

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
April 24, 2015

A regular meeting of the Albany Water Board was officially convened at 9:30 AM, local time, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, New York Friday, April 24, 2015.

PRESENT: David McGuire, Chairman; Glenn Viele, Vice Chairman; William Clay, Treasurer; Leo Dean, Secretary

STAFF PRESENT: Joseph E. Coffey, Jr. PE, Commissioner, AWB; Christopher Quirk, Chief Fiscal Officer, AWB; Michael Ruede, Operations Manager; Neil O'Connor, Engineer; Elizabeth Romand, Confidential Assistant

BOARD ADVISORS PRESENT: Anne Letterio, Assistant Corporation Counsel; Kevin Hogan, Arcadis (Official Consulting Engineer), Bob Hennes, William Kahn

ALSO PRESENT: Jim Lyons

Approval of March 27, 2015 Meeting Minutes

Chairman McGuire introduced the minutes of the March 27, 2015 meeting. With no objection, the reading of minutes was dispensed and Chairman McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Clay, seconded by Mr. Dean and passed unanimously.

Public Comment Period

No public comments were made.

Water Bill Review Committee

Met, reviewed, and resolved the following on April 9, 2015:

Mr. Michael and Patricia Byron, 33 Tudor Rd., Albany

RE: 33 Tudor Rd.

Committee recommends no change.

The Water Bill Review Committee detailed recommendations are attached.

Presentations

No presentations were scheduled for this meeting.

ARCADIS – Official Consulting Engineer's Report

ARCADIS performed an Asset Management Workshop for Department Leadership and submitted a proposal for development of a formal asset management plan. Notes from this workshop are attached for review.

Monthly Engineer's Report: Kevin Hogan presented a comprehensive Monthly Report which details the status of current Water Board projects. The report details the phase of each project, an anticipated completion

timeline, and additional information pertaining to action items for each project. Slides of the presentation are attached to the meeting minutes.

Staff Reports

Chief Fiscal Officer Christopher Quirk presented a combined statement of Cash Flows and other month to date and year to date Financial Information of the Albany Water Board and Albany Municipal Water Finance Authority for the one month period ending March 30, 2015. Actual revenue collections for the month of March, 2015 were \$2,844,169, an amount \$785,205 higher than March, 2014. As of March, 2015, year-to-date investment income was \$11,832 compared with investment income of \$2,314 as of March, 2014. Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$6,424,813 or 3% higher than adjusted budgeted amounts as of, 2014, and \$967,949 or 15.1% under adjusted budgeted amounts as of March 31, 2015. Approximately \$111,063 in capital project costs was expended through March 31, 2015.

Commissioner Coffey presented a chart of the Department of Water & Water Supply—2015 Key Performance Indicators and Critical Numbers Dashboard as of the end of March, 2015. Currently revenues are over the budgeted year to date figure, overtime remains high due to the number of main breaks and employee coverage for others who are out of work or covering open positions pending new hires, and we are working on managing resources more effectively.

Handheld GPS units were purchased for the purposes of locating and mapping all of our critical infrastructure components throughout the City via latitude/ longitude. This mapping will prevent lost time searching for valves during emergencies. Our water valves need to be located and operated, and repairs need to be made when in a more proactive manner. This type of work cannot wait to be completed during emergencies.

The Orion meter installation plan continues. The goal is to install 500 Orion Meters per month. We are falling slightly short of this goal as resources have been directed at managing emergencies this winter. However, efforts are being refocused to reach the goal of installing the remaining 5-6 thousand meters by the end of the year.

The annual Water Quality Report: has been posted to the City's website for public review. Hard copies can be mailed to residents upon request.

Backwater Valve Grant report update: This grant is available to any owner occupied one or two family dwelling in the City of Albany with a history of sewage back up. One application was received during the month of April.

Coeyman's Hollow Fire Department: A meeting took place with Coeyman's Fire Department to address expectations regarding hydrant use, and the easement agreement currently in place along our raw Water Transmission main. The Fire Department understands that the easement is a privilege and that it can be revoked at any time, if the terms of use of the hydrant or easement is violated.

