

RESOLUTION AUTHORIZING MEETING MINUTES OF JUNE 15, 2017

MOTIONED BY: Velazques

SECONDED BY: Gardiner

WHEREAS, the North Hudson Sewerage Authority (hereinafter "Authority") is a public body, duly formed under the Sewerage Authorities law, constituting Chapter 138 of the Laws of New Jersey of 1946, as amended (Chapter 14A of Title 40 of the New Jersey Statutes Annotated) and possesses the powers set forth therein; and

WHEREAS, a regular meeting of the Authority was held on June 15, 2017; and

WHEREAS, minutes of the meeting have been prepared by General Counsel and presented to the Authority members and staff for their review.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby approves the minutes of the meeting of June 15, 2017 for the record.

DATED: JULY 20, 2017

RECORD OF COMMISSIONERS' VOTE

	YES	NO	ABSENT
Commissioner Assadourian	x		
Commissioner Kappock			x
Commissioner Marotta			x
Commissioner Gardiner	x		
Commissioner Friedrich	x		
Commissioner Sanchez	x		
Commissioner Velazquez	x		
Commissioner Roque	x		
Commissioner Zucconi	x		

THIS IS TO CERTIFY THAT THIS RESOLUTION WAS DULY ADOPTED BY THE NORTH HUDSON BOARD OF COMMISSIONERS ON JULY 20, 2017.



SECRETARY

NORTH HUDSON SEWERAGE AUTHORITY

MINUTES OF REGULAR MEETING

JUNE 15, 2017

At approximately 6:32 p.m, in the absence of both Chairman Kappock and Vice Chairman Marotta, the Executive Director Dr. Wolff called the meeting to order.

Physically present at the meeting were Commissioners Gardiner, Sanchez, Friedrich, Zucconi and Assadourian. Commissioners Velasquez, Marotta, and Roque participated by telephone.

Counsel Leanza advised that this was a regularly scheduled meeting of the North Hudson Sewerage Authority under the Open Public Meetings' Act and therefore all appropriate actions could be taken therein and that there was both a quorum of Commissioners and eight Commissioners present to take affirmative action on various matters.

Because of the need for Commissioner Velasquez to participate in a Board of Education meeting, the regular agenda will set aside and the Commissioners were provided with the Resolutions before them by Dr. Wolff as follows:

1. Resolution 17-039 authorizing the minutes of the April 20, 2017 was moved by Commissioner Gardiner and seconded by Commissioner Friedrich.

It was adopted with seven votes in the affirmative and Commissioner Marotta abstaining because of his absence from the meeting because of his illness.

2. Resolution 17-042 authorizing the minutes of the May 18, 2017 meeting was held over because there was not a majority of seven members present who attended that meeting.

Executive Director Wolff then reviewed the consent agenda as follows:

1. Resolution 17-043 with respect to the payment of bills consisted of \$1.6 million dollars from the operating fund, \$787,000 dollars from the capital fund, \$230,000 from emergency expenditures for a total of \$2.6 million dollars.
2. Resolution 17-044 is with respect to miscellaneous repairs and consisted of one broken sidewalk flag in Hoboken, two collapsed catch basins in Union City and 3 collapsed catch basins in West New York for a total of \$28,500.00.

3. Resolution 17-045 directing work for H1 and H5 sewer system characterization study and drainage planning. This was necessary work for permit compliance as well as a long term CSO control plan. This resolution recommends the acceptance of a joint proposal from CH2M and Mott MacDonald, two of the Authority's pre-qualified engineers. It includes activities to help the Authority better understand the structural and hydraulic characteristics of these drainage areas and provide us with a model and a drainage plan. The amount is not to exceed \$425,488.00 and this was previously approved by the Facilities Review Board.
4. Resolution 17-046 authorizing for public advertisement and bid, the River Road Improvement Project. This project involved replacement of boilers, trickling filter odor system, the trickling filter check valves and the removal of equipment in the bi-sulfide room.. The price estimate is \$1.2 million dollars and this bid has been approved by the Facilities Review Board.
5. Resolution 17-047 directing work to Mott MacDonald for drainage basins H5, 6 and 7. This work also involves facilitating the Authority's CSO long term control plan involving closed circuit television of the sewer lines in the Hoboken drainage basins H5, 6 and 7. That will be used for asset management system and will be used to prioritize sewer repair and rehabilitation and input into the long term CSO planning. This inspection will encompass 42,500 linear feet of sewer and will be completed within five months of the notice received. The contract is for not to exceed amount of \$221,715.00 and has been approved by the Facilities Review Board.
6. Resolution 17-048 regarding participation in the New Jersey Harbor Discharge contract. The Authority is a member of the New Jersey Harbor Discharge group and enjoys savings through consolidation of similar work with other Authorities. This contract is with GLEC to act as technical advisors with regard to various technical environmental studies to be completed on behalf of the Discharge Water Group. According to our agreement with the Discharge's group, we are responsible for 7.67% of the cost of this project or \$9,971.00. The contract is also been approved by the Facilities Review Board.
7. Resolution 17-049 a contract modification for the W123 outfall. This is the final contract modification in the amount of \$75,515.92. It covers out of scope activities done by the engineer, Mott MacDonald included those related to issues surrounding the bulkhead which had to be dislodged from old concrete blocks and restored other abandoned bulkheads under the roadway that had to be removed and unforeseen jet grouting to stabilize the bottom of these excavations as well as additional road paving. This contract modification has been approved by the Facilities Review Board.

