

ALBANY WATER BOARD
MINUTES OF REGULAR MEETING
September 25, 2015

A regular meeting of the Albany Water Board was officially convened at 9:30 AM, local time, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, New York Friday, September 25, 2015.

PRESENT: David McGuire, Chairman; William Clay, Vice Chairman; Leo Dean, Secretary; Daniel Ranellone, Treasurer; Rachel McEneny, Member

STAFF PRESENT: Joseph E. Coffey, Jr. PE, Commissioner; William Simcoe, P.E., Deputy Commissioner; Christopher Quirk, Chief Fiscal Officer; Elizabeth Romand, Confidential Assistant; Andrea Scheely, Customer Contact Specialist;

BOARD ADVISORS PRESENT: Annie Letterio, Assistant Corporation Counsel; William Kahn, Rate Consultant; Robert Hennes, Financial Advisor;

Approval of August 28, 2015 Meeting Minutes

Chairman David McGuire introduced the minutes of the August 28, 2015 meeting. With no objection, the reading was dispensed and Chairman David McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Clay, seconded by Mr. Ranellone, and passed unanimously.

Public Comment Period

No public comments were made.

Albany County Land Bank Water Bill Proposal- Water Bill Adjustments

The Albany County Land Bank submitted a proposal requesting that the Board consider billing adjustments to various land parcels (list attached) in the interest of resolving outstanding bills, some of which equal or exceed the actual value of the property. The proposal expresses the Land Bank's interest in collaborating with the Water Board on storm water management projects on some of the properties which may include developing community garden spaces, and exploring other green infrastructure options.

Comments from Financial Advisor Robert Hennes and Rate Consultant William Kahn

Currently, investments are earning meaningful interest in Fidelity accounts, with an additional one million dollars expected in the account by the end of the year. The excess funds are only funded to the point where we still appear to actually have excess funds, and we may see no changes in the coming year. The Board may benefit from moving Chase Bank accounts to Fidelity for better interest yield. A resolution will be prepared for the Water Finance Authority Board Meeting in October to make this shift from Chase to Fidelity. Additionally, the Board has good, safe instruments in secondary market CDs. The interest rate investment environment looks promising, as gradual increases in interest rates are expected before the end of the year (report attached).

Water Bill Review Committee

Met, reviewed, and resolved the following on September 10, 2015:

Cathy Sainato, 30 Harwich Drive, Albany, NY 12205

RE: 423 Quail Street

Committee recommends the bill be split over six months with the removal of all penalties and interest after the balance is paid in full.

Marie Saint Fort, 120 Bradford Street, Albany, NY 12206

RE: 120 Bradford Street

Committee recommends the one time water bill modification with six month payment plan, removal of all penalties and interest.

Marc Godstein, 29 Orchard Park Drive, Clifton Park, NY 12065

RE: 263 Fuller Road

Committee recommends the bill be split over six months with the removal of all penalties and interest.

Edward Molitor, 35 Rosemont Street, Albany, NY 12203

RE: 35 Rosemont Street

Committee recommends the one time water bill modification with the removal of all penalties and interest.

Read & Laniado, LLP, 25 Eagle Street, Albany, NY 12207

RE: 25 Eagle Street

Committee recommends the one time water bill modification with three cycle payment plan with removal of all penalties and interest.

Henry Pobee-Mensah, 260 South Allen Street, Albany, NY 12208

RE: 260 South Allen Street

Committee recommends the bill be split over six months with the removal of penalties and interest.

The Water Bill Review Committee detailed recommendations are attached.

Committee & Staff Reports

Albany Water Board Policy: In compliance with ABO requirements, the Water Board Mission Statement and Conflict of Interest Policy are reviewed and updated on an annual basis. The proposed updates of each document were presented to members for review and approval, and are attached to the Minutes.

Chief Fiscal Officer Christopher Quirk presented a combined statement of Cash Flows and other combined Financial Information of the Albany Water Board and Albany Municipal Water Finance Authority for the one month period ending August 31, 2015. Actual revenue collections for the month of August 2015 were \$3,400,038, an amount 19% higher than the net monthly budget of \$2,847,912. This amount is \$880,510 higher than August 31, 2014. Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$13,794,195 which is \$549,559 or 4.1% higher than 2014, and \$563,061 or 4.1% under adjusted budgeted amounts as of August 31, 2015. Approximately \$519,592 in capital project costs were expended through August 31, 2015.

