

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
**JANUARY 23, 2015**

A regular meeting of the Albany Water Board was officially convened at 9:30 a.m., local time, in the Conference Room at the Albany Water Board, 10 North Enterprise, Albany, NY Friday, 23 January 2015.

Members In attendance: Chairman David R. McGuire, Vice Chairman Glenn G. Viele (Phone conferenced in), Treasurer William M. Clay

Secretary Leo P. Dean was excused.

Staff Present: Commissioner Joseph E. Coffey, P.E.; Deputy Commissioner William D. Simcoe, P.E., Chief Fiscal Officer Christopher Quirk; Confidential Assistant Suanny Alvarez; Assistant Corporation Counsel Anne Letterio

Board advisors present: UHY Rate Advisor William M. Kahn; ARCADIS Official Consulting Engineers: Kevin Hogan P.E., and Daniel J. Loewenstein, P.E.

Also in attendance were Albany residents Jim Lyons and Luigi Benincasa.

Please note that Chairman McGuire introduced the minutes of the December 19, 2014 meeting. With no objection, the reading 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. Viele and passed unanimously. Chairman McGuire also introduced the minutes of the January 9, 2015 meeting. With no objection, the reading 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. Viele and passed unanimously.

**Public Comment Period**

No public comments were made.

**Committee and Other Reports**

Chief Financial Officer Quirk presented a statement of Cash Flows and other financial information of the AWB for the one month period ended December 31, 2014. (See attached Statement of Cash Flow and Other Financial Information.)

Commissioner's Report was presented by Commissioner Coffey and Deputy Commissioner Simcoe. Commissioner Coffey presented a spreadsheet of 2014 Key Performance Indicators, discussed overtime, union bargaining, Safety issues, Orions installation, and locations.

Deputy Commissioner Simcoe presented an update on the Quail St. Green Infrastructure Project, discussed the 1475 Washington Ave Student Housing Project and discussed the Long Term Control Plan and Backwater Valve Grant report.

Deputy Commissioner Simcoe introduced the new Official Consulting Engineers to the Albany Water Board, Kevin Hogan, P.E. and Daniel Loewenstein, P.E. from ARCADIS. Mr. Loewenstein and Mr. Hogan provided brief summaries of their professional backgrounds and experience and expressed appreciation for being selected as the Official Consulting Engineer to the AWB. Immediate activity will focus on supporting staff in development of our Asset management plan and assistance to the AWB on the Long Term Control Plan.

#### **Water Bill Review Hearing recommendations**

Commissioner Coffey made a request to modify Water Bill review hearing recommendation for 13 Grant Ave. (Mrs. Engle) A motion was duly made by Chairman McGuire to modify bill for 13 Grant Ave to \$250 payable in 30 days. Motion was seconded by Mr. Viele and passed unanimously. The Water Bill review hearing recommendations are attached.

#### **Old Business**

**Alcove Fishery**-Staff Recommended to table decision by AWB until meeting is held with Mayor Sheehan to discuss our preliminary thoughts.

#### **New Business**

Albany Water Board Committee Charter- discussion Tabled to February AWB meeting.

#### **Resolutions**

15-01 - Town of Bethlehem: Chairman McGuire called for a motion to enter into agreement/negotiate with the Town of Bethlehem to provide the town a permanent access easement from Murray Avenue along the transmission main for maintenance of a sewer siphon near station 681+94+ on the supply conduit. Motion was made by Mr. Clay, seconded by Mr. Viele and passed unanimously.

15-02 - Feura Bush Water Treatment Plant Structural Improvements: Chairman McGuire called for a motion to authorize to bid, and transfer \$900K from M&T Investment fund to budget account 8350.7530 for construction. A motion was made by Mr. Clay, seconded by Mr. Viele and passed unanimously.

15-03 - Designation of Capital Budget Line Item: Chairman McGuire called for a motion to designate the \$500k targeted for Sewer Separation in the 2015 Capital Budget to the Quail Street Green Infrastructure/Elberon Place Stormwater management project. Motion was made by Mr. Clay, seconded by Mr. Viele and passed unanimously.

15-04 - Normanskill Farm: Chairman McGuire called for a motion to approve change order #1-Lump sum deduct of \$5,470.00. A motion was made by Mr. Clay, seconded by Mr. Viele and passed unanimously.

