

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – NOVEMBER 9, 2017**

CALL TO ORDER: The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:00 p.m. on Thursday, November 9, 2017.

Moment of Silence and Salute: Led by Chairman Mattia

Announcement: This meeting was called in accordance with the provisions of the Open Public Meetings Act in that an announcement of the same was mailed to the Clerks of our member municipalities on February 21, 2017; and to the Asbury Park Press and the Coast Star on February 23, 2017. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:
In the Affirmative: Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean and Nicol.

Messrs. Bonello, Bujak, Krause, Ruppel, and Timbrook.

Excused: Commissioner Donovan

ATTORNEY’S REPORT:

Mr. Bonello stated he collaborated with the SMRSA’s Management Team regarding the items which will be covered in the Executive Director’s Report.

EXECUTIVE DIRECTOR’S REPORT:

Outfall Project:

Mr. Krause reported the Ocean Outfall Project continues to progress with most of the anchors installed on the outfall pipe; however, the current existing conditions of the pipe are not the same as shown in the project plan as it is now 2 years old. Since the plans were drawn sediment in the ocean has repositioned itself. In order to avoid additional excavation, it was decided to eliminate the installation of several anchors on the pipe that was originally planned.

When the Outfall Repair Project was originally bid in 2016, it included an Access Chamber on land which was to be positioned near the Pitney Avenue Pump Station. Including the Access Chamber within the original bid resulted in much higher construction costs than projected with only one bidder for the project. In the rebid, the Access Chamber was removed from the bid and will be bid separately. Mr. Krause stated he received a proposal from CDM Smith, Inc., for repackage of the bid documents to include just the Access Chamber to which he anticipates awarding an Engineering Design Service Contract at the December Board of Commissioners Meeting. The access chamber is a crucial item within the SMRSA Asset Management Program. This access structure will give SMRSA land access to its outfall pipe for future inspection reports concerning the pipe’s integrity.

VFDs – Wall North Pump Station:

Mr. Krause reported during the period of October 6 through October 16, 2017, two Variable Frequency Drives (VFDs) at the Wall North Pump Station failed. In order to expedite the replacement of these VFDs, it was necessary to Declare a State of Emergency allowing the Authority to procure the VFDs without obtaining quotes from other vendors as the cost exceeded the legal quote threshold of \$6,000.00 with local units employing a Qualified Purchasing Agent (QPA). A resolution has been placed on the Regular Meeting Agenda for Board Consideration and approval ratifying the actions of the Executive Director in purchasing these VFDs.

Cogeneration Resiliency Upgrades:

Mr. Krause reported the Co-Generation Resiliency Upgrade solicitation bid was advertised on October 6, 2017, with the project's bid opening scheduled for November 28, 2017. A pre-bid meeting was held on November 1, 2017, which resulted in an excellent turn out of prospective bidders and vendors. An Engineering Meeting has been scheduled for November 29, 2017, to evaluate the bids received and identify the next steps in the project. Mr. Krause is anticipating the contract award for this project at the Authority's December's Board of Commissioner Meeting.

Request For Expression of Interest (RFEI):

Mr. Krause reported that on a periodic basis of five years, the Authority seeks through a Request for Expressions of Interest (RFEI) process to identify engineering firms that can meet all, or a portion of, the Authority's future Asset Management Goals and Capital Improvement Objectives with respect to engineering services. The Authority advertised an Engineering Services RFEI on August 11, 2017, and has received a satisfactory response from 12 engineering firms. He stated the review will identify parties with the experience, financial capability and proven technology to effectively assist and partner with the SMRSA Management Team in future engineering projects.

NJEIT Borrowing:

Mr. Krause reported that there has been no change to the NJEIT Borrowing Mr. Bujak reported on last month. The Fund portion of the borrowing is still scheduled to close on November 21, 2017.

Staffing:

Mr. Krause stated that a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval ratifying the hire of Mr. Robert Crane for the Apprentice II vacant position. Mr. Robert Crane currently resides in Freehold, New Jersey and will earn a starting salary of \$22.54 per hour.

Mr. Krause stated that the Authority still has five (5) vacant positions to fill and he plans to aggressively pursue the hiring of an Authority Engineer to replace him. An experienced mechanic is also needed and the staff is currently pursuing this vacancy.

Inflow & Infiltration:

Mr. Krause reported that there is still interest in starting another I&I Project with its municipalities. Staff met recently with representatives from the Borough of Lake Como. Mr. Krause stated he

plans to set-up meetings with the appropriate administrators and asked if any of the Commissioners would like to be involved in these discussions.

BUSINESS:

- Resolution to ratify the hire of Mr. Robert Crane as Apprentice II effective November 6, 2017
- Resolution to Declare a State of Emergency for the period of October 6 – 16, 2017 at the Wall North Pump Station due to the failure of two (2) variable frequency drives.

PUBLIC PORTION:

It was moved by Commissioner Farrell and seconded by Commissioner Cory to open the public portion of the meeting. On voice vote, all voted aye. A motion was made by Commissioner Burne and seconded by Commissioner Cory to close the public portion of the meeting. On voice vote, all voted aye.

ADJOURNMENT:

Commissioner Burne made the motion to adjourn the Caucus Meeting. Commissioner Lynch seconded the motion. On voice vote, all voted aye.