8. Resolution 17-050 directing additional work to Mott MacDonald on the W1234 outfall project. This is related to the final contract modification that was discussed in regard to Resolution 17-049. Due to the additional unforeseen work the engineer had to devote more design time for each issue. The request from the engineer is \$41,000 which has been approved by the Facilities Review Board.
9. Resolution 17-051 regarding payoff of a portion of the Authority's variable rate debt. The Authority's strategy has been to pay down debt when possible to help reduce the pressure with regard to rate increases. We have currently \$40 million dollars in variable rate debt which has been favorable for us over the last years. Concern with the possibility of an increase in rate this resolution amends the current budget to allow us to pay down \$2,000,000 of variable debt with proceeds coming from cash on hand in our unrestricted account. This resolution has been approved by the Finance Committee.
10. Resolution 17-052 regarding an amendment to the wastewater service charge resolution. This is a housekeeping item which corrects a typographical error in the 2017 service charge resolution which was passed earlier this year. Article Four, Section Three of that resolution applied an incorrect rate increase \$1.20 higher than approved by the Commissioners and this error is corrected with this resolution even though practically no one has been over billed. This resolution has been approved by the Finance Committee.
11. Resolution 17-053 authorizing additional work to AMAWALK Consulting Group. The North Hudson Sewerage Authority is the only Authority in the State approved to keep its records electronically. This resolution will facilitate the migration of records from hard copies and a laser file electronic system and combine them into one new electronic system conforming with the rules and regulations of the State of New Jersey. The work also includes training the staff that once organized, the electronic filing system can be properly utilized and maintained. This contract addition has been approved by the Finance Committee.
12. Resolution 17-054 directing work to our Bond Counsel. This resolution is directing bond counsel work in accordance with our current contract for the services with the Waters McPherson firm utilizing Jason Cappizzi and Jack Kraft. The activities directed include the NJEIT loan of \$17.2 million dollars for the W1234 project; the NJEIT loan of \$2.3 million dollars for the PURAC project; and NJEIT loan of \$1.2 million dollars for the sewer cleaning and lining project. The total fee for these projects is \$32,461 and has been approved by the Finance Committee.
13. Resolution 17-055 acceptance of the audit of the Authority's physical year 2016-2017. This resolution attests to the fact that the Commissioners have reviewed the general comments and recommendation sections of the Audit. Noting that the only

comment thereto was with respect to receivables for which the Authority has implemented a plan which has already resulted in substantial diminution thereof.

14. Resolution 17-056 the audit correction plan. Since the receivables issue raised by the auditor we are required to notify the State within 45 days of the corrective action plan as noted we have reduced outstanding receivables for the fifth year in a row at the close of the last physical year they stood at \$6.1 million dollars compared to \$7.7 million dollars the previous year, a reduction of 20% year over year. The Authority continues to aggressively pursue collections through tax sale lawsuit and third party efforts. Many of the accounts that are receivable are already in payment plans or litigation. Adoption of this correction plan has been approved by the Finance Committee.
15. Resolution 17-057 is a write off of an Eagle Embroidery's bad debt. As part of our review of receivables, we are reviewing all delinquencies. Eagle Embroidery, a factory in West New York that is no longer in business had a balance of \$4,520.77 in its account. The company appears to have gone out of business prior to this date and the water was removed from the property in 2004. Most of the receivable was carried interest from the early 2000's. Because the company has not been in existence for the previous twelve years and the water was removed thirteen years ago, it is the consensus both of assistant general counsel and CFO that this debt, again, primarily interest, be written off. This write off was approved by the Finance Committee.

On motion of Commissioner Assadourian, seconded by Commissioner Velasquez, the consent agenda was unanimously adopted.

At approximately 6:50 pm Commissioner Velasquez left the telephonic participation in the meeting to attend a Union City Board of Education meeting.

MOTT MACDONALD

1. Kevin Wynn of Mott MacDonald reported with respect to the collection system characterization study that the closed circuit television inspection of the combined sewer system in West New York and Union City as been completed and that work is scheduled to start in Weehawken immediately after June 23rd.
2. With regard to the West New York leak detection program , Mott MacDonald continues working with Suez and Suez has identified additional Union City leaks and is reviewing with the Authority various seasonal leak data to reduce flow, especially to the River Road Plant.
3. The W1234 CSO outfall program project is complete and is in the close out phase.