Commissioner Coffey presented the proposed Water Department Comprehensive Budget Narrative (attached), which is scheduled to be presented to the Common Council for approval, as a part of the City's

budget approval process. He discussed the established goals for 2016 budget plan, which include plans for the protection of the water supply, improving employee safety, reducing the amount of unaccounted for water, conducting flood assessment and establishing flood mitigation strategies, maintaining compliance with the Long Term Control Plan and Consent Order, and implementing new Enterprise Resource Planning software system with a new utility billing program module. The budget plan does include the addition of ten new employees, six of which will be focusing primarily on preventive maintenance within the Sewer side of operations. The 2016 Budget does not reflect any revenue from rate increases. The rate schedule will be reviewed in 2016.

Commissioner Coffey also presented the monthly Key Performance Indicators, highlighting the Department Overtime Rate, which is currently only 3.7% over budget. This represents a significant decrease in overtime spending from the prior year.

Backwater Valve Grant: No changes were reported from the August report.

Normanskill Stream Landslide Update: The interim widening of the Normanskill is scheduled to be completed by September 29, 2015 (date of the NYSDEC Order to Normanside CC). Plans for a more permanent solution are forthcoming.

406 North Pearl Street: This property is adjacent to the Patroon Creek Conduit, is located within a flood plain, and was recently demolished. The site is allegedly owned by the County for back taxes. Because of the property's proximity to the conduit, our recommendation is to prevent rebuilding on the site to allow for easy access to the conduit. We are hoping the County will consider giving the property to the Albany Water Board. The County is reviewing the ownership situation and options for control of the property, which will be discussed in greater detail at our next regular Board Meeting (attachment).

Elsmere Avenue Access Easement: The Town of Bethlehem has proposed an access easement along the transmission main on Elsmere Avenue for future maintenance of the Hammagrael sewer for a project planned there. Their engineering firm prepared a map and agreement proposal for the Board to review (attachment). Members suggested that the Easement could be granted in lieu of a tax offset.

Big "C" Report: The proposal from the joint venture group to conduct the Big C Design Study has been submitted to the Department staff. The infrastructure will be owned by the Albany Water Board when complete. All members of the Pool Communities will share in the cost of the project. A study pertaining to siting and planning is required prior to moving forward. Currently we have a proposal of \$400,000 for the study, which is well below the budgeted amount. We need to complete an Engineer's Report and study on the facility to treat and disinfect the outflows of the Big C. We will have to perform sampling of the water for quality, siting. Deputy Commissioner William Simcoe recommended that a scope and fee proposal be considered to complete the study. Based upon all the work that has already been completed on the Long Term Control Plan to date, considering how complex the requirements and plans are, that it would be in the best interest for the Water Board to accept the proposal from the joint venture Team (CHA, ARCADIS, and CDM Smith).

Consultant Engineer's Report: Kevin of ARCADIS was unable to be present at the Board Meeting. However, he did submit the monthly Consultant Engineer's Report which details progress on upcoming LTCP Projects and ARCADIS Projects (attached).

New Business

In the interest of developing a more consolidated engineering effort for all engineering services city-wide, a proposal has been submitted requesting the Albany Water Board pay \$400,000 for engineering services to the City of Albany. In exchange for this fee for services, the City Engineer would report to the Water Department. An MOA will be developed that reflects keeping the City Engineer and staff on the Department of General Service's budget, while we fund their budget up to \$400,000. We will get the use of the City Engineer and staff for Albany Water Board projects, and can ensure that we are able to work more collaboratively and comprehensively on all City projects moving forward.

Sewer Lining Project Bids are in. Kenyon Contracting was identified as the low bidder.

Executive Session

There were no items requiring an Executive Session.

Resolutions

Resolution 15-28: Approving the recommendations of the September 10, 2015 meeting of the Water Bill Review Hearing.

Resolution 15-29: Approving the submission of the 2016 Budget of the Department of Water and Water Supply to the Common Council.

Resolution 15-30: Approving the adjustment of water bills for the Albany County Land Bank, with the understanding that the Land Bank will collaborate with the Water Department on storm water management program opportunities associated with Land Bank properties.