Quail Street Green Infrastructure Project Update: A pre-construction meeting has taken place. Due to the need for National Grid to replace a 4" gas main, the construction schedule may shift slightly, with National Grid's work to be completed first, followed by August Bohl's work to begin in mid-May. Engineer Neil O'Connor is working with the developer to coordinate a neighborhood communication plan regarding the project to minimize disruptions to residential life.

Long Term Control Plan Update: All inter-municipal agreements have been executed. We are compliant and moving forward.

Old Business

Recreational Land Use Liability: In anticipation of the potential for opening the Basic Creek to increased public access for recreational fishing purposes, the Water Board requested a summary of landowner liability with respect to lands open for recreational use. Counsel concluded that liability is relaxed for landowners who open their land to the public for recreation use without a fee. There can still be judgments made in cases of gross negligence, and for those reasons, taking reasonable precautions regarding obvious known hazards is prudent.

New Business

We are discovering multiple instances of residential encroachment over the City's sewer lines. Early in the 1900's, buildings had been built over top or very near to existing sewer lines. When these sewer lines need repair, the homeowner may risk losing property (removal of the structure) to complete the repair. We are working with the Codes Department and the Law Department to notify homeowners that if an emergency occurs, portions of their property over public sewer lines may be at risk of removal.

Resolutions

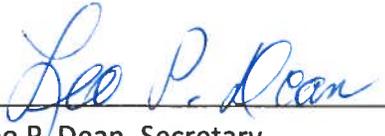
Resolution 15-10 (copy attached) to authorize the Chairman to execute the contract for award of the Feura Bush Filtration Plant masonry repairs- passed unanimously.

Chairman McGuire informed all those in attendance that the next meeting of the AWB will be Friday, May 29th at 9:30 a.m. in the AWB Conference Room.

Being no further business, Chairman McGuire called for a motion to adjourn the meeting. A motion was made by William Clay, seconded by Mr. Viele, and passed unanimously. The meeting was adjourned at 11:00 a.m.

Recorded by: Elizabeth A. Romand

Approved by: _____


Leo P. Dean, Secretary

MEMORANDUM

To: ~~Vice Chairman David R. McGuire~~
From: Gerald E. Campbell
Date: April 9th, 2015
Re: Water Bill Review Hearing

Pursuant to City Ordinance 19.31.98, the Water Bill Review Committee has reviewed the following cases on April 9th, 2015 and has made the following recommendation(s) for consideration by the Water Board.

Michael & Patricia Byron
33 Tudor Road
Albany, NY 12203

Current Balance \$ 0
Protested Bill \$ 491.28

RE: 33 Tudor Road

Mrs. Patricia Byron was present at the meeting and explained her protest. The Water Bill Review Committee recommends no change to the current bill.

cc: Commissioner Joseph Coffey
Molly Larsen

Protest
33 Tudor Rd
Account: 025673 Route: 104/109
Michael & Patricia Byron

Customer is protesting the January bill in the amount of \$491.28, with a consumption of 9,200 cubic feet. This bill is for the service period of August 1, 2014 to December 1, 2014.

Customer contacted AWD on January 16, 2015 due to high bill. A check, test, and read, was scheduled for January 22, 2015.

Results:

Meter read 20159cf

Meter tested 100%

No leaks detected

Minute movement on flo-dial, humidifier connected to heater draws water every heat cycle. Customer stated they turned on heat towards end of November. First floor toilet is tank-less, long cycle. Customer turned off heater so that CTR could be performed

2nd CTR on February 24, 2015 results:

Meter read 20604cf

Meter movement okay

Small movement on meter humidifier on furnace

The average daily consumption during the cycle was 75.40 cubic feet a day. From December 1 thru January 22 the average daily decreased to 15.38 cubic feet a day. From January 22 thru January 29 the average daily increased to 17.71 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 04/09/2015 meeting:

