

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
Oct 25, 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, October 25, 2019.

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

**Excused:** 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 September 27, 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.

**Introduction of Counsel – T.J. Ruane, Whiteman Osterman & Hanna**

Mr. Ruane will begin serving as council for the Board. He has a focus on environmental land use and has worked with boards previously.

**Public Comment Period**

**Dale James - 10 Lawn Ave.**

Dale owns a vacant lot on 42 Benjamin, and her water/sewer bill gets rolled to her taxes. Ms. James stated that there is no house on the property or water being used. She offered to have the pipes severed and said it is not fair to pay for water every year. When she bought the lot, she says she was told that she could sever the pipes, as they are on her property. She says she cannot afford the water/sewer bill.

Commissioner Coffey commented that the rate schedule has always had a charge for vacant lots and applies to her property. This allows the options for the property owner to connect and pays for the stormwater treatment on the property. The Department will mail a print out of the rate schedule and a reason for the vacant charge, and include notice of upcoming rate hearing.

## Committee and Staff Reports

### **Report of the Finance Committee:** Anthony Owens, Finance Committee Chair

We are slightly below revenue projections for the month, but ahead year to date. Net operating cash flow is positive for the month.

We missed our revenue numbers for the fourth month. Overtime budget is on track. Large user's revenue is down probably due to conservation. Online payments are significantly up for the month. We should be on track plus or minus \$1 million for due to city by end of the year.

### **Report from Rate Consultant:** Bill Kahn, UHY Advisors

Mr. Kahn shared a handout and a comparative analysis of rates. The handout is a formal recommendation for the changes in the rate schedule of 2.5% increase for all system users. The increase does not impact the commercial services fees- AWD staff will review these fees and recommend any changes.

30% of our operating expenses are uncontrollable costs (taxes etc.). These costs have been stable over the years, but if this changes, then higher rate increases could be necessary.

The rate hearing is scheduled, and the ad will run in the Times Union on Oct. 30.

### **Financial Report:** Tom Dufresne, CFO

September was a decent month and a little short on revenue; however expenses were controlled, with a 7% increase from the previous year. Increases are due to personnel, benefits, and timing of equipment purchases; however the Gap will be closed by the end of the year. This is the 4th month we missed our revenue budget, but we are still above budget revenue by over \$1 million for the year .

Operating expenses are still in line with our budget, with about \$100,000 cushion. School taxes came in higher than last year.

This is the lowest month of capital spending of the year, besides January. We brought in \$2 million of grants and financing this month, and received almost \$10 million dollars over all.

We are under expenses for overtime compared to last year and are slightly under budget overtime year to date.

We currently owe \$3.1 million to the City, and the unpaid large user balance is \$1.7 million.

We appear to be \$485,000 below projections in large users, but we are seeing increases in other routes. This month had a much higher amount collected online payments, including the number of transactions.

### Cash Transfers to City of Albany for Capital Spending

For September we sent city \$8.6 million total. With that we only reduced liability by \$3 million.

Cumulative schedule has us coming to \$200,000 by the end of the year, which is less than the \$1 million plus or minus goal. To do this, we are using money from our reserves, and will replenish it at the end of year. We need to look at opportunities to build up the reserves for future years.

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

#### Key Performance Indicators:

We had 3-4 main breaks this month, which is unusual. Some of the main breaks may be due to contractor work. We are now putting locks on the hydrants, so only we can operate the hydrants to prevent this issue.

We are also working to catch up on preventive maintenance, leak detection, and sewer camera work.

Beaver Creek - We have been coordinating with the County on the screens on the south plant. The County also has to repair their screens building, and they have budgeted money for the structural repairs. To be efficient we will have one contractor doing both jobs.

DEC is reviewing basis of design report. We plan to close on the project soon and EFC is waiting on engineering comments. We plan to finalize the traffic plan soon in front of TOAST.

Tivoli Project - Keller is wrapping this up and we might have a media event early November. The Planning Dept. is updating trail plans to incorporate our project into their trail layout.

Ramsey Place Project - Paving by next Thursday and will be completed by Halloween.

Albany-Colonie Interconnect- Work should be completed by the end of this year.

Feura Bush - Employees have moved into the new spaces.

Floatables – Completed. Currently, just tweaking controls and planning to do a media event.

Normanskill Farm Drainage Improvements - Completed. This now gives us access to the transmission main along the farm.

Beaver Creek Phase 6 – Currently finishing punch list items

CIPP Lining - Complete. We added 15 sewer segments to get lined.

Negotiations with bargaining units – Negotiations are currently in progress with CSEA and blue collar unions.

Excavation Policy - We need to look more into excavation policy in relation to lead service lines. Need to overcome logistics of ownership of lines, and grant programs available to replace lines.

### Old Business

The Rate Increase Public Hearing: Scheduled for November 21, 2019, 6:00 PM at 10 N Enterprise.

Huck Finn Lease at 35 Erie Blvd.

We are working on finalizing new lease with City's Corp. Counsel. During the next lease period, the building we own will be taken down and replaced.

Alcove Media Event – The event was highly successful and received good media coverage.

### New Business

Dawn Homes water system dedication to AWB: Located at the Sandidge Way apartment complex which is under construction. Previously the homes in the area were served off of SUNY's distribution system. SUNY and OGS didn't want to support the new building, so a new connection was added, which was connected to a 20 inch water main on Washington Ave. This new piece of main will be taken over by AWB and it has already been tested.

### 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 19-75:** Approving Change Order #6 (FINAL) to the Floatables Project with Wm. J. Keller & Sons Construction Corp. encumbering the contract allowance in the amount of \$34,106.05. The contract is complete. The balance of the contract allowance value is \$12,206.52, which reduces the final contract value to \$7,942,793.48.
- **Resolution 19-76:** Approving Change Order #5 to the Tivoli Preserve Stream Daylighting Project with Wm. J. Keller & Sons Construction Corp. in the amount of \$286,434.28. The contract allowance has been encumbered by an additional \$19,514.23 and the contract value increased by \$266,920.05 to a new contract value of \$3,033,575.05. Contract completion date remains December 2, 2019.
- **Resolution 19-77:** Approving Change Order #1 (FINAL) to the 2019 Cured in Place Pipelining Project with Kenyon Pipeline Inspection, LLC in the amount of \$174,722.04. New Contract amount is \$488,322.04.
- **Resolution 19-78:** Authorizing Transfer of \$3,000,000 from On-Going Funds To Capital Account 8350.7511 (Supply Conduit) For The Sedimentation Basin Building Repair Project.
- **Resolution 19-79:** Authorizing the Advertisement for Bids for Sedimentation Basin Building Repair Project at the Feura Bush Water Treatment Plant
- **Resolution 19-80:** Accepting the Water supply and system improvements to Fuller Road and Washington Avenue to Sandidge Way.

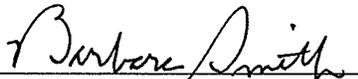
### Executive Session

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 10:16 am.

Next regular meeting of the Water Board is scheduled for Friday, November 22, 2019 – 9:00am; Note Governance Committee meeting Friday, November 22, 2019 – 8:30am

Recorded by: Emily Lyons, Confidential Assistant

Approved by: 

Barbara Smith, Secretary