Resolution 15-31: Authorizing the Chairman to execute the Inter-municipal Agreement with the Albany County Storm water Coalition on behalf of the Albany Water Board (City of Albany).

Resolution 15-32: Adopting the Albany Water Board Conflict of Interest policy.

Resolution 15-33: Adopting the Albany Water Board Mission Statement.

Resolution 15-34: Resolution authorizing the Chairman to enter into an Agreement with the Albany Pool Joint Venture Team to perform Engineering Studies associated with the Big "C" Disinfection and Floatable control project.

Resolution 15-35: Authorizing the Chairman to enter into and execute an Access agreement and easement associated with the Town of Bethlehem Hammagrael Sewer Project.

Resolution 15-36: Authorizing the award of the 2015 Sewer Lining Project to Kenyon Pipeline Inspection.

Resolution 15-37: Authorizing payment of invoice to Hugh Johnson Advisors for Investment Services.

Resolution 15-38: Authorizing the Chairman to execute an Agreement with the City of Albany for provision of Engineering Services to the Albany Water Board by the City's Division of Engineering.

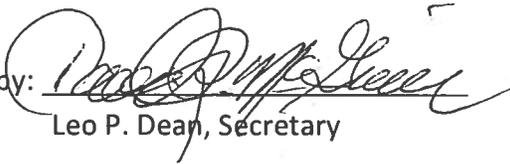
Resolution 15-39: Authorizing the Chairman to execute an agreement with NYSEFC for North Swan Street GI.

Chairman Dave McGuire informed all those in attendance that the next meeting of the AWB will be Friday, October 23rd 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 Daniel Ranellone, seconded by Rachel McEneny, and passed unanimously. The meeting was adjourned at 11:00 a.m.

Recorded by: Elizabeth A. Romand

Approved by:

A handwritten signature in cursive script, appearing to read "Leo P. Dean".

Leo P. Dean, Secretary

Small handwritten initials, possibly "L.P.D.", written in the left margin.



ALBANY COUNTY

LAND BANK CORPORATION

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Touhey Associates

Pamela Harper, Vice Chair
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The Prime Companies

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M&T Bank

Chris Spencer
City of Albany

Pastor David Traynham
New Horizons

Samuel Wells
Resident

Executive Director

Kathleen Bronson

September 15, 2015

Mr. Joseph Coffey, Commissioner
Albany Water Board
10 North Enterprise Drive
Albany, NY 12204

Dear Mr. Coffey:

The Albany County Land Bank was established in the spring of 2014 to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties in Albany County. As an organization committed to improving neighborhoods, the Albany County Land Bank has a responsibility to improve our properties for future property owners and put them back on the tax rolls.

A majority of the vacant properties we acquire require substantial investment with very little return on investment, but as a non-profit and NYS public authority our mission is to eliminate the harms a liabilities caused by these vacant and abandoned properties. We are currently accepting applications for our properties, as we close on the properties we need to address the current water bills the Land Bank inherited. In some instances, the water bills will be higher than the actual sales of the property. The Land Bank is interested in creating an agreement with the Albany Water Board in regards to the water bills. This agreement would be a collaboration with both entities to assisting with the redevelopment, the revitalization and improving stormwater management in the City of Albany.

The Land Bank has a strong commitment to improving stormwater management with our vacant lots. The Side lot application is for adjacent property owners to acquire property from the Land Bank at an affordable cost with the opportunity to increase their yard space. This is a popular program where people are improving lots with gardens, using rain barrels for watering and attaining more open and green space for their own personal use. This program will require the merger of both properties and decrease future impermeable surfaces.

In addition to our side lot application for adjacent property owners, our property purchase application allows anyone to apply for lots and buildings. A number the applications for lots include personal gardens and community based gardens run by community based organizations.



ALBANY COUNTY
LAND BANK CORPORATION

255 ORANGE STREET, SUITE 104
ALBANY, NEW YORK 12210

PHONE: 518-407-0309
Website: www.albanycounty.com/landbank



ALBANY COUNTY
LAND BANK CORPORATION

Currently the water bills total in approximately \$84,000 for 124 properties. Our proposal is the following:

- No payment for un-metered properties
- Full payment of water bills between \$0-\$999
- 50% payment of water bills between the cost from \$1,000 - \$5,000
- Bills over \$5,000 will be discussed on a case by case basis.