Eligible for Albany Water Board's Water Bill Modification Policy

--Average is too high

No change to current bill— usage is sporadic

Lawn sprinkler system

Pool

Pays promptly

**Albany Water Board
ARCADIS Engineering Report
Date: April 24, 2015**

Water\Sewer Projects:

- Elberon Place – Submitted 2016 Intended Use Plan (IUP) to Environmental Facilities Corporation (EFC) for financing. Submission included engineers report and preliminary estimate. Engineering design will be starting soon.
- Feura Bush WTP Project (Roof and Steps) – Bids received and the project will start soon.
- Long Term Control Plan Schedule
 - Intermunicipal Agreements executed
 - Quail Street Green Infrastructure Project construction starting soon
 - Asset Management program started
- OGS Averill Harriman study
- Coeymans Hollow VFC project

ARCADIS Projects

- Asset Management – Completed a workshop to introduce the process of Asset Management. Submitted a proposal for the development of an Asset management Work Plan. (Slides)
- Long Term Control Plan Schedule of Compliance – Draft data entered into Microsoft Project and Excel to monitor deadlines and costs.
- Five-Year Capital Improvement Plan – Submitting a task order soon for the inspection of facilities and above ground assets and to develop the 5-year Capital Improvement Program.

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ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
STATEMENTS OF CASH FLOWS
February 28, 2015

	One Month Period Ended February 28		Year-To-Date Periods Ended February 28		Percent Variance	2014	2015	2014	2015	Variance	Percent Variance
	2015	2014	2015	2014							
Revenues											
Water/sewer revenue	\$ 2,860,489	\$ 3,610,082	\$ (749,593)	\$ 6,048,314	\$ 5,565,095	\$ 483,219	8.7%				
Investment income	2,974	906	2,068	5,306	3,220	2,086	64.8%				
Total revenues	2,863,463	3,610,988	(747,525)	6,053,620	5,568,315	485,305	8.7%				
Operating expenses											
Operation/maintenance costs	819,137	641,469	177,668	2,161,041	2,109,207	51,834	2.5%				
Board/Authority expenses	13,433	12,356	1,077	19,324	18,830	494	2.6%				
Total expenses	832,570	653,825	178,745	2,180,365	2,128,037	52,328	2.5%				
Net operating cash flows before debt service and capital project costs											
	2,030,893	2,957,163	(926,270)	3,873,255	3,440,278	432,977	12.6%				
Debt service costs											
	(564,620)	(566,080)	1,460	(564,600)	(566,080)	1,480	-0.3%				
Capital project costs											
	(77,235)	-	(77,235)	(77,235)	-	(77,235)	0.0%				
Net cash flow (deficiency)	\$ 1,389,038	\$ 2,391,083	\$ (1,002,045)	\$ 3,231,420	\$ 2,874,198	\$ 357,222	12.4%				

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
SCHEDULE OF REVENUES
February 28, 2015

	2015		2015 Actual	Variance		2014		2014 Actual	Variance	
	Budget	Actual		Favorable (Unfavorable)	%	Budget	Actual		Favorable (Unfavorable)	%
<i>Water and sewer revenue</i>										
February	\$ 2,201,846	\$ 2,860,489	\$ 658,643		\$ 2,112,417	\$ 3,610,082	\$ 1,497,665		30%	71%
Year-to-Date	\$ 5,013,640	\$ 6,048,314	\$ 1,034,674		\$ 4,224,834	\$ 5,565,095	\$ 1,340,261		21%	32%
<i>Investment income</i>										
February	\$ 2,500	\$ 2,974	\$ 474		\$ 12,500	\$ 906	\$ (11,594)		19%	-93%
Year-to-Date	\$ 5,000	\$ 5,306	\$ 306		\$ 12,500	\$ 3,220	\$ (9,280)		6%	-74%

Additional Cash Receipts

<i>Meter Recovery Fees</i>										
February	\$ -									
Year-to-Date	\$ -	\$ -								
<i>Sales of Scrap</i>										
February	\$ -	\$ -								
Year-to-Date	\$ -	\$ 327								
<i>Insurance Recoveries</i>										
February	\$ -	\$ -								
Year-to-Date	\$ -	\$ -								
<i>Miscellaneous Income</i>										
February	\$ -	\$ 2,250								
Year-to-Date	\$ -	\$ 4,500								

Note: The revenue budgets reflect forecasted revenue collections of \$34,700,000 and \$33,500,000 for 2015 and 2014, respectively.

