

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
Jan 24 2020

A regular meeting of the Albany Water Board was officially convened at 9:05 am, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, NY on Friday, January 24, 2020.

PRESENT: Charles Houghton, Chairperson; Barbara Smith, Secretary, Karen Strong, Assistant 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; Emily Lyons, Confidential Assistant

BOARD ADVISORS PRESENT: T.J. Ruane, Whiteman Osterman & Hanna; Kevin Labas, Capital Safety Services; Bill Kahn, UHY Advisors

ALSO PRESENT: Dan Herring, newest member of the Albany Municipal Water Finance Authority.

Approval of Meeting Minutes

Chairman Charles Houghton introduced the minutes of the Regular Meeting held on December 20, 2019. With no objection, the reading of the minutes was dispensed and Mr. Houghton called for a motion to approve the minutes of said meeting. A motion was made, seconded and passed unanimously.

Public Comment Period

No public comments.

Committee and Staff Reports

Water Dept. Safety Plan: Kevin Labas from Capital Safety Services presented 2019 year's safety summary and 2020 goals. Presentation is attached.

Report of the Finance Committee: Anthony Owens, Committee Chair
Expenses are down for 2019, but are not yet final for the year. Final net cash flow is expected to be neutral. Overtime is up slightly, and overall we are under budget. We had some increased spending due to increase cost of materials. The current amount due to city is around \$500,000. Large users unpaid balances are \$2.5 million and amounts received via online payments has increased. The committee also reviewed grants, financing and current projects. The committee discussed opening a line of credit.

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

We had 47 submitted incidents this year, and 17 of those resulted in medical treatment and loss of time. We had 24 water main breaks in December, which have slowed during January.

The water treatment plant produced is 17.4 MGD on average. We plan to look at analytics of consumption and compare large users and residential.

2020 One Page Plan-

We updated some of the 3-5 year priorities for this year. This includes a Department climate adaptation plan, and GHG emissions reduction. For critical numbers being tracked, we added sewage back-ups during dry weather, average days to respond to sidewalk repairs, water service interruptions and CSOs.

Beaver Creek Clean River Project

We are seeing an increased flow to the sewer district because they have been updating their meters. We are holding water back in Beaver Creek Phases 1-6 to prevent flow to the Hudson. BCCRP includes south plant screen upgrades, and the building also needs other maintenance work, and we are in discussions with the County on how this will all progress. The team has also been evaluating the connection that needs to be made on 3rd street.

We will need a modification of our SPDES permit after we are done with the project. We plan to hire an operator this year. We will need to determine who will host any artifacts found during the archeology phase - and whether they should be displayed at City Hall or the visitor's center.

Upper Washington Sewer Pump Station and Force Main - mostly done. We are still finishing up electrical and HVAC to be completed 2nd quarter.

Upper Washington Water Pump Station and Tank – As of this morning, we did a 30 inch pipe connections on Colvin Ave.

Albany Colonie Interconnect - Piping is completed and will be testing it out to understand capacity.

Melrose flood modeling - met with Arcadis and honed in on some options. We will share the findings with the board by the end of February.

SUNY downtown campus MOU - we are working on finalizing and will have ready for signature this coming week.

Old Business

Amendment to Financing Agreement- the Board and Authority Chairs and Secretaries will visit the Bond office to sign financing closing.

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 20-01: Election of Officers and Committee Assignments for 2020.
- Resolution 20-02: Extension of Backwater Valve Grant Program.
- Resolution 20-03: Extending Master Services Agreements with Various Consulting Engineering Firms.
- Resolution 20-04: Authorizing Execution of Amended Financing Agreement

- Resolution 20-05: Approving Change Order 1A-01 for an extension of time to contract with Wm. J Keller & Sons Construction Corp. (General) for the Upper Washington Sewer Pump Station.
- Resolution 20-06: Approving Change Order 1B-01 for an extension of time to contract with Collett Mechanical (HVAC) for the Upper Washington Sewer Pump Station.
- Resolution 20-07: Approving Change Order 1C-01 for an extension of time to contract with Stilsing Electric (Electrical) for the Upper Washington Sewer Pump Station.
- Resolution 20-08: Approving Change Order 1A-03 in the amount of \$4,272 and granting an extension of time to the contract with Carver Construction Company (General) for work on the Upper Washington Water Pump Station & Tank.
- Resolution 20-09: Approving Change Order 1B-01 for an extension of time to the contract with Stilsing Electric (Electrical) for work on the Upper Washington Water Pump Station & Tank.
- Resolution 20-13: Approving the updated version of the Albany Water Board Mission Statement.

