



## CLIFTON PARK WATER AUTHORITY BOARD MEETING

Tuesday, January 9, 2018  
7:00 PM

### AGENDA

#### Privilege of the Floor

#### Old Business

- Water Main Replacement on Plank Road
- Health Coverage for Medicare-eligible Employees/Retirees
- Potential System Upgrades to Increase CPWA Production Capacities

#### New Business

- Organizational Resolutions

#### Other Business

- Approve Minutes of December 12, 2017 Meeting

**Clifton Park Water Authority**

**Resolution # \_\_\_\_, 2018**

**Amending Resolution # 25, 2017**

**Authorize Engineering Work for Design of SCWA Interconnect Upgrades**

**WHEREAS**, the Clifton Park Water Authority (CPWA) wishes to move forward with a project to enhance its water purchase capacity from the Saratoga County Water Authority (SCWA) at the Eastline Road Interconnect, and

**WHEREAS**, CT Male has provided the CPWA with a proposal for design services related to this project in the amount of \$ \_\_\_\_\_, and

**WHEREAS**, the Clifton Park Water Authority Board of Directors passed Resolution #25, 2017 adopting the Capital Budget for 2018, now therefore be it

**RESOLVED**, that the CPWA Board of Directors hereby amends Resolution #25, 2017 to include an additional \$ \_\_\_\_\_ item in the 2018 CPWA Capital Budget for the design of upgrades to the interconnection between CPWA and the SCWA at the Eastline Road Interconnect by CT Male Associates.

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

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

Roll Call Vote:

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

**Clifton Park Water Authority Connection to  
Saratoga County Water Authority Capacity Expansion**

**Project Overview**

The Clifton Park Water Authority (CPWA) would like to increase the capacity of its current connection to the Saratoga County Water Authority (SCWA) at East Line Road. The current connection is a shared connection with the Burnt Hills Water District No. 2- (BHBL WD#2). The connections consists of a booster pump station owned by the BHBL WD#2 that supplies water to a portion of the BHBL WD#2 and a "gravity" connection that supplies water to the CPWA and a portion of the BHBL WD#2 system along East Line Road.

The proposed project would consist of a booster pump station with a new connection to the SCWA transmission main that will be owned and operated by the CPWA. The new booster pump station will allow the CPWA to take an increased supply of water from the SCWA via pumping. At this time the main will connect to the existing 16" main along East Line Road that services the BHBL WD#2 "gravity" system west of East Line Road and the CPWA system east of East Line Road and south of Round Lake Road.

The project will be built on the same County parcel as the current BHBL WD#2 Pump Station. The CPWA will ask the County for a "license" to use the parcel for their proposed facilities. It is anticipated that this "license" would be the same as the current "license" issued by the County to the BHBL WD#2 for their existing pump station.

The proposed facility is anticipated to be a 12'± wide by 40'± long pre-engineered structure housing chlorination equipment, pumping equipment, a flow meter and controls. The structure would set on top of a cast in place concrete vault which would house the flow meter. The design would be similar in appearance to the existing pump station at the site.

**Design and Bid Services**

**A. Field Survey & Easements**

A limited field survey will be performed at the location of the proposed facilities to verify the location of utilities and recent improvements. It is anticipated that the CPWA would have a "license" from the County to locate their facility on County land and therefore no easement would be required. The "license" would likely be similar to the current Town of Ballston "license" for the property.