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF OPERATING EXPENSES
February 28, 2015

	YEAR-TO-DATE FEBRUARY 2015				2014 YTD ACTUAL
	2015 ANNUAL ADJUSTED BUDGET	ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
Administration					
Personnel services	910,771	\$ 157,633	\$ 127,028	\$ 30,605	\$ 137,702
Equipment	1,000	\$ 115	975	(860)	-
Contractual and other expenses	178,019	\$ 20,437	27,264	(6,827)	5,706
Benefits	346,151	\$ 57,692	54,438	3,254	70,114
	1,435,941	\$ 235,877	209,705	26,172	213,522
Supply, Power and Pumping		\$ -			
Personnel services	872,825	\$ 151,066	122,268	28,798	149,803
Equipment	-	\$ -	-	0	-
Contractual and other expenses	112,030	\$ 12,861	4,200	8,661	1,084
Benefits	305,646	\$ 50,941	44,385	6,556	49,512
	1,290,501	\$ 214,868	170,853	44,015	200,399
Purification		\$ -			
Personnel services	1,106,042	\$ 191,430	193,882	(2,452)	188,302
Equipment	190,000	\$ 21,812	4,450	17,362	-
Contractual and other expenses	1,123,178	\$ 128,941	81,746	47,195	2,801
Benefits	281,837	\$ 46,973	68,479	(21,506)	57,003
	2,701,057	\$ 389,156	348,557	40,599	248,106
Transmission/Distribution		\$ -			
Personnel services	2,441,091	\$ 422,497	364,529	57,968	402,694
Equipment	545,848	\$ 62,663	2,258	60,405	-
Contractual and other expenses	1,636,097	\$ 187,824	30,474	157,350	34,722
Benefits	759,548	\$ 126,591	142,649	(16,058)	137,637
	5,382,584	\$ 799,575	539,910	259,665	575,053
Sewer Services		\$ -			
Personnel services	577,104	\$ 99,883	118,368	(18,485)	131,378
Equipment	166,000	\$ 19,057	25,850	(6,793)	-
Contractual and other expenses	1,274,710	\$ 146,337	14,172	132,165	8,279
Benefits	217,330	\$ 36,222	30,867	5,355	40,489
	2,235,144	\$ 301,499	189,257	112,242	180,146
Pumping Stations		\$ -			
Personnel services	149,790	\$ 25,925	31,023	(5,098)	26,029
Equipment	15,000	\$ 1,722	-	1,722	-
Contractual and other expenses	334,573	\$ 38,409	8,862	29,547	10,557
Benefits	70,259	\$ 11,710	11,679	31	9,233
	569,622	\$ 77,766	51,564	26,202	45,819
Taxes Paid to Municipalities	2,031,114	\$ 600,000	558,787	41,213	591,288
County Sewer Contract	6,050,000	\$ -	-	-	-
Contingencies, Insurance and Other	4,500,703	\$ 483,203	92,408	390,795	54,874
TOTALS	\$ 26,196,666	\$ 3,101,943	\$ 2,161,041	\$ 940,902	\$ 2,109,207
	EXPENSE SUMMARY:		2015	2014	Change
	Personal Services		957,098	1,035,908	(78,810)
	Equipment		33,533	-	33,533
	Contractual and other expenses		166,718	63,149	103,569
	Benefits		352,497	363,988	(11,491)
	Taxes, Contingencies, Insurances		651,195	646,162	5,033
			2,161,041	2,109,207	51,834
	Percent Increase over 2014		2.5%		
	Percent under Budget		43.5%		

**ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF CAPITAL PROJECT COSTS
February 28, 2015**

Actual Expenditures to Date

1995	\$	3,459,286
1996		3,148,713
1997		2,977,569
1998		2,059,812
1999		2,696,065
2000		1,771,829
2001		2,437,338
2002		3,384,049
2003		3,845,848
2004		5,673,522
2005		2,389,244
2006		1,575,740
2007		459,599
2008		1,230,331
2009		1,807,010
2010		1,108,164
2011		734,443
2012		2,266,553
2013		2,059,475
2014		1,832,084
	\$	46,916,673

[----- 2014 -----]		2015
January	\$ -	January \$ -
February	-	February 77,235
March	179,866	March
April	68,851	April
May	81,000	May
June	73,900	June
July	89,061	July
August	356,661	August
September	173,016	September
October	38,591	October
November	240,823	November
December	530,315	December
	\$ 1,832,084	\$ 77,235

	Budget 2/28/2015 YTD	Actual 2/28/2015 YTD	Budget Difference Over Budget	Actual 2/28/2014 YTD	Actual Difference under 2014
OVERTIME					
<i>Supply, Power and Pumping</i>	\$ 16,442	\$ 12,207	\$ 4,235	\$ 26,941	\$ 14,734
<i>Purification</i>	\$ 23,365	\$ 30,893	\$ (7,528)	\$ 28,266	\$ (2,627)
<i>Transmission/Distribution</i>	\$ 51,923	\$ 60,346	\$ (8,423)	\$ 77,591	\$ 17,245
<i>Sewer Services</i>	\$ 6,923	\$ 11,488	\$ (4,565)	\$ 12,845	\$ 1,357
<i>Pumping Stations</i>	\$ 1,731	\$ 2,989	\$ (1,258)	\$ 1,613	\$ (1,376)
TOTAL	\$ 100,385	\$ 117,923	\$ (17,538)	\$ 147,256	\$ 29,333

Percentage -17.5% 19.9%

2/28/2015

DUE FROM THE CITY OF ALBANY

\$ 13,962,163

RESOLUTION NO. 15-10

APRIL 24, 2015

RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE CONTRACT FOR
THE AWARD OF THE FEURA BUSH FILTRATION PLANT MASONRY REPAIRS
AND ROOFING CONTRACT

WHEREAS, the Albany Water Board has the right to authorize the Chairman to execute contracts; and,

NOW, THEREFORE, BE IT RESOLVED, the Albany Water Board authorizes Chairman of the Albany Water Board, David R. McGuire to execute a contract for the award of the Feura Bush Filtration Plant Masonry Repairs and Roofing contract; after the Bid results are reviewed and the Contract award is authorized by the Board of Contract and Supply.

The adoption of the Resolution was duly put to a vote on roll call, which resulted as follows:

David R. McGuire	VOTING	_____
Glenn G. Viele	VOTING	_____
Leo P. Dean	VOTING	_____
William M. Clay	VOTING	_____

The foregoing Resolution was thereupon declared duly adopted.

BOARD OF CONTRACT AND SUPPLY

City of Albany, NY

Date Bids Received: April 21, 2015

TITLE: FEURA BUSH FILTRATION PLANT MASONRY REPAIRS AND ROOFING

WATER DEPARTMENT

Name of Bidder	Security	Amount of Bid
AJS Masonry 2 Dunsbach Rd Clifton Park, NY 12065	Bid Bond	\$1,077,135.00
Debrino Caulking 1304 Rt. 9 Castleton, NY 12033	Bid Bond	\$977,500.00
Ganem Corp PO Box 1309 Clifton Park, NY	Bid Bond	\$972,000.00
Mid-State Industries 1105 Catalyn St Schenectady, NY 12303	Bid Bond	1,056,800.00