



**SEQR Determination (Type II)**

**WHEREAS**, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

**NOW, THEREFORE, BE IT:**

**RESOLVED** that the Village of Saranac Lake hereby determines that the proposed Engineering Planning Grant Program (EPG) for the Collection System Evaluation is a Type II action in accordance with 6 NYCRR Section 617.5(c)(24) which constitute "information collection, including basic data collection and research; water quality and pollution studies, traffic counts, engineering studies; surveys; subsurface investigations; and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;" and is therefore not subject to further review under 6 NYCRR Part 617.

# AES Northeast

100 City Hall Place / Plattsburgh, NY 12901  
147 Allen Brook Lane / Williston, VT 05495

January 28, 2022

Mr. John Sweeney, Village Manager  
39 Main Street, Suite 9,  
Saranac Lake, NY 12983

**RE: Annual Asset Management Report, AES Proposal #P2022014**

Dear Manager Sweeney,

AES Northeast would like to thank you for the opportunity to present our proposal for professional services.

## Background and Purpose

AES has worked with the Village of Saranac Lake on numerous water and sewer projects over the years, and we understand that the water and sewer department is using an in-house Geographical Information System (GIS) that has data and information related to the condition, operations, and maintenance of the water and sewer utility systems. This data and information can be configured in a way that prioritizes sections of the utility systems to be slated for future projects based on a rating system of their condition and likelihood of failure.

AES proposes to prepare an Annual Asset Management Report that utilizes the GIS outputs coupled with engineering assessments and the Village's input to continue to maintain or improve the Village's infrastructure. This report will act as an annual planning document summarizing tasks or projects that have been completed the previous year(s) and proposes future tasks or projects that should fall next on the priority list to maintain satisfactory operations throughout the Town's utility systems. Additionally, as funding opportunities become available, the Village will already have a repository of preliminarily planned projects available to select from based on need for further planning and investigation.

## Description of Services

AES shall perform the following tasks:

### Data Analysis

- Analyze and interpret data generated by GIS and associated dashboards
- Compare GIS generated data to general and previous knowledge attained of the system

### Annual Asset Management Report

- Provide status of on-going projects be it completed, in progress, or to be completed
- Provide engineering recommendations regarding prioritization of five (5) future projects based on system needs or Village wants
- Provide recommendations based on available upcoming funding opportunities

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*New  
Business  
Draft  
Asset Management  
Concept*

**Assumptions**

- This document as is will not meet EFC of RD funding outline requirements

**Project Deliverables**

- Annual Asset Management Report: planning document that outlines proposed utility system projects based on the data collected in GIS, engineering recommendations, collection system needs, and the Village's wants.

**Fee Proposal**

AES Northeast proposes to complete the scope of work outlined herein as follows;

Analysis of Data:	██████████	(Hourly Basis)
Initial Set up of Annual Report Format	██████████	(Hourly Basis)
Writing of Report.	██████████	(Hourly Basis)
Total Project Costs:	██████████	

If acceptable, we can prepare and send a standard agreement for your review and execution to initiate our services.

Thank you again for the opportunity to present a proposal for our Professional Engineering and GIS Services. We look forward to working with you on this project. Please feel free to contact me should you have any questions.

Sincerely,



Gregory M. Swart, P.E.  
 Partner/Director of Water Resources Division

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## **1) Introduction**

*Utility systems are comprised of various assets, such as pipes, valves, pumps that over time because of age and prolong usage become less reliable and efficient. Generally, as assets near their end of life, operations and maintenance costs increase due to the increased need for repairs and upgrades a majority of which are not planned. With planned operational maintenance and funding guidance, accomplishing long term sustainability of a municipalities' utility systems assets can be accomplished.*

*This report was prepared to not only summarize data collected using the Geographical Information System (GIS) developed by AES Northeast, but also provide a recommended plan of action to address deficiencies within the municipalities utility system.*

### **1.1 Asset Management Team**

*The asset management team is comprised of Water / Wastewater Department, Town Administrator, and Town Board & AES.*

*• Here we will include a table with the names, titles, departments/organizations, and roles/responsibilities.*

## **2) Utility Overview**

### **2.1 Water Distribution System**

*Here will be an overall description of the distribution system as a whole – miles of pipe, number of services, etc. could include references to district maps, existing utility maps*

#### **2.1.1 Performance and Compliance**

*Include condition and evaluation of problems needing correction*

*Any concerning issues that need to be addressed regarding regulatory agencies*

#### **2.1.2 Summary of Existing Facilities**

*Summary of existing and previous local and regional wastewater facility and related planning documents*

### **2.2 Sanitary Sewer Collection System**

*Here will be an overall description of the collection system as a whole – miles of pipe, number of services, etc. could include reference to district maps, existing utility maps*

#### **2.2.1 Performance and Compliance**

*Include condition and evaluation of problems needing correction*

*Any concerning issues that need to be addressed regarding regulatory agencies*

### **2.3 Highway**

*Here will be an overall description of road ways, stormwater utilities such as catch basins and culverts, sidewalks etc. References to maps, or if highway dept has any prior ratings of infrastructure*

#### **2.3.1 Performance and Compliance**

*Include condition and evaluation of problems needing correction*



Any concerning issues that need to be addressed regarding regulatory agencies

### 3) Overall Asset Goals

This report can be tailored to meet multiple different goals for a municipality whether it be maintain organization, aid in reducing costs, help meet regulatory milestones, or organizing a proactive approach toward maintaining a well managed system.

