

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
January 21, 2021

A regular meeting of the Albany Water Board was officially convened at 9:14am. 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

**EXCUSED:** Barbara Smith, Assistant Secretary

**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; TJ Ruane, Whiteman Osterman Hanna;

**Approval of Meeting Minutes**

Chairperson Houghton introduced the minutes of the Regular Meeting held on December 18, 2020. 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, seconded and passed unanimously.

**Public Comment Period**

No public comments.

**Committee and Staff Reports**

**Report of Lead Water Service Replacement Program – Joe Coffey and Katie McKittrick –**

Katie McKittrick presented the Department's proposed Lead Water Service Replacement Program and provided an explanation in detail of how the program will help homeowners to replace their main water lines to remove Lead and how the Water Dept. will create a new policy for homeowners to continue to replace their pipes. The presentation included a flowchart of options of how the Water Department may address replacement of the lead water services under various scenarios.

**Financial Report – Tom Dufresne, CFO**

- Year-end close out - Financial statements are not 100% complete

- Audit begins February 8, 2021
- Revenue 90% reconciled; expenses are 85% reconciled, have not received all of December invoices as of yet.
- MTD Revenue came in at \$2.5 million, with half of the collections as compared to last year's.
- Revenue unrecognized is based on cash collections we collected 1.2 million in cash in 2019 in December up from a cash flow perspective
- When Revenues are totally reconciled we will end up with approximately \$33.5 million
- Need to make a contribution in February to the City to reduce the due to/due from.
- DEC Expenses \$4 million which is higher than the previous year's before capitalization entries
- Net cash flows for the year are positive \$3.8 million for the year
- DEC revenue was \$6.1 budgeted, came in under budget by \$4.5 million
- Due to the City is higher than the goal of less than \$1 million, and we will make an additional payment from reserves to lower the amount we owe the city.
- Large Users Consumption- Has been down due to Covid , didn't recognize the OGS new meters that were on Campus – 0 consumption, we will push the revenue into 2020 once actual consumption is recorded.
- Tom reported on month end cash balances in our accounts.
- We have only withdrawn \$50,000 from the Line of Credit.
- We are proceeding with the process for bonding \$25 million. Had the initial rating meeting with S&P. We are hoping to close on this financing package on February 24, 2021. The Board will authorize a Public Hearing for Amending the Finance Agreement between the Board, The Authority and the City on January 29, 2021

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

- KPI Report:
  - Service Repairs – 75 repairs done, 87 water main breaks YTD
  - Key Initiative – goal to replace 250 lead and water service lines, every quarter we will report on progress.
  - Reached out to AFD Chief Gregory and Mike Ruede to meet with the Battalion Chiefs to come up with a training program to help mitigate the number of water main breaks from operating hydrants during training and in fire events.
- Reported on Alcove levels. We had a drought year in 2020, we spilled out of the Alcove into the first part of May. By the end of December the elevation dropped 6 ½ feet below the spillway, but with heavy rain/snow event, we went up about 6 ft. in elevation in January 2021.
- Would like feedback from the Board on the Lead Water Service Program to implement the Program in the first or second quarter this year. We will need changes in the city code and a new ordinance to allow the program to proceed.
- AWD farm house at the Alcove is in disrepair; we need to get a pre-engineered building designed and constructed in place of the Farmhouse, we will not demolish the Farmhouse.
- AWD Greenhouse Reduction gas numbers; waiting on the Energy Manager. We need a starting point for the calculation of our carbon footprint. Tom and Frank need to put together a purchase plan for hybrid and electric vehicles.
- Deputy Commissioner Simcoe reported on all of the financing activity of the Department and reported on the status of all of the AWD construction projects.
- Continuing the process for moving forward with the new financing (SEQR process for bonding resolution and Public Hearing for amending the Financing Agreement between City, the AWB and the Authority).

## Resolutions

Mr. Houghton called for a motion to approve each of the following resolutions. A motion was made and seconded for each; and each passed unanimously.

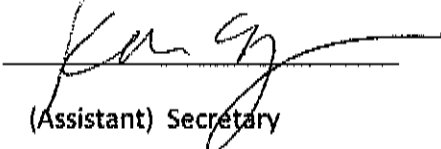
- Resolution 21-01: Election of Officers and Committee Assignments for 2020.
- Resolution 21-02: Extension of Backwater Valve Grant Program.
- Resolution 21-03: Extending Master Services Agreements with Various Consulting Engineering Firms.
- Resolution 21-04: Approving Change Order 2 for an extension of time to contract with James H. Maloy, Inc. for the Woodlawn Stormwater Harvesting Project.
- Resolution 21-05: Approving Change Order 1B-02 with Stilsing Electric, Inc. for the Upper Washington Ave Pressure Zone Contract 1B – Electrical
- Resolution 21-06: Approving Change Order 1C-02 with Stilsing Electric, Inc. for the Wastewater Pump Station and Piping Contract 1C – Electrical
- Resolution 21-07: Approving Change Order 2 with New Castle Paving, LLC for the Ramsey Place Green Infrastructure Project
- Resolution 21-08: Adopting a Negative Declaration under SEQRA for Facility Improvements at the Alcove Reservoir.
- Resolution 21-09: Adopting the revised Water Bill Forgiveness Policy
- Resolution 21-10: Adopting the revised Whistleblower Policy
- Resolution 21-11: Adopting the revised Procurement Policy
- Resolution 21-12: Adopting the revised Property Disposition Policy
- Resolution 21-13: Adopting the revised Property Acquisition Policy

The Board found no purpose to enter Executive Session for this meeting.

Being no further business, Mr. Houghton called for a motion to adjourn the meeting. A motion was made, seconded and passed unanimously. The meeting was adjourned at 11:15am

Next regular meeting of the Water Board is scheduled for Friday, February 26, 2021 at 9:00am.

Approved by: \_\_\_\_\_

  
(Assistant) Secretary