## C.T. MALE ASSOCIATES

### B. Engineering

1. Project management of the design effort by C.T. Male.
2. Data compilation and site inspection, including obtaining data from the County in the vicinity of the project.
3. Hydraulic analysis of the water system to develop the design requirements for the pumps.
4. Perform a radio path study to determine the design requirements to connect the facility to the existing radio telemetry system.
5. Design of the metering/chlorination/booster pump station. This design work will include site plan, details of pumps, process equipment and piping; pre-engineered building layout, electrical power and controls; and interfacing with the existing SCADA system. In order to satisfy NYSDOH requirements, provisions for standby power will be included at the facility.
6. Prepare detailed specifications and contract documents for public bidding.
7. Preparation of NYSDOH Application for Approval of Plans and process for approval.
8. Prepare building permit application to Town of Ballston and process for approvals.
9. Preparation of NYSDEC Water Supply Application.
10. Preparation of detailed construction cost estimate.
11. Review meetings (three anticipated) with Clifton Park Water Authority (CPWA), SCWA, and the Town of Ballston. Coordination with the Town of Ballston is required, since the new meter/chlorination station would service both the CPWA and some BHBL WD#2 customers.
12. Print plans and construction documents for public bidding.
13. Prepare bid advertisement.
14. Respond to questions raised by prospective bidders during the bid process.
15. Attend bid opening, prepare a bid tabulation, review the bids received and make an award recommendation to the Town of Clifton Park.

### C. Environmental Permitting and Wetland Delineation

Based upon the location of the new facility and the previous work done there by C.T. Male for the SCWA and the BHBL WD#2, no environmental permitting and wetlands delineation is anticipated for the project.

A short Environmental Assessment Form (EAF) for the project and assistance to the CPWA with SEQRA lead agency designation and the adoption of a negative declaration for the project will be provided.

### D. New York State Water Infrastructure Improvement Act (NYSWIIA) Grant Application

## C.T. MALE ASSOCIATES

Prepare and submit a NYSWIIA grant application with supporting documentation for the proposed project on behalf of the CPWA.

### Construction Phase Services

#### A. Construction Administration

1. Contract administration, including attendance at a pre-construction conference and periodic site visits by the Engineer.
2. Review and process submittals.
3. Review the Contractor's itemized amount of work performed. Prepare and certify payment estimates and vouchers for work performed.
4. Coordinate project between Contractor, Owner and Engineer. Prepare and process change orders where applicable.
5. Prepare utility record drawings at the completion of construction.

#### B. Construction Observation

1. Provide full-time construction observation during the water main installation and other critical phases of work. This work would be performed on an hourly basis at \$95.00/hour, plus reimbursables (mileage, photographs, etc.).

### Reimbursables

Per the attached reimbursable schedule.

### Assumptions

- A. Site is assumed to be an essential facility under the NYS Building Code.
- B. Soil borings are not anticipated based upon our knowledge of the project area and access to soil boring data from past projects at the site.
- C. Site is assumed to be Site Class C or better, Seismic Design Category C or better, soil bearing of at least 2,000 pounds per square foot and conventional strip footings bearing at frost depth (4 feet below grade).
- D. Standby generator will be portable.
- E. It is assumed that power is readily available at or within 300 feet of the project site. Utility coordination shall be the responsibility of the Contractor.
- F. Building as-builts to be furnished by the Contractor.
- G. No Stormwater Pollution Prevention Plan (SWPP) is required due to less than one acre of disturbance.
- H. A USACOE permit is not anticipated for this project and therefore a USACOE permit application, a Phase I Archeological Survey and Field Surveys for threatened or endangered species are not included.

C.T. MALE ASSOCIATES

**Engineering Fee Schedule  
Clifton Park Water Authority Connection to  
Saratoga County Water Authority Capacity Expansion**

**Design and Bid Phase Services (Lump Sum)**

A. Field Survey & License	\$ 2,200
B. Engineering Services <sup>(1)</sup>	\$ 77,400
C. Environmental Permitting & Wetland Delineation (SEQR Assistance Only)	\$ 800
D. NYSWIIA Grant Funding Application	\$ 2,000

**Construction Phase Services**

E. Construction Administration (Lump Sum)	\$ 18,600
F. Construction Observation <sup>(2)</sup> (Estimated at 160 Hours @ \$95.00/hour)	\$ 15,200

**Reimbursables**

Estimated fee (per 2018 CTM Reimbursable Rate Schedule)	\$ 2,000
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<b>TOTAL</b>	<b>\$118,200</b>
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<sup>(1)</sup> Includes SCADA Consultant for radio path survey

<sup>(2)</sup> Actual amount of Construction Observation required depends on the production rate of the Contractor performing the work.



