

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – SEPTEMBER 13, 2018**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 5:30 p.m. on Thursday, September 13, 2018.

Moment of Silence and Salute:

Led by Chairman Burne

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; and to the Asbury Park Press and the Coast Star on February 12, 2018. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:

Present:

Commissioners Burne, Cory, Farrell, Lynch, Mattia, May and Nicol.

Messrs. Bonello, Bujak, Krause and Timbrook.

Excused:

Commissioner Donovan

ATTORNEY’S REPORT:

Mr. Bonello stated he reviewed the items with Mr. Krause that will be covered in the Executive Director’s Report.

EXECUTIVE DIRECTOR’S REPORT:

Outfall Access Chamber Project:

Mr. Krause reported the Outfall Access Chamber Project is on schedule and will begin construction next month.

SMRSA Pump Stations Upgrade Project:

Mr. Krause reported the Pump Station Upgrade Project is ongoing and on schedule. The Authority is expecting to receive the Engineering Report from the Consultant for the project shortly.

Force Main/Outfall Condition Assessment Plan:

Mr. Krause reported on July 13, 2018 staff solicited Requests for Proposals (RFP) from SMRSA’s Pre-qualified Engineering Firms for Phase I of the Force Main/Outfall Condition Assessment Project. Four proposals were received, reviewed and ranked by SMRSA staff. An Engineering Committee Meeting was held on September 5, 2018 to review said proposal and it

is staff and the Committee's recommendation to award the contract to CDM Smith Inc. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award the Force Main/Outfall Condition Assessment Project Contract to CDM Smith Inc.

Co-Generation System Upgrades:

Mr. Krause reported the Co-Generation Upgrade Project is on schedule and ongoing. The concrete pad for the new Co-Generation System was recently constructed and the new engine is expected to be delivered on-site mid-October.

M Street Property:

Mr. Krause reported there has been no change in the M Street Property. The Authority is still waiting to hear back from Wall Township with regard to their environmental assessment of the property.

Sewer Extension Application:

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval for a two-year sewer extension for a project located in Wall Township known as Halifax at Ramshorn-Section II. The Authority had previously authorized a two-year sewer extension for this project but due to permit issues it has not been able to start construction. The Project Manager has requested an additional two-year extension to the previously authorized sewer extension.

Solicitation for Grit Collector and Settling Tank Parts and Material:

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to authorize the solicitation of bids for the procurement of a Grit Collector and Settling Tank Parts and Materials. Once these materials are obtained SMRSA staff will rebuild those facilities.

Non-Fair and Open Contract – Root 24 Inc.:

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award a Non-Fair and Open Contract to Root 24 Inc. for the wet well cleaning of the Brielle and Sea Girt Pump Stations. This is in conjunction with the Pump Station Upgrade Project enabling the Consultant, Mott Mac Donald to evaluate the below-grade Pump Stations. This contract will exceed the cumulative \$17,500.00 annual Pay to Play threshold for the contractor, but not exceed the \$40,000.00 public bidding threshold for entities employing a qualified purchasing agent.

Annual Procurement Contracts

Mr. Krause reported there are a number of annual procurement and services contracts on the Regular Meeting Agenda for Board of Commissioners consideration and approval. In total, there are five contracts with the successful bidders being companies we are familiar with and have used in the past. There are no significant price changes nor any anomalies in these contracts which include the procurement of Sodium Hypochlorite, Magnesium Hydroxide and the Hauling

and Disposal of Sewer Sludge. The services contracts include Electrical Diagnostic Services and Equipment Rental and Repair Services.

Staff Resignation:

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to accept the resignation of Employee #43724.

Imagine A Day Without Water Campaign:

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for the Board of Commissioners consideration and approval recognizing the “Imagine A Day Without Water” Campaign which is similar to the “Earth Day” Campaign. He stated that since SMRSA is a water Authority it is in its best interest to support this campaign. He further stated that a day without water would be a public health and safety crisis for all. It would mean no water to shower or flush the toilet and no water to drink or cook with. The actual day of the Campaign is scheduled for October 10, 2018.

Mr. Bonello added that the purpose of the Authority is to provide clean water to its service area and supports this campaign.

CFO/HR DIRECTOR’S REPORT:

2018 Amended Income and Appropriation and the 2019 Proposed Budgets:

Mr. Bujak reported the Finance Committee met on September 10, 2018. The topics of discussion included amending the 2018 Income and Appropriation Budgets, and the 2019 Proposed Income, Capital and Appropriation Budgets. The 2018 Budget amendments discussed were consistent with what has been done in the past, whereas the Authority continues to reserve funds for future projects, asset management, etc. Mr. Bujak stated that the 2% Cap Law has been delayed until the 2020 Budget. A Local Finance Notice stating this will be distributed to the appropriate agencies prior to the end of September 2018. It is the recommendation of the Finance Committee that the budgets are reasonable and necessary. Both budgets will be brought before the full Board of Commissioners for their review and approval at the October 11, 2018 Open Public Meeting. As part of the Authority’s budget process, the Authority will hold its annual Sewer Use Charge Hearing at the same Board Meeting immediately following the Caucus and Regular Meetings beginning at 5:30 p.m.

BUSINESS:

- Resolution to award a Non-fair and Open Contract to Root 24 Inc. for Wet Well Cleaning
- Resolution to authorize the transfer of funds from the Revenue Account to the Operating/Payroll Account
- Resolution to authorize the payment of the current month’s Construction Project Bills
- Approve the August 9, 2018 Meeting Minutes as written
- Resolution to award the 2019 Contract to Furnish & Deliver Bulk Sodium Hypochlorite
- Resolution to award the 2019 Contract to Furnish & Deliver Magnesium Hydroxide, Thioguard
- Resolution to award the 2019 Contract for the Removal and Hauling of Liquid Sewer Sludge

- Resolution to award the 2019 Contract for Electrical Diagnostic Troubleshooting & Repair Services
- Resolution to award the 2019 Contract for Equipment Repair, Rental and Maintenance & Installation Services
- Resolution to award a Professional Engineering Service Contract for the Development of Force Main/Outfall Pipe Condition Assessment Plan
- Resolution authorizing the Solicitation of Bids for the Grit Collector & Settling Tank Parts and Materials
- Resolution to approve a two-year extension of the previously approved sewer extension for Halifax at Ramshorn-Section II
- Resolution accepting the resignation of Employee #43724
- Resolution Recognizing the “Imagine a Day Without Water” Campaign

PUBLIC PORTION:

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

ADJOURNMENT:

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