Thank you for your consideration of this important matter. Please feel free to reach out to me with any questions you may have. I will be available at your request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie Bronson'.

Katie Bronson
Executive Director
Albany County Land Bank Corporation



Street Number	Street Name	Municipality	Postal Code	Neighborhood	Water Bills Owed	Draft proposal to Water Department	Date Acquired by Land Bank
26	Congress Street	Cohoes	12047	Cohoes			Transfer Feb 2015
1	Teunis Street	Albany	12202	South End	\$ 128.95	\$ 128.95	Transfer June 2014
4	Delaware Street	Albany	12202	South End	\$ 4,643.40	\$ 2,321.70	Transfer June 2014
4	Lexington Avenue	Albany	12206	West Hill	\$ 95.84	\$ 95.84	Transfer June 2014
6	Delaware Street	Albany	12202	South End	\$ 3,095.60	\$ 1,547.80	Transfer June 2014
6	Lexington Avenue	Albany	12206	West Hill	\$ 98.00	\$ 98.00	Transfer June 2014
9	Stephen Street	Albany	12202	South End	\$ 144.53	\$ 144.53	Transfer June 2014
11	Lexington Avenue	Albany	12206	West Hill	\$ 118.62	\$ 118.62	Transfer June 2014
12	Lexington Avenue	Albany	12206	West Hill	\$ 128.95	\$ 128.95	Transfer June 2014
14	Judson Street	Albany	12206	West Hill	\$ 1,562.00	\$ 781.00	Transfer August 2014
16	Lexington Avenue	Albany	12206	West Hill	\$ -	\$ -	Transfer June 2014
19	Teunis Street	Albany	12202	South End	\$ 128.95	\$ 128.95	Transfer June 2014
20	Stephen Street	Albany	12202	South End	\$ 144.53	\$ 144.53	Transfer June 2014
21	Lexington Avenue	Albany	12206	West Hill	\$ 123.78	\$ 123.78	Transfer Feb 2015
23	Teunis Street	Albany	12202	South End	\$ 25.53	\$ 25.53	Transfer Feb 2015
25	Teunis Street	Albany	12202	South End	\$ 128.95	\$ 128.95	Transfer Feb 2015
28	Teunis Street	Albany	12202	South End	\$ 113.46	\$ 113.46	Transfer Feb 2015
32	Osborne Street	Albany	12202	South End	\$ 170.19	\$ 170.19	Transfer Feb 2015
32	Teunis Street	Albany	12202	South End	\$ 108.30	\$ 108.30	Transfer Feb 2015

33	2nd Avenue	Albany	12202	South End	\$	268.19	\$	268.19	Transfer Feb 2015
33	Alexander St	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
34	Osborne Street	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
35	3rd Avenue	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
42	Alexander St	Albany	12202	South End	\$	118.62	\$	118.62	Transfer Feb 2015
44	Odell Street	Albany	12202	South End	\$	211.46	\$	211.46	Transfer Feb 2015
45	Main Street	Cohoes			\$	96.60	\$	96.60	Transfer Feb 2015
46	Alexander St	Albany	12202	South End	\$	123.78	\$	123.78	Transfer Feb 2015
48	Alexander St	Albany	12202	South End	\$	242.41	\$	242.41	Transfer Feb 2015
52	Delaware Street	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
52	Alexander St	Albany	12202	South End	\$	123.78	\$	123.78	Transfer Feb 2015
52	Broad St	Albany	12202	South End	\$	87.68	\$	87.68	Transfer Feb 2015
53	Broad St	Albany	12202	South End	\$	113.46	\$	113.46	Transfer Feb 2015
54	Odell Street	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
55	2nd Avenue	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
56	Broad St	Albany	12202	South End	\$	170.19	\$	170.19	Transfer Feb 2015
57	Elizabeth Street	Albany	12202	South End	\$	128.95	\$	128.95	Transfer Feb 2015
60	Broad St	Albany	12202	South End	\$	4,643.40	\$	2,321.70	Transfer Feb 2015
61	Clinton Street	Albany	12202	South End	\$	113.46	\$	113.46	Transfer Feb 2015
62	Lark Street	Albany	12210	Arbor Hill	\$	103.14	\$	103.14	Transfer Feb 2015
63	3rd Avenue	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015

