

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
Nov 22, 2019

A regular meeting of the Albany Water Board was officially convened at 9:12 am, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, NY on Friday, November 22, 2019.

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: Bill Kahn, UHY Advisors; T.J. Ruane, Whiteman Osterman & Hanna.

Approval of Meeting Minutes

Chairman Charles Houghton introduced the minutes of the Regular Meeting held on October 25, 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

Facebook messages from George Jenkins, received November 15.

"I am a resident of the City of Albany and I am writing to you because I am against the Water Board's proposed increase to water and sewer rates. I live on a fixed income and I am a very good neighbor. Please don't increase our rates."

"Please do NOT increase our water and sewer rates. I and others like me live on a fixed income and this hurts us. We are good neighbors. Please do "NOT" increase our rates."

Committee and Staff Reports

Report of the Governance Committee: Rachel Johnson, Governance Committee Chair

All members were at the meeting. The Committee proposed the meeting dates for next year with a few changes from last year – mainly increased the number of finance and government committee meetings. The Committee recommends no change to officer positions, and added Karen to the Gov. Committee. We re-adopted the mission statement with a minor editorial change. Will plan to split up the review dates of each policy, and established a plan for the board evaluation forms.

Chairman Houghton made a motion to adopt the mission statement as modified – all board members with in favor.

Financial Report: Tom Dufresne, CFO

October was a decent month. We paid the second part of our sewer bill, and have 10% lower revenue than last year. Expenses pretty contained with only a 3% increase from last year. We had a negative operating cash flow due to the large sewer bill, and it was the biggest month of capital expenditures. Year to Date revenue is in line with previous year and generally controlled expenses. Operating revenue is good for the year.

Operating expenses are still under budget for the year, with any exceeds in budget being due to equipment and supplies. We came in under budget for the county sewer contract, and we would like to have the Board Executive from the County Sewer talk to the Albany Water Board sometime in 2020.

It was a weak month for grant collection, but had an uptick in November. We recouped \$23 million in grants and financing, but still have about \$12 million more to receive

Overtime is on budget, and the due to the City is \$4.8million.

We are still down about 3% in large user billings.

We intended to send \$8 million in October to the City, but we did not receive the cash in time. What we did receive was sent to the City. EFC is sitting on \$7 million disbursements. Tom Dufresne proposed taking \$3 million in reserve spending to pay to the City. Our current reserves are \$13 million. The \$3 million will leave 17K remainder in due to the City. The board agreed with this recommendation.

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

We have had an increase in main breaks, but now have locked all the hydrants in the city so contractors cannot access them on their own.

We had a spike in incident injury reports, and are looking at this with our safety team.

We added a defibrillator into the lobby and completed some safety training.

Tivoli Project - almost completed. We plan to have a media event in the spring during good weather and after new plantings.

Beaver Creek - EFC extended our deadline for Beaver Creek financing as we are making progress. (Previously it was December). DANA and Mansion neighborhood assoc. meetings were attended by Commissioner Coffey to provide an update to the Beaver Creek Project - plan for another community meeting in first quarter of 2020.

We are still evaluating the new traffic pattern with the Traffic dept. And the Lincoln Park master plan group.

Ramsey Place Project – Completed and looks great.

Albany-Colonie Interconnect- part of the project is ready to be put into service, and the rest will continue work during the winter.

Feura Bush – mostly done, just finishing some final items. We are now moving forward with the sedimentation building project.

Normanskill Farm Drainage Improvements - we did some erosion control around our transmission main. Almost completed.

CIPP Lining - scheduled work is done.

Upper Washington Water Pump Station and Tank – We have a change order for work with Carver for dewatering work that needs to get done on Colvin Ave. It has been difficult due to the soil. We have been disappointed with the design consultant. Moving forward we want to keep change orders to at or below 5% of the initial bid, which we plan to discuss more with consultants.

Upper Washington Sewer Pump Station and Force Main

The pump station building is in place, with most of it is underground and a small building on the surface. SUNY is connecting a line that was delayed, and Sewer rehab to Tremont St. has been completed.

Rensselaer Lake – We received some alternative proposals for the Rensselaer Lake and are currently evaluating.

Old Business

The Rate Increase Public Hearing: Held on November 21, 2019, 6:00 PM at 10 N Enterprise. We had two people attend the public hearing and we had a dialogue with them. We received concerns about rates going up. We talked about how the system operates and the planned infrastructure investments. The hearing also received some media coverage. All board members will have the opportunity to read the transcript before the vote next month. It was also suggested to provide a presentation at the start of next year's rate increase hearing.

Huck Finn Lease at 35 Erie Blvd: We plan to continue the lease going forward. We are taking the current building down and create a garage for own equipment and will probably include the cost of a portion of the garage into the new lease

New Business

Deer Hunting on Albany Water Board Property – We had an emergency deer hunting permit this year to allow hunting for employees and neighbors to the Alcove. We are now proposing changes to the Law to permanently allow outside hunting on our property.

Resolutions

Resolution 19-81: Adopting 2020 Water & Sewer Rate Schedule - delayed until December meeting.

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 19-82:** Awarding Analytical Laboratory Services (RFP 2-19-33) to Pace Analytical Services
- **Resolution 19-83:** Approving Change Order #1 to Tremont Street Cured in Place Pipe Lining Project Contract with Kenyon Pipeline Inspection, LLC in the amount of

\$2,074.76. New Contract amount is \$175,004.76. Contract period has been extended 30 days and the new Contract completion date is November 15, 2019.

- **Resolution 19-84:** Approving Change Order #2 to the Normanskill Farm Drainage and Access Improvement Project Contract with Wm. J. Keller & Sons Construction Corp. in the amount of \$12,826. New Contract amount is \$450,614.89. Contract period has been extended 63 days and the new Contract completion date is November 29, 2019.
- **Resolution 19-85:** Approving Change Order #2 to Contract 1A; Upper Washington Pressure Zone Contract with Carver Construction Company in the amount of \$196,244. New Contract amount is \$4,783,962.01. New Contract completion date is May 15, 2020.
- **Resolution 19-86:** Approving Change Order #2 (FINAL) to the Beaver Creek Phase 6 Combined Sewer Overflow Abatement Project with M. Sullivan Construction in the amount of \$6,881.62. New Contract amount is \$1,070,268.67. Contract period has been extended to December 31, 2019.

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: 30

Next regular meeting of the Water Board is scheduled for Friday, January 31, 2019 – 9:00am.

Recorded by: Emily Lyons, Confidential Assistant

Approved by: 

Barbara Smith, Secretary