Resolutions deferred to next month:

- Resolution 20-10: Approving revisions to the Albany Water Board Anti-Harassment Policy
- Resolution 20-11: Approving revisions to the Albany Water Board Code of Ethics Policy
- Resolution 20-12: Approving revisions to Albany Water Board Internal Controls 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 10:34 AM

Next regular meeting of the Water Board is scheduled for Friday, February 28 2020 – 9:00am. A Governance committee meeting will also be held at 8:00 AM

Recorded by: Emily Lyons, Confidential Assistant

Approved by: Barbara Smith

Barbara Smith, Secretary



CAPITAL SAFETY & ALBANY WATER DEPT.

2019 SUMMARY
2020 GOALS



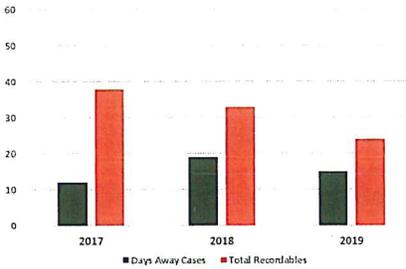
CAPITAL SAFETY SERVICES

- 9 health and safety professionals
- Located in Albany, NY
- Primary Services:
 - Consulting
 - Training
 - Site Safety
- Construction
- General Industry



Kevin Labas, CSP, EIT
Director of Operations
Capital Safety Services
klabas@capitalsafetyservices.com
518-703-3972

3 Year Recordable Incident Rate



WORKERS COMPENSATION TRENDS

Data pending. Show 3 year history of total claims.

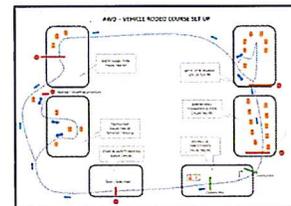
2019 – OBSERVATIONS

- Safety culture improving
- Supervisors actively participating in program
- Increased comfort from all employees to stop and think about safety
- Greater awareness and hazard recognition



2019 SUMMARY (CSS)

- Attended 4 foreman's meetings
- 11 SET meetings
 - 21 members
 - >75 action items identified and closed
- Equipment rodeo (June)
- 3 "Stand-down" / Morning Huddles with crews





2020 GOALS

1. Improve compliance with PESH and company policies
2. Increase employee involvement and reach every employee
3. Consistent department-wide accountability for safety
4. Improve safety proactivity and preplanning
5. Improved and continued safety education



IMPROVE COMPLIANCE WITH PESH & AWD POLICIES

- Finalize the AWD policies
- Finish "Folder" that harbors all active safety documents (inspections, SET info, etc.)
- Consistently enforce and follow safety regulations



INCREASE EMPLOYEE INVOLVEMENT & REACH EVERY EMPLOYEE

- Daily huddles at job sites
- Visit and/or inspect every job site (need better DMR accuracy)
- Continue to increase participation and action from AWD on SET



IMPROVE SAFETY PROACTIVITY AND PREPLANNING

- Update/revise and reissue job site safety plans and job hazard analysis for tasks
- Revisit methods for daily pre task planning
- Encourage questions and coordination before starting tasks



IMPROVED, ONGOING SAFETY EDUCATION

- Continue training all employees on OSHA 10
- HAZWOPER for treatment plant
- Expand first aid, cpr and aed training
- Consider effective and approach to flagger, confined space and excavation training.
- Evaluate and work towards a consistent and steady approach to training and compliance with training matrix



2020 Q1 SHORT TERM GOALS

- Evaluate training means and methods
- HAZWOPER Training
- JHA / Job site safety plans
- Pre-task planning methods