

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
April 26, 2019

A regular meeting of the Albany Water Board was officially convened at 9:20 am, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, NY on Friday, April 26, 2019.

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

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

BOARD ADVISORS PRESENT: Rick Gell, OBG Engineers; Robert Magee (filling in for Madalyn DeThomasis), Deputy Corporation Counsel

Approval of Meeting Minutes

Chairman Charles Houghton introduced the minutes of the Regular Meeting held on March 22, 2019. With no objection, the reading of minutes was dispensed and Mr. Houghton called for a motion to approve the minutes of said meeting. A motion was made, and seconded and passed unanimously.

Public Comment Period

No public comments.

Committee and Staff Reports

Before the Committee Report, Chairman Houghton made note to compliment the Department on the Smart Water Award it recently received, as well as Emily Lyons on the development of the recent bill insert.

Financial Committee Report: Anthony Owens, Committee Chair

It has been a very positive first quarter, with expenses being neutral to budget; however, net cash flow is negative year to date which is related to timing of capital projects spending. The Committee unanimously agreed to recommend to the Board to make a \$4 million dollar catch up payment to the City. The Committee also unanimously recommends to the Board to follow the recommendation of Tom Dufresne for the Department to work to get into the ABO schedule for reporting compliance (March 31). The Department is currently working on securing a meeting with the City Treasurer to discuss data entry on our ledger.

Financial Report: Tom Dufresne

The first quarter was great as we exceeded budget revenues. Payroll costs are up; however we also have lower worker's compensation costs.

Commissioner's Report: Joseph Coffey, P.E., Commissioner; William Simcoe, P.E., Deputy Commissioner

Key Performance Indicators:

- We had no injury reports submitted in March. In addition the new accident reporting forms

we have instituted are more detail oriented.

- We have had a high number of main breaks over the first quarter, which has contributed to more overtime than anticipated.
- The Alcove has continued to spill every day since last November.
- So far, we have had a good year to date for social media analytics.
- We are ahead on leak detection and a little behind on sewer cleaning preventative maintenance due to the winter months.
- We will also look into revising our flow testing procedures for hydrant inspections.

2019 Q2 Plan:

- We need to look at plans to address our property at 35 Erie Blvd. The land and building is also shared with traffic engineering and APD.
- We are working with the Corporation Counsel to modify our AWB excavation policy to consider ownership of water service lines to make lead water service line replacements more efficient.
- All staff (including office) will have to complete OSHA 10 safety training.
- We are working to implement the new CMMS to convert all work orders to digital.
- MHLC easement is still not complete, but we plan to establish a timeframe for completion.
- We have received two technical proposals for flood mitigation in the Melrose neighborhood and are currently reviewing.
- The dedicated Green Infrastructure maintenance crew started this month and they will work to clear out and maintain wetlands, bioswales and other installed green infrastructure.
- The Ramsey Place bid is going out on May 7, and the work should be finished this year.
- We plan to install a new connection from Hackett to Clara Barton to get better pressure and are looking to replace the sewer at Briar Ave after receiving repeated calls about sewer backups.

Beaver Creek Clean River Project: The Joint venture team is working on the detailed design and Corporation Counsel is working on the agreement with the County Water Purification District for replacement of screens at the South Plant. We attended a South End Neighborhood Association meeting recently to address concerns they had about the proposed new connection to the Third Ave. storm sewer, and we shared our evaluations of the lateral connections and flow data to demonstrate the sewer condition and capacity. The Joint Venture Team is currently preparing a document for the alienated parkland area and will submit to the NYS legislature once completed. The appraisal of the alienated park land was under \$250,000; which will be far below the value of the construction improvements to the park with the improvements made to, and within, the "Ravine". We are also currently installing new flow meters at locations on Beaver Creek Trunk Sewer for more accurate readings.

Tivoli Stream Daylighting Project: The contractor is working on the new channel for Patroon Creek; after some delays due to the rain and recent weather. The project should be finished by late summer and we will plan a media event when complete.

Upper Washington Sewage PS and Force Main project and Water Booster PS and Tank project: Work is continuing as we have excavated down and are continuing with piping. We will do some additional hydraulic modeling due to impact from the planned development of the new Wadsworth building.

Ramsey Place Project: We will have a resolution today to allocate \$500,000, so we will be able to move ahead on bidding this project.

Mereline Place Sewer Separation and Green Infrastructure Project: This project has started and should be a short duration to complete.

2019 CIPP Sewer Lining Project: We received multiple, competitive bids and this will enable us to do more lining than initially planned.