Chairman McGuire informed all those in attendance that the next meeting of the AWB will be Friday, February 27, 2015 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 Mr. Clay, seconded by Mr. Viele and passed unanimously. The meeting was adjourned at 10:40 AM.

Recorded by: Suanny Alvarez-Blackwood

Approved by:   
David McGuire, Chairman

## **TABLE OF CONTENTS**

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	<b>PAGE <u>REFERENCE</u></b>
<b>STATEMENT OF CASH FLOWS</b>	<b>1</b>
<b>OTHER FINANCIAL INFORMATION</b>	
Schedule of Revenues	<b>2</b>
Schedule of Operating Expenses	<b>3</b>
Schedule of Capital Project Costs	<b>4</b>
Chart of Cash Flows	<b>5</b>
Overtime Report	<b>6</b>
Due From the City	<b>6</b>

ALBANY WATER BOARD  
ALBANY MUNICIPAL WATER FINANCE AUTHORITY  
STATEMENTS OF CASH FLOWS  
December 31, 2014

	One Month Period Ended		Year-To-Date Periods Ended		Percent Variance	Variance	Percent Variance
	2014	2013	2014	2013			
<b>Revenues</b>							
Water/sewer revenue	\$ 3,274,967	\$ 4,023,361	\$ (748,394)	\$ 32,632,933	-18.6%	\$ 1,467,601	4.7%
Investment income	\$ 3,126	550	2,576	132,568	468.4%	(97,102)	-42.3%
Total revenues	3,278,093	4,023,911	(745,818)	32,765,501	-18.5%	1,370,499	4.4%
<b>Operating expenses</b>							
Operation/maintenance costs	3,570,910	5,212,881	(1,641,971)	23,363,035	-31.5%	708,517	3.1%
Board/Authority expenses	17,630	16,316	1,314	96,354	8.1%	(20,949)	-17.9%
Total expenses	3,588,540	5,229,197	(1,640,657)	23,459,389	-31.4%	687,568	3.0%
<b>Net operating cash flows before debt service and capital project costs</b>							
	(310,447)	(1,205,286)	894,839	9,306,112	-74.2%	682,931	7.9%
<b>Debt service costs</b>							
	(377,103)	117,929	(495,032)	(6,378,103)		(244,952)	4.0%
<b>Capital project costs</b>							
	(721,036)	(564,316)	(156,720)	(1,832,084)	0.0%	227,391	-11.0%
<b>Net cash flow (deficiency)</b>	\$ (1,408,586)	\$ (1,651,673)	\$ 243,087	\$ 1,095,925	14.7%	\$ 665,370	154.5%
<b>Debt Coverage Ratio</b>				146%	141%		

**ALBANY WATER BOARD  
ALBANY MUNICIPAL WATER FINANCE AUTHORITY**

**SCHEDULE OF REVENUES**

December 31, 2014

	2014		2013		Variance %	2013		Variance Favorable (Unfavorable)
	Budget	Actual	Budget	Actual		Budget	Actual	
<b>Water and sewer revenue</b>								
December	\$ 2,112,416	\$ 3,274,967	\$ 2,174,417	\$ 4,023,361	55.0%	\$ 2,174,417	\$ 4,023,361	\$ 1,848,944
Year-to-Date	\$ 25,349,000	\$ 32,632,933	\$ 26,093,000	\$ 31,165,332	29%	\$ 26,093,000	\$ 31,165,332	\$ 5,072,332

**Investment income**

December	\$ 18,750	\$ 3,126	\$ 18,750	\$ 550	-83%	\$ 18,750	\$ 550	\$ (18,200)
Year-to-Date	\$ 200,000	\$ 132,568	\$ 200,000	\$ 229,670	-34%	\$ 200,000	\$ 229,670	\$ 29,670

**Additional Cash Receipts**

*Meter Recovery Fees*

December	\$ -							
Year-to-Date	\$ -	\$ -						

*Sales of Scrap*

December	\$ -	\$ 4,750						
Year-to-Date	\$ -	\$ 39,498						

*Insurance Recoveries*

December	\$ -	\$ -						
Year-to-Date	\$ -	\$ -						

*Miscellaneous Income*

December	\$ -	\$ 4,594						
	\$ -	\$ 66,216						

*Note: The revenue budgets reflect forecasted revenue collections of \$33,600,000 and \$31,693,000 for 2014 and 2013, respectively. Of these amounts, \$8,251,000 in 2014 and \$6,000,000 in 2013 is forecast to be unpaid at December 31 and rolled-over to the City for collection. Accordingly, in order to more realistically track collections for monthly reporting purposes, the revenue budget has been adjusted to reflect collections, net of amounts to be rolled-over.*