63	Delaware Street	Albany	12202	South End	\$	170.19	\$	170.19	Transfer Feb 2015
63	Clinton Street	Albany	12202	South End	\$	87.68	\$	87.68	Transfer Feb 2015
67	3rd Street	Albany	12210	Arbor Hill	\$	149.57	\$	149.57	Transfer Feb 2015
69	Clinton Street	Albany	12202	South End	\$	319.76	\$	319.76	Transfer Feb 2015
71	Clinton Street	Albany	12202	South End	\$	134.09	\$	134.09	Transfer Feb 2015
75	3rd Avenue	Albany	12202	South End	\$	1,547.80	\$	773.90	Transfer Feb 2015
76	Lark Street	Albany	12210	Arbor Hill	\$	3,124.00	\$	1,562.00	Transfer Feb 2015
95	Elizabeth Street	Albany	12202	South End	\$	123.78	\$	123.78	Transfer Feb 2015
98	3rd Avenue	Albany	12202	South End	\$	3,095.60	\$	1,547.80	Transfer Feb 2015
108	Broad St	Albany	12202	South End	\$	104.10	\$	pd 8/31/15	Transfer Feb 2015
109	Alexander St	Albany	12202	South End	\$	170.19	\$	170.19	Transfer Feb 2015
112	4th Avenue	Albany	12202	South End	\$	108.30	\$	108.30	Transfer Feb 2015
113	3rd Avenue	Albany	12202	South End	\$	118.50	\$	118.50	Transfer Feb 2015
121	4th Avenue	Albany	12202	South End	\$	6,773.40	\$	3,386.70	Transfer Feb 2015
124	Clinton Street	Albany	12202	South End	\$	128.95	\$	128.95	Transfer Feb 2015
127	Clinton Street	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
129	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	159.87	\$	159.87	Transfer Feb 2015
130	Clinton Street	Albany	12206	Arbor Hill/ Sheridan Hollow	\$	57.73	\$	57.73	Transfer Feb 2015
134	Clinton Street	Albany	12202	South End	\$	128.95	\$	128.95	Transfer Feb 2015
137	3rd Avenue	Albany	12202	South End	\$	128.95	\$	128.95	Transfer Feb 2015
137	Broad St	Albany	12202	South End	\$	3,095.60	\$	1,547.80	Transfer Feb 2015

138	Clinton Street	Albany	12202	South End	\$	123.78	\$	123.78	Transfer Feb 2015
139	Broad St	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
139	3rd Avenue	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
141	3rd Avenue	Albany	12202	South End	\$	3,095.60	\$	1,547.80	Transfer Feb 2015
141	Broad St	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
144	4th Avenue	Albany	12202	South End	\$	549.79	\$	549.79	Transfer Feb 2015
146	Broad St	Albany	12202	South End	\$	144.53	\$	144.53	Transfer Feb 2015
150	4th Avenue	Albany	12202	South End	\$	433.59	\$	433.59	Transfer Feb 2015
158	2nd Street	Albany	12210	Arbor Hill	\$	113.46	\$	113.46	Transfer Feb 2015
162	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	108.30	\$	108.30	Transfer Feb 2015
164	Lark Street	Albany	12210	Sheridan Hollow	\$	145.23	\$	145.23	Transfer Feb 2015
179	1st Street	Albany	12210	Arbor Hill	\$	108.30	\$	108.30	Transfer Feb 2015
179	3rd Avenue	Albany	12202	South End	\$	165.03	\$	165.03	Transfer Feb 2015
189	1st Street	Albany	12210	Arbor Hill	\$	108.30	\$	108.30	Transfer Feb 2015
194	Colonie Street	Albany	12210	Arbor Hill	\$	145.23	\$	145.23	Transfer Feb 2015
195	Colonie Street	Albany	12210	Arbor Hill	\$	103.14	\$	103.14	Transfer Feb 2015
201	Colonie Street	Albany	12210	Arbor Hill	\$	128.95	\$	128.95	Transfer Feb 2015
202	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	185.33	\$	185.33	Transfer Feb 2015
215	Colonie Street	Albany	12210	Arbor Hill	\$	128.95	\$	128.95	Transfer Feb 2015
219	Orange Street	Albany	12210	Sheridan Hollow	\$	1,547.80	\$	773.90	Transfer Feb 2015
220	Colonie Street	Albany	12210	Arbor Hill	\$	128.95	\$	128.95	Transfer Feb 2015

