

**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Wednesday, February 8, 2023
7:00 PM**

AGENDA

- Approve Minutes of January 11, 2022 Meeting

Privilege of the Floor

Old Business

- AT&T Request for Equipment Modification

New Business

- Amend CPWA Standard Specifications
- Establish Billing Policy for Malfunctioning Metering Equipment
- Delaware Engineering Proposal for Evaluation of Additional Water Resources

Other Business

Clifton Park Water Authority

Resolution # _____, 2023

**Amending CPWA Standard Specifications for Water
Distribution Systems**

WHEREAS, the Clifton Park Water Authority has reviewed its Standard Specifications for Water Distribution Systems and wishes to amend the document to include restrictions on the location of residential water services, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends Section 6 of the CPWA’s Standard Specifications for Water Distribution Systems to include the following:

Residential water services from the water main up to and including the curb stop shall be placed outside of paved driveways. There should be at least three (3) feet of separation between this portion of the water service and the edge of the driveway.

Motion By: _____ Seconded By: _____

Roll Call Vote

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

Clifton Park Water Authority

Resolution # _____, 2023

Establish Billing Policy for Malfunctioning Metering Equipment

WHEREAS, the Clifton Park Water Authority relies on water meters installed at customer connections to acquire water usage data for billing, and

WHEREAS, there are occasions where a water meter malfunctions in such a way as to make the acquisition of usage data from the meter impossible, and

WHEREAS, the Clifton Park Water Authority wishes to establish a policy that will define the methodology for calculating a quarterly water bill in the absence of usage data due to a meter failure,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the following policy:

When it becomes impossible to retrieve usage data from a customer’s water meter, or when a meter has failed to record usage due to a mechanical or electronic malfunction of the meter, quarterly usage will be calculated as the average of the customer’s usage over the past three (3) years for the same billing quarter.

Motion to Accept: _____

Seconded: _____

Roll Call Vote

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



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December 9, 2022

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

Re: Scope of Services to Evaluate Additional Water Resources

Dear Mr. Austin:

In 2021, the Clifton Park Water Authority (CPWA) handled some 3.46 million gallons per day of water, with a peak day in May of 7.57 MGD. Sources of water include the CPWA's eight wells in six different locations, water purchased from the Saratoga County Water Authority (SCWA) as well as water purchased from the towns of Glenville and Halfmoon.

The water supply for CPWA in 2021 is comprised as follows:

Source	Gallons in 2021	Percent in 2021
CPWA Wells	884,170,000	70%
Town of Halfmoon	14,000	<1%
SCWA	373,486,000	30%
Glenville	4,673,000	<1%
Total	1,262,343,000	100%

The majority of the water from CPWA wells is pumped from wells located at the Vischer Ferry Preserve or at the Boyack Road treatment plant. The water is treated to remove iron and manganese at the Boyack Road treatment plant, and cartridge filters provide treatment for the water pump from the Preserve.

The CPWA leases approximately 684 acres of land from the New York State Canal Corporation. Wells at the Preserve are pumped year-round to improve water quality. The lease is structured such that the CPWA pays the Cana Corporation based on a sliding scale based on total gallons pumped annually, with cost per 1,000 gallons decreasing for larger volumes of water pumped.

Wells located at Berry Farm, Oakwood and Plank Road are also pumped year-round and provide the best quality water with the lowest hardness. Nevertheless, phosphates are added to water pumped from Berry Farm and Oakwood to sequester iron, manganese and hardness. Other sources are used during the summer months to meet peak demands created by outdoor uses.

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The CPWA has a robust customer base with a substantial seasonal increase in demands which are currently being met by a combination of sources of water owned and controlled by CPWA and water provided by SCWA. Other sources of water are very minimal contributions to the overall water resources of the CPWA.

It is incumbent upon water providers to ensure that there are robust source waters available for use in the provision of public water supply and that those sources are varied to reduce vulnerability if any or a combination of primary sources were to become unavailable for some reason. Moreover, from a financial perspective, control over the cost to acquire, treat and distribute water is valuable for the fiscal sustainability of any water system.

As a result of these circumstances and with a vision towards ensuring the quality and cost of water services in the future, CPWA wishes to evaluate the potential of additional water resources which may include raw water or treated water. A comprehensive approach to review of additional water resource for CWPA will include review of past evaluations of additional source water as well as current sources of supply and potential new sources of supply.

Delaware Engineering, DPC will support CPWA is evaluating additional sources of water by conducting the following Scope of Services:

1. Data Gathering and Review
 - a. Gather information regarding existing wells owned and operated by CPWA including well construction records, pump test reports and NYSDEC water withdrawal permits.
 - b. Review annual water withdrawal reports for all CPWA wells
 - c. Collect engineering reports, design plans, as-builts and operational data for treatment systems associated with CPWA well water
 - d. Review the cost of pumping and treatment for each source used by CPWA
 - e. Consider SCWA IMA for the purchase of treated water
 - f. Update and refresh GIS mapping of CPWA water system including location of supplies, treatment, storage, and distribution as well as any planned extensions of the service area
 - g. Obtain publicly available shapefiles for environmental features relative to ground and surface water supplies in the region, including but not limited to USGS soils and water resources data, aquifers, wetlands, drilled well point data, etc.
 - h. Obtain publicly available data to the extent available regarding public water supplies in neighboring communities including source water, treatment, capacity, service area, etc.