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER AUTHORITY**  
**SCHEDULE OF OPERATING EXPENSES**  
**December 31, 2014**

	2014 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE DECEMBER 2014			2013 YTD ACTUAL
		ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
<b>Administration</b>					
Personnel services	753,637	\$ 753,637	\$ 721,552	\$ 32,085	\$ 740,658
Equipment	-	\$ -	-	0	-
Contractual and other expenses	139,400	\$ 139,400	901,990	(762,590)	137,962
Benefits	300,156	\$ 300,156	269,437	30,719	321,709
	1,193,193	1,193,193	1,892,979	(699,786)	1,200,329
<b>Supply, Power and Pumping</b>					
Personnel services	916,869	\$ 916,869	777,118	139,751	776,588
Equipment	15,000	\$ 15,000	14,970	30	27,470
Contractual and other expenses	95,200	\$ 95,200	99,451	(4,251)	90,780
Benefits	265,410	\$ 265,410	189,470	75,940	263,183
	1,292,479	1,292,479	1,081,009	211,470	1,158,021
<b>Purification</b>					
Personnel services	1,107,857	\$ 1,107,857	1,078,304	29,553	1,105,687
Equipment	95,000	\$ 95,000	83,000	12,000	111,584
Contractual and other expenses	1,003,000	\$ 1,003,000	984,609	18,391	1,035,298
Benefits	245,751	\$ 245,751	314,338	(68,587)	232,785
	2,451,608	2,451,608	2,460,251	(8,643)	2,485,354
<b>Transmission/Distribution</b>					
		\$ -			
Personnel services	2,265,319	\$ 2,265,319	2,181,679	83,640	2,228,317
Equipment	311,000	\$ 311,000	271,314	39,686	250,976
Contractual and other expenses	1,443,670	\$ 1,443,670	1,518,210	(74,540)	1,549,221
Benefits	663,297	\$ 663,297	711,624	(48,327)	695,891
	4,683,286	4,683,286	4,682,827	459	4,724,405
<b>Sewer Services</b>					
Personnel services	725,996	\$ 725,996	743,975	(17,979)	736,794
Equipment	257,500	\$ 257,500	257,500	0	154,512
Contractual and other expenses	1,256,000	\$ 1,256,000	1,643,347	(387,347)	1,623,819
Benefits	195,539	\$ 195,539	154,502	41,037	189,896
	2,435,035	2,435,035	2,799,324	(364,289)	2,705,021
<b>Pumping Stations</b>					
Personnel services	149,790	\$ 149,790	168,169	(18,379)	145,804
Equipment	15,000	\$ 15,000	15,000	-	-
Contractual and other expenses	310,650	\$ 310,650	342,706	(32,056)	281,947
Benefits	59,459	\$ 59,459	54,595	4,864	52,864
	534,899	534,899	580,470	(45,571)	480,615
<b>Taxes Paid to Municipalities</b>					
	2,000,000	\$ 2,000,000	1,938,356	61,644	2,040,691
<b>County Sewer Contract</b>					
	6,000,000	\$ 6,000,000	5,800,000	200,000	5,882,876
<b>Contingencies, Insurance and Other</b>					
	2,961,000	\$ 2,961,000	2,224,173	736,827	2,094,509
<b>TOTALS</b>	\$ 23,551,500	\$ 23,551,500	\$ 23,459,389	\$ 92,111	\$ 22,771,821

**EXPENSE SUMMARY:**

	2014	2013	Change
Personal Services	5,670,797	5,733,848	(63,051)
Equipment	641,784	544,542	97,242
Contractual and other expenses	5,490,313	4,719,027	771,286
Benefits	1,693,966	1,756,328	(62,362)
Other	9,962,529	10,018,076	(55,547)
	23,459,389	22,771,821	687,568

Percent over 2013 Actuals

3.0%

Percent under Budget

0.4%

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER AUTHORITY**  
**SCHEDULE OF CAPITAL PROJECT COSTS**  
December 31, 2014