231	Sheridan Avenue	Albany	12210	Sheridan Hollow	\$	128.95	\$	128.95	Transfer Feb 2015
233	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	128.95	\$	128.95	Transfer Feb 2015
250	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	145.23	\$	145.23	Transfer Feb 2015
254	1st Street	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
256	2nd Street	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
261	1st Street	Albany	12206	West Hill	\$	134.09	\$	134.09	Transfer Feb 2015
262	1st Street	Albany	12206	West Hill	\$	145.23	\$	145.23	Transfer Feb 2015
263	1st Street	Albany	12206	West Hill	\$	134.09	\$	134.09	Transfer Feb 2015
270	1st Street	Albany	12206	West Hill	\$	118.62	\$	118.62	Transfer Feb 2015
271	1st Street	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
273	1st Street	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
274	Sheridan Avenue	Albany	12210	Sheridan Hollow	\$	4,544.00	\$	unmetered	Transfer Feb 2015
290	Orange Street	Albany	12210	Sheridan Hollow	\$	128.95	\$	128.95	Transfer Feb 2015
292	Orange Street	Albany	12210	Sheridan Hollow	\$	128.95	\$	128.95	Transfer Feb 2015
301	1st Street	Albany	12206	West Hill	\$	113.46	\$	113.46	Transfer Feb 2015
308	1st Street	Albany	12206	West Hill	\$	145.23	\$	145.23	Transfer Feb 2015
309	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	6,816.00	\$	unmetered	Transfer Feb 2015
309	1st Street	Albany	12206	West Hill	\$	3,124.00	\$	1,562.00	Transfer Feb 2015
309	Orange Street	Albany	12210	Sheridan Hollow	\$	145.23	\$	145.23	Transfer Feb 2015
309	2nd Street	Albany	12206	West Hill	\$	3,124.00	\$	1,562.00	Transfer Feb 2015
312	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	113.46	\$	113.46	Transfer Feb 2015

315	Orange Street	Albany	12210	Sheridan Hollow	\$	4,686.00	\$	2,343.00	Transfer Feb 2015
331	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	128.95	\$	128.95	Transfer Feb 2015
333	Clinton Avenue	Albany	12210	Arbor Hill/ Sheridan Hollow	\$	4,881.48	\$	2,440.74	Transfer Feb 2015
344	Orange Street	Albany	12206	Sheridan Hollow	\$	118.62	\$	118.62	Transfer Feb 2015
370	Clinton Avenue	Albany	12206	Sheridan Hollow/West	\$	92.84	\$	92.84	Transfer Feb 2015
389	Orange Street	Albany	12206	Sheridan Hollow	\$	98.00	\$	98.00	Transfer Feb 2015
450	1st Street	Albany	12206	West Hill	\$	145.23	\$	145.23	Transfer Feb 2015
452	1st Street	Albany	12206	West Hill	\$	118.62	\$	118.62	Transfer Feb 2015
456	1st Street	Albany	12206	West Hill	\$	159.87	\$	159.87	Transfer Feb 2015
457	1st Street	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
458	1st Street	Albany	12206	West Hill	\$	1,562.00	\$	781.00	Transfer Feb 2015
523	Clinton Avenue	Albany	12206	West Hill	\$	118.62	\$	118.62	Transfer Feb 2015
525	Clinton Avenue	Albany	12206	West Hill	\$	-	\$	-	Transfer Feb 2015
531	Clinton Avenue	Albany	12206	West Hill	\$	145.23	\$	145.23	Transfer Feb 2015
533	Clinton Avenue	Albany	12206	West Hill	\$	92.84	\$	92.84	Transfer Feb 2015
535	Clinton Avenue	Albany	12206	West Hill	\$	88.50	\$	88.50	Transfer Feb 2015
543	Clinton Avenue	Albany	12206	West Hill	\$	88.50	\$	88.50	Transfer Feb 2015
569	Clinton Avenue	Albany	12206	West Hill	\$	145.23	\$	145.23	Transfer Feb 2015
576	Clinton Avenue	Albany	12206	West Hill	\$	4,544.00	unmetered	unmetered	Transfer Feb 2015
593	Clinton Avenue	Albany	12206	West Hill	\$	128.95	\$	128.95	Transfer Feb 2015
					\$	83,592.47	\$	40,783.53	