4. With respect to the W1234 CSO solids and floatables facilities, notice to proceed was issued and shop drawings and other submittals are being reviewed with construction scheduled to commence on July 8, 2017.
5. With regard to the combined sewer regulator upgrades and improvement, the contractor is scheduled to complete change order work by the end of this month and this job should be closed out.
6. With regard to the 2017 River Road wastewater treatment plant improvements including replacement of boilers trickling filter odor control and check valve plans are being finalized and the Commissioners previously voted this evening to put the job out to bid.
7. With respect to the 2017 collection system improvements, pre construction meetings have been started and work is scheduled to commence tomorrow.
8. With regard to the Hamilton Avenue sewer improvements, several options have been presented to the Authority's engineer and a meeting is scheduled for this week to discuss the same with representatives of Weehawken so the optimum solution can be agreed upon.
9. With respect to the Park Avenue syphon improvements, the last reach of the existing 12" syphon has been lined and placed back into service. The project is moving towards the close out phase.
10. With regard to PURAC improvements, Phase II, the contractor has installed temporary by pass equipment. This is in preparation of temporary shutdowns so that the clear well of the PURAC system can be cleaned out. This temporary by pass system is readily noticeable in the rear of the plant.
11. With regard to River Road wastewater treatment plant collection system characterization, hydraulic modeling for the tributary area to the River Road plant is being conducted as part of the Authority's long term control plan.
12. With regard to the H5 collection system study, topographical surveying has been completed and options are being prepared for the Authority to review to remediate the surface flooding at Madison Avenue and 9th Street.

CH2M

William McMillin of CH2M Hill reported as follows:

1. With regard to Adams Street Phase III PURAC upgrades, CH2M Hill has conducted

a site visit and design meeting with the systems supplier as well as the under drain supplier to advance the design of the upgrades.

2. With respect to the combined sewer overflow projects, CH2M Hill continued working with OMI in coordinating compliance with the scheduled CSO related submissions in the Authority's NJPDES permits, public notifications, and public participation. The CH2M project manager is overseeing the sewer water quality sampling project being conducted and the status of the condition assessment projects for both the River Road area and Weehawken Union City portions of the Adams Street service area being conducted by Mott MacDonald is being tracked. Proposals are due for the RFP for the H1-H5 Adams Street Wastewater Treatment Plant service area characterization and drainage plans. This work has been awarded to a joint venture of CH2M Hill and Mott MacDonald by the Commissioners earlier this evening.
3. With regard to the combined sewer overflow water quality sampling, laboratory data was received for a wet water event monitored on April 25, 2017. CH2M is tracking weather forecast to monitor one more wet weather event. All data was sent to the New Jersey CSO group for sharing and comparison and we are awaiting receipt of NJCSO group data for our review.
4. With regard to the Weehawken and Union City combined sewer characterization for Adams plant, CH2M is gathering data to being work on the sewer system inventory service area analysis and collection system modeling.
5. With regard to the H6-H7 CSO long term control project, CH2M Hill has held weekly conference calls and continued to work on the critical needs assessment and treatment methodology report. CH2M continued service area characterization work, updated the collection system hydraulic model and is finalizing the calibration and validation of the same. Mott MacDonald continue the land survey work for the sewer system separation design and began planning for aerial survey.

GREELEY & HANSEN

Greeley & Hansen reported as follows:

1. With regard to the electrical switch gear replacements, is anticipated work will be completed by the end of this summer.
2. With respect to the PURAC system upgrades Phase I, migration of the ancillary equipment to the new SCADA system is in progress and as previously noted due to the delay with the HMI software transfer, programing and subsequent testing and

implementation were stalled. The contractor has submitted a revised schedule with anticipation of completion by the end of July 2017.

OMI

OMI reported on plant operations as follows:

1. Adam Street Wastewater Plant.

The facility met all permit requirements for the month except for the high weekly geometric mean average for fecal chloroform. Monthly average BOD was 19 mg/L with a limit of 30 mg/L and TSS was 19 mg/L with a limit of 30 mg/L. Removal efficiency for BOD and TSS were both 85%, meeting the 85% permit requirements. The monthly average flow was 14.4 million gallons per day with 743,000 gallons of sludge hauled.

2. River Road facility

The facility met all permit requirements for the month. The effluent concentration for CBOD was within the permit parameters with a monthly average of 18 mg/L and a permit limit of 25 mg/L. The effluent concentration for TSS was within the permit parameters with a monthly average of 17 mg/L and a permit limit of 30 mg/L. The average daily flow was 8.79 million gallons per day with a volume of 406,000 gallons of sludge hauled.

3. With regard to the collection system maintenance, there were a total of 36 service calls with 4,882 linear feet of sewer main cleaned. 54 catch basins were cleaned with 40 cubic yards of debris removed. There were 16 catch basin calls responded to within 24 hours and 8 back up calls responded to within 24 hours as well as 12 additional calls responded to within 24 hours. All other collection system and pumps are working normally.

At approximately 7:05 p.m. it was unanimously resolved to adjourn the meeting.