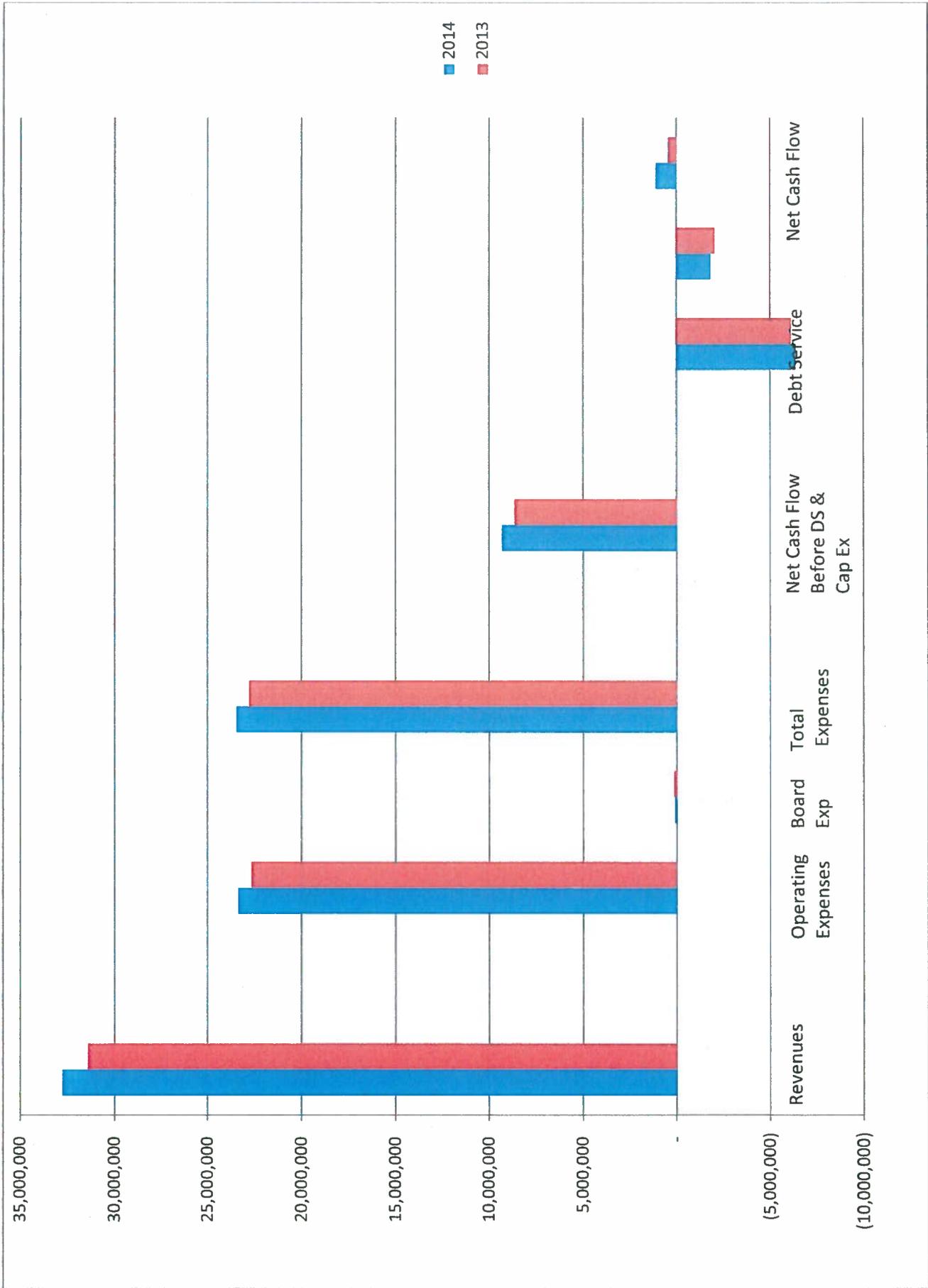
***Actual Expenditures to Date***

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
	<b>\$</b>	<b>45,084,589</b>