Keller Bouck Final Cost Adjustment: We are proposing to do part of the financing with other POOL communities, and another part will be financed by the AWB alone.

Albany Colonie Emergency Water Interconnect: Rick Gell, OBG Engineers

Newcastle Inc. has the contract from Colonie on this project and shortly after they began work, they received a stop work order from DEC. OBG Engineers was coordinating with the Albany Pine Bush on the project, however after an acre was cleared near the Pine Bush, DEC advised that they are the authority, not the Pine Bush. OBG now recognizes that DEC should have been involved during SEQR. OBG expected Pine Bush to share with DEC if necessary, but OBG should have known to work with DEC on the SEQR process anyway. The acre already cleared may have had lupine, which is the plant species that supports the endangered Karner Blue Butterfly. OBG was not aware of any Lupine in the right of way. OBG will move ahead working with DEC to complete correct paperwork and permit requirements and the project may also incur a fine. This will put a delay on the project of several weeks or longer. OBG Engineers realizes that the Water Board relies on us and we deeply regret this fault.

Old Business

Discussion and follow up on Annual Evaluation of Board of Directors: Emily Lyons will share the 2018 Evaluation summary with the Board members so they can discuss at the next Governance meeting on May 17th.

Training required for Board members: Emily Lyons will check on Board Member's ABO training status, and check with Madalyn DeThomasis on sexual harassment training.

New Business

Modification to the Water Bill Forgiveness Program & Recommended New Policy: The new policy will allow the Department to be more consistent and fair when offering bill forgiveness in specific circumstances.

IT Audit: The Water Department will soon undergo an IT audit from the State Comptroller.

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 19-25: Authorizing the Chief Financial Officer of the Department of Water & Water Supply to make a one-time transfer of \$4,000,000 from the Excess Funds Account to the City of Albany's Operation & Maintenance Account for the Albany Water Board, and to make periodic transfers to the City Operation and Maintenance Account for the Albany

Water Board as necessary to maintain a fund balance sufficient to pay AWB vendors in a timely fashion.

- Resolution 19-26: Adoption of Water Bill Forgiveness Policy revision dated April 26, 2019.
- Resolution 19-27: Authorizing Payment of invoice to HJA Advisors for Quarterly Investment Advisory Services.
- Resolution 19-28: Authorizing award of the 2019 Cured in Place Pipe Lining Project to Kenyon Pipeline Inspection LLC, Queensbury New York in the amount of \$313,600.
- Resolution 19-29: Approval of Change Order 1A-07 to the Feura Bush Filtration Plant Employee and Public Space Improvement Project General Construction contract with U.W. Marx Construction Company in the amount of \$16,032.00.
- Resolution 19-30: Approval of Change Order 1B-03 to the Feura Bush Filtration Plant Employee and Public Space Improvement Project Electrical Contract with Brunswick Electric, Inc. in the amount of \$28,204.
- Resolution 19-31: Authorizing Task Order with O'Brien & Gere Engineers, Inc. for Water System Modeling of the OGS Harriman Campus and Upper Washington Service Areas in the not to exceed amount of \$14,500.
- Resolution 19-32: Authorizing Task Order with O'Brien & Gere Engineers, Inc. for Electrical Upgrades at the Feura Bush Water Treatment Plant in the not to exceed amount of \$85,000.
- Resolution 19-33: Determining that action to undertake the New Bouck Avenue Connection to the Albany County Interceptor Sewer Project Is a "Type II Action" and no further action is required under SEQRA with respect thereto.
- Resolution 19-34: Approving Final Costs of \$1,224,047.74 associated with the Modified Bouck Connection to the Albany County Interceptor Sewer.
- Resolution 19-35: Determining That Action to Undertake the Elberon Place/South Lake Avenue emergency repair of the Beaver Creek Trunk Sewer and related utility repairs is a "Type II Action" and no further action is required under SEQRA with respect thereto.
- Resolution 19-36: Authorizing transfer of \$500,000 from on-going funds to capital account 8350.7610 (sewer separation) for the Ramsey Place sewer separation and stormwater management project.
- Resolution 19-37: Approving the discounting of hydrant meter and backflow preventer rental fees charged to Maloy Construction on behalf of the Albany Housing Authority IDA Yarbrough phase 2 project.

Executive Session

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 10:55 am.

Next regular meeting of the Water Board is scheduled for Friday, May 17, 2019, 9:00 AM, and a Governance Committee Meeting on Friday May 17, 2019 at 8:30 AM.

Recorded by: Emily Lyons, Confidential Assistant

Approved by: 
Barbara Smith, Secretary