unmetered 15,904

\$ 67,688.⁴⁷



Hugh Johnson Advisors, LLC

As of September 23, 2015

<u>Albany Water Board</u>	<u>Account No.</u>	<u>Market Value</u>	<u>Yield</u>	<u>Maturity</u>
M&T Bank - Board Expense	8891631650	14,702		
M&T Bank - Lock-Box	8891631536	1,151,255		
Operating & Maintenance Trust Acct	8891631668	5,033,942		
Fidelity Account Excess Funds	676-196705	3,034,547	0.84%	01/11/17
Fidelity Account On-Going Projects	676-202885	3,021,893	0.92%	01/19/17
Chase Ongoing Projects; 2011, 2012 & 2013**	573-8029988	6,023,250		
Total		18,279,590		

** Balance at Chase is not current. HJA has no access to this information.

<u>Albany Municipal Water Finance Authority</u>	<u>Account No.</u>	<u>Market Value</u>		
M&T Bank - Authority Expense	8891632161	13,333		
Series 2011A Debt Service Fund	1033343	3,644		
BMW Bank NA 1.00%	149,000	149,051	0.42%	09/21/15
Discover Bank .80%	100,000	100,039	0.10%	09/25/15
Vectra Bank .75%	174,000	174,120	0.45%	10/09/15
Medallion Bank .45%	100,000	100,034	0.25%	10/19/15
FHLMC Discount Note	971,000	970,893	0.14%	10/20/15
FHLB Agency Note .75%	1,270,000	1,271,308	0.15%	10/30/15
BMW Bank NA .95%	100,000	100,123	0.19%	11/02/15
Beal Bank USA .70%	248,000	248,280	0.37%	11/12/15
GE Capital Bank .40%	240,000	240,132	0.43%	11/16/15
Sallie Mae Bank 1.05%	100,000	100,167	0.30%	11/16/15
Sallie Mae Bank .75%	75,000	75,097	0.26%	11/27/15
		3,529,244	0.22%	10/26/15

as of August 31, 2015

Albany Water Board & Municipal Water Finance Authority

2015 Transfer Schedule

	City of Albany		On-Going		Board		Authority	
	#710990019	#676-202885	Projects	Expense	#8891631650	Expense	#8891632161	Expense
Jan	2,120,000	-		4,400	(4,400)	4,750	(4,750)	(4,750)
Feb	1,520,500	-	250,000	3,600	(3,600)	4,750	(9,750)	(9,750)
Mar	4,508,000	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Apr	1,520,500	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
May	1,520,500	(1,000,000)	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Jun	1,520,500	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Jul	1,520,500	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Aug	1,520,500	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Sep	2,876,818	-	250,000	3,600	(3,600)	4,750	(4,750)	(4,750)
Oct	4,508,000	-		3,600	-	4,750	-	-
Nov	1,520,500	-		3,600	-	4,750	-	-
Dec	1,520,500	-		3,600	-	4,750	-	-
Total	26,176,818	(1,000,000)	2,000,000	44,000	(33,200)	57,000	(47,750)	(47,750)

2011A

Debt Service		#1033343
Jan	564,600	(564,600)
Feb	564,620	(564,620)
Mar	564,620	(564,620)
Apr	564,620	(564,620)
May	564,620	(564,620)
Jun	564,620	(564,620)
Jul	564,620	(564,620)
Aug	564,620	(564,620)
Sep	564,620	(564,620)
Oct	564,620	-
Nov	564,620	-
Dec	-	-
Total	6,210,800	(5,081,560)

