benzene, toluene, ethylbenzene and xylene (BTEX) to ensure that the new coating system was properly cured prior to filling the tank with water and confirm the absence of these contaminants in the drinking water.
- Perform a final review and advise CPWA whether or not to accept the work performed by the contractor.
- Certify to the NYS Health Department that tank can be put back into service.
- Prepare punch list for telecommunication companies' work. Provide copies to the telecommunications companies and CPWA.
- Perform a final review and advise CPWA officials whether or not to accept the work performed by the telecommunications companies' contractors(s).

# C.T. MALE ASSOCIATES

Date: January 31, 2020

To: Don Austin, CPWA

Re: Proposal for Engineering Services- Knolltop Tank Rehab

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## Task 4-Construction Observation

Provide field observation and testing by a qualified construction observer with NACE coating certification to advise CPWA on contractor's performance at the tank. The observation will be full time during tank rehabilitation and will be part-time as directed depending on the type of work being performed at start up and the end of the project. Construction observation and testing procedures include:

- Initial evaluation.
- Evaluation of surface preparation, paint application equipment and proposed containment procedures for lead and/or PCB paint and blasting debris, as required.
- Monitoring and measuring ambient conditions to ensure a suitable atmosphere for preparation and application of coatings.
- Review of surface preparation, blast quality, mil profile, etc.
- Monitoring of mixing and application of coatings.
- Determination of both wet and dry film thicknesses of each coating and total coating system applied (within time frame specified below).
- Holiday detection testing, if necessary.
- Adhesion testing.
- Evaluation of cure, re-coating, etc.
- Observe all work performed by the telecommunication companies and/or their contractors following the reinstallation of their facilities on the tank.

## Fee

C.T. Male's fee breakdown to conduct the work described in this proposal is as follows:

Task 1- Report Phase:	\$4,000 Lump Sum
Task 2- Engineering Contract Documents and Bidding:	\$21,300 Lump Sum
Task 3- Contract Administration:	\$15,250 Lump Sum

Lump Sum Tasks 1-3:           **\$40,550**

Task 4- Construction Observation:   \$112 per hour, estimated 240 hours.   **\$26,880**

Based on the above, we anticipate a total estimated fee of \$67,430 for this project.

## C.T. MALE ASSOCIATES

*Date: January 31, 2020*

*To: Don Austin, CPWA*

*Re: Proposal for Engineering Services- Knolltop Tank Rehab*

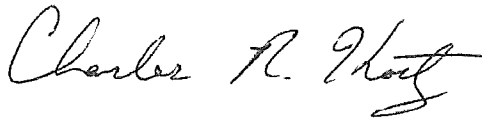
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We are available to start this work upon authorization from CPWA. We appreciate the opportunity to present this proposal. Please don't hesitate to contact us if you have any questions about our proposed scope of work or fee schedule.

Sincerely,

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

A handwritten signature in cursive script that reads "Charles R. Kortz". The signature is fluid and stylized, with the first and last names being more prominent than the middle initial.

Charles "Chad" R. Kortz, P.E.  
Project Manager/Vice President

A handwritten signature in cursive script that reads "Kathryn Serra". The signature is elegant and clear, with the first and last names being well-defined.

Kathryn Serra, P.E.  
Project Manager