

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
April 23, 2021

A regular meeting of the Albany Water Board was officially convened at 9:02am. Pursuant to Executive Order No. 202.1, issued by Governor Cuomo on March 12, 2020, and advisories issued by Federal, State, and Local officials related to the COVID-19 virus, the Albany Water Board convened its meeting by video conference call.

The meeting notice provided information to the public on how to participate. No members of the public participated and no inquiries were received from the public prior to the meeting.

PRESENT: Charles Houghton, Chairperson; Karen Strong, Secretary; Anthony Owens, Treasurer; Rachel Johnson, Vice Chairperson

STAFF PRESENT: Joseph E. Coffey, Jr., P.E., Commissioner; Thomas Dufresne, CFO; William Simcoe, P.E., Deputy Commissioner, Lisa Middleton, Confidential Assistant

BOARD ADVISORS PRESENT: William Kahn, UHY Advisors

EXCUSED: TJ Ruane, Whiteman Osterman Hanna

Approval of Meeting Minutes

Chairperson Houghton introduced the minutes of the Regular Meeting February 26, 2021, Special Meeting of April 2 and Special Meeting of April 9. With no objection, the reading of the minutes was dispensed and Mr. Houghton called for a motion to approve the minutes. A motion was made by Anthony Owens, seconded by Rachel Johnson and passed unanimously.

Public Comment Period

No public comments.

Committee and Staff Reports

A motion was made by Anthony Owens to approve the CFO's Financial report presented from the Finance Committee, Seconded by Rachel Johnson and passed unanimously.

Financial Report – Tom Dufresne, CFO

- March revenue came in at \$2.5 million.
- Operating Expenses came in at \$1.25 million, compared to \$1.65 million previous year; Timing of the retirement contribution is a \$400,000 difference
- Positive Net Operating Cash flows is \$1.3 million, compared to previous year \$1 million
- No contribution to debt service costs for month of March; Made first debt service contribution for new debt for refunding in April
- Net positive cash flow positive \$1.3 million, compared to \$700,000 previous year
- YTD Revenue \$8.4 million collected for 2021, \$11 million previous YTD previous year

- Expenses \$4.2 million, compared to \$4.2 million previous
- Board Authority expenses \$372,000 closing costs associated with refunding of the new money
- \$3.8 million of net positive cash flow for the year, previous year \$6.8 million
- Net cash flow positive of \$3 million, \$6 million of previous year
- March Investment income at \$8,500, budgeted \$25,000
- Personnel expenses haven't changed, no equipment purchases for the year
- Benefits seeing a saving of \$80,000 due to timing of health insurance buyouts
- First capital expenditures came through in April at \$1 million
- Grants and financing – Received a small grant of \$7,000 for local government records management grant and \$2.4 million of financing from EFC
- YTD under \$5 million of grant and financing receipts
- KPI – Overtime Budget over budget by \$17,000 and over spending of previous year by \$13,000
- \$500,000 owed to the City
- Large user unpaid balance is \$700,000 includes adjustment to OGS Meter
- YTD Billings down \$430,000 from previous year
- Online payment dashboard average \$500,000 receipts YTD is \$1.3 million for first three months of 2021
- Cash declined \$150,000 for the period
- Transferred to City \$5 million dollars
- \$14 million dollars ending cash receipts

Letter of Credit Status – Only drawn \$50,000; \$18,720 of interest paid to date, no expenses from Beaver Creek so no need to use this facility as of yet

2020 Audit Status –The Audit Meeting was cancelled for this morning. The Auditors are clearing management comments, working on the cash flow statement. We should have a draft of financials early next week to distribute to the group for review.

Commissioner's Report – Joe Coffey, Commissioner; Bill Simcoe, Deputy Commissioner

- 2021 MTD/YTD Critical Numbers & Key Performance Indicators: graphic presentation of the CFO's financial statistics. Noted safety indicators trends. Commissioner noted a Safety stand down day has been scheduled May 6th. Overtime is trending toward down.
- Lead Water Service Replacement Program Update: Expect to bring the recommended Lead water service replacement program to the Water Board in May. Commissioner noted that our Laboratory has been certified by the NYSELAP program. We are developing a plan to provide the sampling service to our residents.
- Beaver Creek 5 HVAC contract award: was re-bid and a Resolution will be presented at this meeting awarding to DiGesare Mechanical.
- Water Treatment Plant Electrical Upgrades contract award: Resolution will be presented at this meeting. Discussion on how MWBE compliance is ensured.
- Alcove Sodium Permanganate System contract award: Resolution will be presented at this meeting.
- 35 Erie Boulevard Asbestos Removal – Advertisement for Bids scheduled to be opened May 4th.
- 35 Erie Boulevard Building Demolition – Advertisement for Bids, scheduled to be opened

May 18th.

- New CSO SPDES Permit has been issued.

New Business

Beaver Creek Phase 4 contract status – working with the low bidder on a prospective change order resulting from a value engineering exercise. A formal Notice of Intent to Award has been issued to the Contractor (Rifenburg Construction).

Beaver Creek Phase 4 Easement will be requested from the Housing Authority

Long Term Control Plan Amendment to Finance Agreement

AWD 2019 Greenhouse Gas Emissions – chart shared with Board; prepared by Jason West, the City Energy Manager. Data was based on 2019 Operations (pre Covid-19)

AWD 2020 Safety Data/Trends was also shared with the Board (PESH forms required to be posted)

Eden's Rose Foundation (www.edensrose.org)– request for suspending water bills for 8 properties. Board recommended the Commissioner develop a Memorandum for Board review that outlines the recommend criteria for a Policy for suspension of bills.

Resolutions

Mr. Houghton called for a motion to approve each of the following resolutions.

- Resolution 21-30: Authorizing the Water Department to Suspend Billing for Eight (8) vacant parcels associated with the Eden's Rose Foundation. A motion was made by Anthony Owens, seconded by Karen Strong and passed unanimously.
- Resolution 21-31: Authorizing Award of Beaver Creek Clean River Project, Phase V- HVAC to DiGesare Mechanical, Inc. A motion was made by Anthony Owens, seconded by Rachel Johnson and passed unanimously.
- Resolution 21-32: Authorizing Award of Feura Bush Water Treatment Plant Electrical Upgrade Contract 1A – General to VMJR Companies. A motion was made by Karen Strong, seconded by Rachel Johnson and passed unanimously.
- Resolution 21-33: Authorizing Award of Feura Bush Water Treatment Plant Electrical Upgrade Contract 1B – Electric to Spring Electric, Inc. A motion was made by Anthony Owens, seconded by Karen Strong and passed unanimously.
- Resolution 21-34: Authorizing Award of Alcove Reservoir Sodium Permanganate System Contract 1A - General to AMZ Construction Service, Inc. A motion was made by Rachel Johnson, seconded by Anthony Owens and passed unanimously.
- Resolution 21-35: Authorizing Award of Alcove Reservoir Sodium Permanganate System Contract 1B - Electric to Spring Electric, Inc. Transfer Schedule. A motion was made by Karen Strong, seconded by Rachel Johnson and passed unanimously.

Being no further business, Mr. Houghton called for a motion to adjourn the meeting. A motion was made by Rachel Johnson, seconded by Karen Strong and passed unanimously. The meeting was adjourned at 10:22 am.

Next regular meeting of the Water Board is scheduled for Thursday May 27, 2021 9:00am. Note Governance Committee meeting 8:30am.

Approved by:  _____

(Assistant) Secretary