**Table 3-1  
Level of Service and Performance Targets**

Level of Service Area	Criteria Value	Level of Service		Performance Targets	Performance Target Strategy
		Goal	Performance Measure		
Regulatory Compliance	Effluent Monitor (BOD, TSS, etc.)	No SDDIS Penalties	Send times per year that exceed effluent limits as a violation of the SDDIS Program	0	Monitor, maintain, and replace as needed to replace equipment and maintain effluent of the WWTP, perform annual SDDIS reports and filings
Customer Satisfaction	Service area and response time	Provide efficient service to all customers	Compliance to Wisconsin State New Service	≥ 10%	
Customer Satisfaction	Service cost	Reduce WWTP energy consumption	Efficient installation of state-of-the-art technologies and implementation of energy reduction strategies (e.g., repair, maintenance, etc.)	0.0%	Comply with a qualified engineering firm to complete annual efficiency audit of the WWTP treatment processes and find the most appropriate and affordable energy solutions. Utilize plant energy improvements that will reduce energy costs by 1% or more per year per unit of treated effluent.
Regulatory Compliance	Effluent Monitor (BOD, TSS, etc.)	Discharge of effluent to the receiving water body	Effluent quality (BOD, TSS, etc.)	0.0%	Monitor, maintain, and replace as needed to maintain effluent quality of the WWTP

### 4) Asset Inventory

#### 4.1 Water Distribution System Assets

This portion will be generated based on all assets that are entered into the GIS system

A table will be generated with the location, sizing, materials, serial numbers, date of installation (age), life expectancy, cost (if available), and any other relevant details about the assets.

##### 4.1.1 Asset Hierarchy

The GIS system will generate a prioritized list based on information input into the system.

##### 4.1.2 Condition

The GIS system will also be able to output a table or individual reports summarizing the condition of specific areas, or individual assets based on information input into the system, and work or replacements that have been performed.

##### 4.1.3 Service Life

This information will also be tracked in the GIS system, and based on the year installed, will be prioritized depending on how close to end of service life the asset is.

##### 4.1.4 Rehabilitation and Replacement Costs

*Costs can be tracked in the GIS system*

## **4.2 Sewer Collection System Assets**

*This portion will be generated based on all assets that are entered into the GIS system*

*A table will be generated with the location, sizing, materials, serial numbers, date of installation (age), life expectancy, cost (if available), and any other relevant details about the assets.*

### **4.2.1 Asset Hierarchy**

The GIS system will generate a prioritized list based on information input into the system.

### **4.2.2 Condition**

The GIS system will also be able to output a table or individual reports summarizing the condition of specific areas, or individual assets based on information input into the system, any work of replacements that have been performed.

### **4.2.3 Service Life**

This information will also be tracked in the GIS system, and based on the year installed, will be prioritized depending on how close to end of service life the asset is.

### **4.2.4 Rehabilitation and Replacement Costs**

Costs can be tracked in the GIS system

## **4.3 Highway Assets**

*This portion will be generated based on all assets that are entered into the GIS system*

*A table will be generated with the location, sizing, materials, serial numbers, date of installation (age), life expectancy, cost (if available), and any other relevant details about the assets.*

### **4.3.1 Asset Hierarchy**

The GIS system will generate a prioritized list based on information input into the system.

### **4.3.2 Condition**

The GIS system will also be able to output a table or individual reports summarizing the condition of specific areas, or individual assets based on information input into the system, any work of replacements that have been performed.

### **4.3.3 Service Life**

This information will also be tracked in the GIS system, and based on the year installed, will be prioritized depending on how close to end of service life the asset is.

### **4.3.4 Rehabilitation and Replacement Costs**

Costs can be tracked in the GIS system

## **5) Financial Status and Funding Opportunities**

This section will discuss where the municipality is currently with grant/loans and what upcoming funding opportunities they may qualify for.



*This may also be a good place to develop a chart similar to the one developed for Ticonderoga that laid out capital improvement costs and how they were being paid over time so municipalities can project what adding on different cost projects may do to user rates.*

## **6) Final Prioritization of Assets**

### **6.1 Water Distribution System**

*This section will take into account the data that the GIS system generates but also allow for engineering input and the weighing of different variables and options. Based on engineering opinion, funding opportunities, and immediate needs, these will be the recommended "priority projects".*

### **6.2 Sewer Collection System**

*This section will take into account the data that the GIS system generates but also allow for engineering input and the weighing of different variables and options. Based on engineering opinion, funding opportunities, and immediate needs, these will be the recommended "priority projects".*