Deliverable: Written listing of all data collected and reviewed, any data gaps and assumptions to be used in the analysis

2. Develop Evaluation Metrics
 - a. Working with CPWA, develop a set of evaluation metrics to be used to evaluate and compare potential sources of water.

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- b. Consider factors such as:
 - i. Volume and seasonality
 - ii. Capital investment
 - iii. Timeline/Process
 - iv. Feasibility (practical, political, social, etc.)
 - v. Robustness or Vulnerability
 - vi. Control
- c. Apply metrics to each factor to assess importance

Deliverable: Written evaluation matrix in draft format for review, response to comments from CPWA and final evaluation matrix.

3. Conduct Desk-top Alternatives Analysis

- a. Using GIS and other analytical tools, consider options for substantial new sources of water supply, either raw or treated, in a desk-top analysis including but not limited to:
 - i. Potential for the development of new groundwater sources not limited to the confines of the CPWA service area
 - ii. Potential for surface water sources of raw water not limited the confines of CPWA service area
 - iii. Potential purchase of treated water from other public water supplies including those already under contract with CPWA and any others not under contract
- b. For each potential new source, conduct a desk-top evaluation of the scope of potential supply in terms of:
 - i. Potential total volume that may be available
 - ii. Likely water quality
 - iii. Treatment demands
 - iv. Hydraulic considerations
 - v. Seasonality, if applicable

Deliverable: Written summary of desk-top evaluation of each alternative evaluated including GIS mapping, texts and tabular data as appropriate.

4. Apply Evaluation Metrics to Alternatives

- a. Using the Evaluation Metrics, compare each Alternative against the metrics and provide reference to the data analysis to support the assessment

Deliverable: Written summary of the application of evaluation metrics applied to each alternative.

5. Recommended Alternatives

- a. Based on the review of alternatives and the application of evaluation metrics, prepare recommendations regarding additional sources of water for CPWA
- b. For each recommended source water, develop a step-by-step approach to obtaining the source water including conceptual schedule and budget costs
- c. Describe how the recommended alternatives meet the objectives of CPWA to add to the resiliency of the water resources and reduce source vulnerabilities.

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Deliverable: Written recommendations as outlined in Task 5

6. Draft Report

- a. Prepare a draft report for review by CPWA that includes:
 - i. An Executive Summary discussing the purpose of the evaluation of additional water resources and the methodology used to conduct the desk-top evaluation together with a summary of the results and recommendations.
 - ii. A listing of all data collected and reviewed, any data gaps and assumptions to be used in the analysis with data provided as attachments or appendices as appropriate and relevant to the evaluation
 - iii. A description of the evaluation metrics used in the assessment
 - iv. The results of the desk-top evaluation of each alternative evaluated including GIS mapping, texts and tabular data as appropriate.
 - v. The application of the evaluation metrics against the alternatives
 - vi. The recommendations for securing additional water resources including approach to each recommended source together with potential schedule and costs
 - vii. Conclusion discussing the manner in which the recommendations achieve the objectives.
- b. Review the draft report with CPWA, receive comments, respond to comments.

Deliverable: Draft Report and response to comments.

7. Final Report and Presentation

- a. Prepare a Final Report and provide digital and paper copies for the CPWA board.
- b. Present findings at a CPWA board meeting.

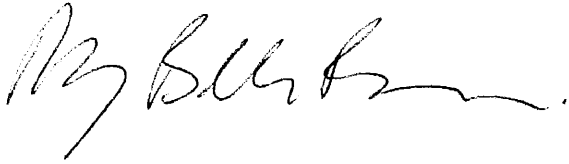
Delaware Engineering is prepared to conduct this scope of work as follows:

Task	Description	Timeframe	Deliverable based Payment
1	Data Gathering and Review	Four Weeks	\$10,000
2	Develop Evaluation Metrics	Two Weeks	\$2,500
3	Desktop Alternatives Analysis	Four Weeks	\$15,000
4	Evaluation Metrics Applied to Alternatives	One Week	\$2,500
5	Recommended Alternatives	Two Weeks	\$10,000
6	Draft Report	One Weeks	\$7,500
7	Final Report and Presentation	One Weeks	\$5,000
		3 - 4 Months	\$52,500

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As always, please let us know if you have questions or need additional information. We look forward to continuing to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Beth Bianconi". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mary Beth Bianconi
Partner

C: Brock Juusola, P.E.