

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – AUGUST 13, 2020**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 3:00 p.m. on Thursday, August 13, 2020.

Moment of Silence and Salute:

Waived

Announcement:

This meeting was called in accordance with the provisions of the Open Public Meetings Act as well as guidance from the New Jersey Department of Community Affairs; Division of Local Government Services in that an announcement of the same appeared on the Authority's website, in the Asbury Park Press, the Coast Star and emailed to the Clerks of our member municipalities on August 6, 2020. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:

Present:

Commissioners Cory, Donovan- (joined at 3:10PM), Farrell, Lynch – (joined at 3:17PM), Mattia, May, and Nicol.

Messrs. Bujak, Krause, and Timbrook.

Excused:

Commissioner Burne; Mr. Bonello

EXECUTIVE DIRECTOR'S REPORT:

SYSTEM

Outfall Condition Assessment:

Mr. Krause reported that an Engineering Committee Meeting was convened on August 5, 2020 for the primary purpose of reviewing in detail the July 31, 2020 CDM Technical Proposal for Phase IIA Condition Assessment Program. In summary, the proposal consists of performing a condition assessment utilizing SmartBall and PipeDiver/Seasnake technology on 750 linear feet of 12 inch ductile iron pipe between the Brielle Pump Station and the Glimmer Glass Pump Station; 5,680 linear feet of 16 inch ductile iron pipe between the Glimmer Glass Pump Station and the intersection of Sea Girt Avenue and Camp Drive; and 6,955 linear feet of 36 inch prestressed concrete cylinder pipe between the Authority's treatment plant and an outfall access structure located in the vicinity of the intersection of South Boulevard and Ocean Avenue. He stated the cost of the field work portion of the project would be \$ 512,347 and would require the service of three additional subcontractors. Subsequent to this inspection work being complete, a data analysis portion of the project will be approved under a separate resolution bringing the total cost of the project to approximately \$ 732,000. There being no questions, he stated that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration

awarding a Professional Service Contract to CDM Smith for Phase IIA for the Force Main/Outfall Pipe Condition Assessment.

Pump Station Upgrade Project:

Mr. Krause reported the project is now 98% complete with punch list items being completed. Despite some minor unforeseen work having been done as an allowance line item, the project was completed on time and slightly under budget.

PLANT

Cogen Resiliency Upgrades:

Mr. Krause reported that engines # 1 and # 2 are operational and producing approximately 69% of total plant electrical demand. Regarding engine # 3, he stated that as a result of COVID 19, the Authority continues to struggle for warranty parts to be received and labor to be performed, as the current company is located in Canada. He indicated the Authority is attempting to coordinate with another engine specialist to complete the needed work. Once complete, the punch list will be addressed and “island” testing finalized.

FINANCE & ADMINISTRATION

Annual Contract for Pump and Motor Purchase and Repair

Mr. Krause reported that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration authorizing the solicitation of bids for Purchasing Motors and Pumps as well as Furnishing Motor and Pump Repairs. He stated that in previous years, the Authority solicited bids for general equipment repair and maintenance which did not produce the anticipated results, so it pared down the scope from previous solicitations. It is his hope that award of this contract will occur at the September Board meeting.

Approval of 2019 Audit:

Mr. Krause reported that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration to approve the 2019 audit for the fiscal year ending December 31, 2019. He reported on the auditor’s *Unmodified Opinion* and stated there were no comments or recommendations.

Purchase of Energy Utilizing an Online Reverse Auction

Mr. Krause reported that earlier in the day the Authority hosted a reverse online energy auction in which eight bidders participated; with MP2 Energy (a subsidiary of Shell Oil) providing the lowest bid at a rate of .07510 per K/w hour for a two-year period beginning September 1, 2020. He stated that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration authorizing the purchase of energy generation services from MP2 Energy for a two-year period.

Surplus Sale

Mr. Krause reported that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration authorizing the sale of surplus property no longer needed for public use. He stated the Authority would, as in the past, adhere to DLGS guidelines regarding public notification and utilizing an approved website (govdeals.com) to dispose of the property. Listed items include one vehicle and old, outdated equipment.

Staffing:

Mr. Krause informed the Board that the Authority has a potential replacement for the vacant Office Coordinator position. It will be extending a conditional offer of employment letter to the Wall Township resident later this week, and if accepted will place a resolution on the September Board meeting ratifying the Executive Director's actions.

He also stated that there is a resolution on the Regular Meeting Agenda for Board of Commissioner consideration approving Craig Best as a full-time permanent employee of the Authority. Mr. Best has successfully passed his probationary period, gets along well with all other SMRSA employees, and positively contributes to the working environment.

COVID-19:

Mr. Krause reported the Authority continues to operate business as usual (maintaining social distancing) with no related illnesses or issues to report. For continued safety reasons, the Administration building remains closed to visitors and non-essential vendors, however those allowed to enter the building are screened using a written and signed questionnaire form.

Mr. Krause informed the Commissioners that the Authority is monitoring the present local back to school announcements and how it might impact operations. While this may impact several employees with small school aged children, to date only one administrative staff member has asked for flexibility to work at home as the district is implementing, the hybrid learning method. He stated he would keep the Board as current as possible on the ever evolving COVID situation.

BUSINESS:

- Resolution Authorizing the Transfer of Funds from the Revenue Account to the 2020 Operating/Payroll Accounts
- Resolution Authorizing Payment of the Current Month's Construction Project Bills
- Resolution Approving the July 9, 2020 Caucus & Regular Meeting Minutes as written
- Resolution Awarding a professional service contract to CDM Smith, Inc. to perform Phase IIA of the Force Main Assessment Program
- Resolution Ratifying the Purchase of Energy Generation Services from MP2 Energy for Public Use utilizing an online Auction website
- Resolution to Authorize Solicitation of Bids to Purchase Motors and Pumps as well as Furnishing Motor and Pump Repairs
- Resolution to Approve the 2019 Audit for the Fiscal Year Ending December 31, 2019
- Resolution Authorizing the sale of Surplus Property No Longer Needed for Public Use
- Resolution Approving Craig Best as a Full-time Permanent Employee of the SMRSA

COMMISSIONER COMMENTS:

Chairman May solicited Commissioner input on meeting times and platforms for the foreseeable future. While all stated favor with the telephone platform beginning at 3:00PM, there was sentiment that at some time, Commissioners should meet in person.

Mr. Krause stated that while he still discourages the public from participating at in person meetings, Authority staff could arrange the Board meeting room to allow for those Commissioners wishing to meet in person to do so, following generally accepted social distancing guidelines while the public continues to dial in remotely. He also reported that staff would be researching alternative internet-based conference call technology with video and audio capabilities.

PUBLIC PORTION:

It was moved by Commissioner May and seconded by Commissioner Mattia to open the public portion of the meeting. On voice vote, all voted aye.

Commissioner May asked if there was any member of the public listening, and if so for the record please state your name, address, and nature of comments. Staff confirmed no electronic public comments had been received.

Hearing no public participating, Commissioner May made the motion to close the public portion of the meeting; Commissioner Farrell seconded. On voice vote, all voted aye.

ADJOURNMENT:

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