**RESOLUTION # \_\_\_\_\_, 2018; An Organizational Resolution.**

Pursuant to Section 1120-c(3) the following persons are appointed as Vice Chairman,  
Treasurer, and Secretary of the Clifton Park Water Authority.

**Vice Chairman:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

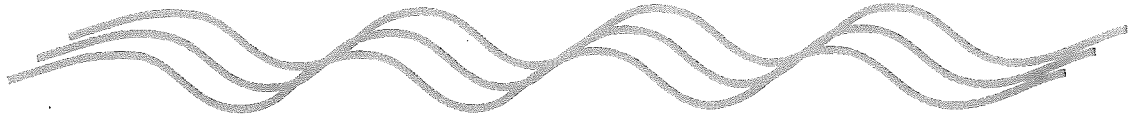
**Secretary:** \_\_\_\_\_

Introduced By: \_\_\_\_\_

2<sup>nd</sup> By: \_\_\_\_\_

**Roll Call Vote:**

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



**Clifton Park Water Authority**

**RESOLUTION # \_\_\_\_\_, 2018**

**Appointing Water Authority Attorney**

**NOW THEREFORE BE IT**

**RESOLVED**, that the Clifton Park Water Authority hereby appoints Neil S. Weiner to the position of Authority Attorney.

Introduced by: \_\_\_\_\_

2nd by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no





**RESOLUTION #\_\_\_\_\_, 2018; An Organizational Resolution**

**RESOLVED**, the Daily Gazette, be and hereby is made the official newspaper of the  
Clifton Park Water Authority, and

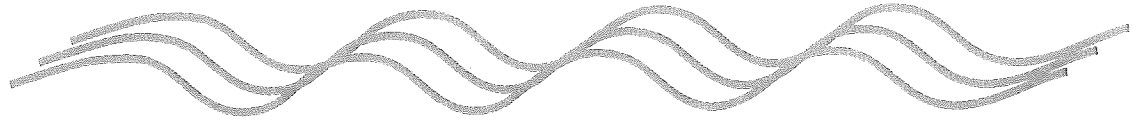
**RESOLVED**, that including but not limited to KeyBank (conditional on acceptable  
account terms and services) hereby are designated as the official bank depositories of the Clifton  
Park Water Authority.

Introduced by: \_\_\_\_\_

2<sup>Nd</sup> by: \_\_\_\_\_

**Roll Call Vote:**

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



**RESOLUTION NO. \_\_\_\_\_, 2018; An Organizational Resolution.**

**RESOLVED**, that the firm of C. T. Male Associates, be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



**RESOLUTION NO. \_\_\_\_\_, 2018; An Organizational Resolution.**

**RESOLVED**, that the firm of Marvin & Co. P. C., CPAs be designated  
and appointed the professional accountants and auditors for the Clifton Park Water Authority.

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION #\_\_\_\_, 2018; An Organizational Resolution.

**RESOLVED**, that an Audit Committee has been formed and members of the Audit Committee are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION # \_\_\_\_\_, 2018; An Organizational Resolution.

**RESOLVED**, that a Governance Committee has been formed and the members of the Governance Committee are:

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\_\_\_\_\_

\_\_\_\_\_

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



**RESOLUTION # \_\_\_\_\_, 2018; An Organizational Resolution.**

**RESOLVED**, that a Grievance Committee has been formed and the members of the Grievance Committee are:

\_\_\_\_\_

\_\_\_\_\_

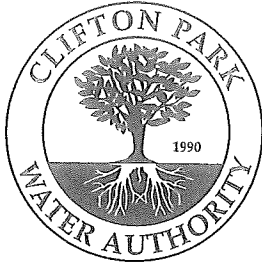
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Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION # \_\_\_\_\_, 2018; An Organizational Resolution.

**RESOLVED**, that a Finance Committee has been formed and the members of the Finance Committee are:

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\_\_\_\_\_

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no