***Comparative Expenditures***

[----- 2013 -----]		[----- 2014 -----]	
January	\$ -	January	\$ -
February	-	February	-
March	1,553	March	179,866
April	27,122	April	68,851
May	166,037	May	81,000
June	391,714	June	73,900
July	111,314	July	89,061
August	101,829	August	356,661
September	498,924	September	173,016
October	163,587	October	38,591
November	33,079	November	240,823
December	564,316	December	530,315
	<b>\$ 2,059,475</b>		<b>\$ 1,832,084</b>

AWD Cashflow YTD 12/31/14



	Budget 12/31/2014 YTD	Actual 12/31/2014 YTD	Budget Difference over/(under)	Actual 12/31/2013 YTD	Actual Difference over/(under)
<b>OVERTIME</b>					
<i>Supply, Power and Pumping</i>	\$ 90,000	\$ 91,399	\$ (1,399)	\$ 109,462	\$ 18,063
<i>Purification</i>	\$ 120,000	\$ 130,589	\$ (10,589)	\$ 142,054	\$ 11,465
<i>Transmission/Distribution</i>	\$ 300,000	\$ 339,336	\$ (39,336)	\$ 357,395	\$ 18,059
<i>Sewer Services</i>	\$ 65,000	\$ 65,255	\$ (255)	\$ 47,555	\$ (17,700)
<i>Pumping Stations</i>	\$ 10,000	\$ 15,207	\$ (5,207)	\$ 12,180	\$ (3,027)
<b>TOTAL</b>	\$ 585,000	\$ 641,786	\$ (56,786)	\$ 668,646	\$ 26,860
<b>Percentage</b>			<b>9.7%</b>		<b>-4.2%</b>
<b>DUE FROM THE CITY OF ALBANY</b>					
		<b>12/31/2014</b>			
	\$ <u>9,080,098</u>				

MEMORANDUM

To: ~~Vice Chairman David R. McGuire~~  
From: Gerald E. Campbell  
Date: January 8<sup>th</sup>, 2015  
Re: Water Bill Review Hearing

Pursuant to City Ordinance 19.31.98, the Water Bill Review Committee has reviewed the following cases on January 8<sup>th</sup>, 2015 and has made the following recommendation(s) for consideration by the Water Board.

Mrs. Geraldine Engel  
13 Grant Avenue  
Albany, NY 12206

RE: 13 Grant Avenue

Current balance: \$ 576.48  
Protested bill: \$ 547.36  
Penalty: \$ 29.12

Mr. Mark Engel was present at the meeting and explained the protest on behalf of his mother Mrs. Geraldine Engel. The Water Bill Review Committee recommends the Water Bill Modification Policy for the water bill in the amount of ~~\$549.11~~. In addition, it is also recommended that the bill be split over three billing periods and all penalties and interest be removed upon receipt of the final payment of the bill.

↓  
\$ 547.36

Review recommendation:

  
David R. McGuire, Chairman  
Albany Water Board

\* Based on Commissioner's discussion with homeowner and recommendation to provide additional consideration - the Albany Water Board has approved a reduction of this bill to \$250.<sup>90</sup>.

January 23, 2015

Protest  
13 Grant Avenue  
Account: 014664 Route: 304/173  
Geraldine Engel

Customer is protesting the November bill in the amount of \$547.36, with a consumption of 20,500 cubic feet. This bill is for the service period of June 2, 2014 to October 2, 2014. Currently this account receives a senior discount in the amount of 50%.

AWD sent out for a re-read due to high consumption a card was left for owner to contact on October 21, 2014. A check, test, and read was scheduled for October 23, 2014.

Results:

Meter read 33373cf  
Meter not tested due to 1<sup>st</sup> floor toilet leaking

The average daily consumption during the cycle was 168 cubic feet a day. From October 2 thru October 21 the average daily increased to 289.47 cubic feet a day. From October 21 thru October 31 the average daily decreased to 11.11 cubic feet a day.

The meter cannot register more than what flows through.

Property is eligible for Albany Water Board's Water Bill Modification Policy.

Formula:

Average of the last three billings \$93.53

$\$93.53 * 5 = \$467.65$

Adjustment \$79.71

Overview of 01/08/2015 meeting:

Eligible for Albany Water Board's Water Bill Modification Policy

Payment history current

Apply AWB's modification policy

Due to toilet leak and possible hose leaking – no further reduction

Spread remaining balance \$467.65, over three billing cycles