Albany Water Board - Excess Funds

Fidelity Account No. 676-196705

<u>Issue Description</u>	<u>Coupon</u>	<u>Maturity</u>	<u>Par Amount</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Purchase Yield</u>	<u>Percent</u>
<u>Money Market</u>							
Money Market FCASH	0.010%	09/23/15	66,592.45	100.00	66,592.45	0.01%	2.19%
<u>US Government</u>							
Safra Natl Bank	0.500%	10/30/15	63,000.00	100.03	63,021.42	0.54%	2.08%
Synchrony Bank	0.900%	03/14/16	100,000.00	100.26	100,261.00	0.71%	3.30%
BMW Bank	0.500%	03/28/16	249,000.00	100.07	249,184.26	0.60%	8.21%
Discover Bank	0.800%	03/28/16	100,000.00	100.28	100,284.00	0.64%	3.30%
Medallion Bank	0.500%	05/09/16	249,000.00	100.15	249,378.48	0.50%	8.22%
Synovus Bank	0.650%	06/24/16	97,000.00	100.15	97,141.62	0.54%	3.20%
UBS Bank USA	0.750%	07/01/16	249,000.00	100.22	249,542.82	0.61%	8.22%
US Treasury	0.500%	11/30/16	500,000.00	100.00	499,995.00	0.58%	16.48%
GE Capital Bank	1.350%	08/31/16	134,000.00	100.73	134,978.20	1.02%	4.45%
Capital One Bank USA	0.850%	01/23/17	85,000.00	100.34	85,287.30	1.00%	2.81%
Goldman Sachs Bk USA	1.000%	02/06/17	100,000.00	100.23	100,234.00	1.17%	3.30%
US Treasury	0.750%	03/15/17	500,000.00	100.20	501,010.00	0.91%	16.51%
Compass Bank	1.250%	09/11/17	245,000.00	100.01	245,026.95	1.37%	8.07%
CIT Bank	1.850%	05/16/18	140,000.00	101.26	141,757.00	1.67%	4.67%
US Treasury	1.625%	07/31/20	150,000.00	100.57	150,852.00	1.54%	4.97%
Totals	0.823%	01/11/17	3,027,592.45		3,034,546.50	0.84%	100.00%

Albany Water Board - On Going Projects Reserves

Fidelity Account No. 676-202885

<u>Issue Description</u>	<u>Coupon</u>	<u>Maturity</u>	<u>Par Amount</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Purchase Yield</u>	<u>Percent</u>
<u>Money Market</u>							
Money Market FCASH	0.010%	09/23/15	6,258.96	100.00	6,258.96	0.01%	0.21%
<u>US Government</u>							
Synchrony Bank	0.900%	03/14/16	100,000.00	100.26	100,261.00	0.71%	3.32%
Discover Bank	0.800%	03/28/16	90,000.00	100.28	90,255.60	0.64%	2.99%
Investors Bank	2.300%	05/05/16	247,000.00	101.18	249,904.72	0.62%	8.27%
GE Capital Bank	1.350%	08/31/16	111,000.00	100.73	111,810.30	1.02%	3.70%
Synovus Bank	0.650%	06/24/16	73,000.00	100.15	73,106.58	0.54%	2.42%
Sallie Mae Bank	1.350%	10/24/16	135,000.00	100.81	136,097.55	1.17%	4.50%
US Treasury	0.375%	10/31/16	125,000.00	99.92	124,896.25	0.50%	4.13%
Capital One Bank USA	1.000%	10/31/16	100,000.00	100.37	100,365.00	0.69%	3.32%
Key Bank NA	0.600%	10/31/16	232,000.00	99.93	231,830.64	0.60%	7.67%
Safra National Bank	0.550%	11/15/16	182,000.00	99.95	181,914.46	0.65%	6.02%
Goldman Sachs Bk USA	1.000%	02/06/17	78,000.00	100.23	78,182.52	1.17%	2.59%
US Treasury	0.750%	03/15/17	250,000.00	100.20	250,505.00	0.91%	8.29%
Ally Bank	1.100%	04/10/17	200,000.00	100.18	200,362.00	1.25%	6.63%
US Treasury	0.500%	04/30/17	245,000.00	99.77	244,429.15	0.60%	8.09%
Barclays Bank	1.100%	05/08/17	190,000.00	100.23	190,435.10	1.30%	6.30%
Barclays Bank	1.100%	05/15/17	55,000.00	100.18	55,099.00	1.10%	1.82%
Comenity Capital Bank	1.150%	05/25/17	249,000.00	100.64	250,588.62	0.92%	8.29%
American Express FSB	1.450%	10/30/17	245,000.00	99.99	244,977.95	1.60%	8.11%
Sallie Mae Bank	1.400%	12/18/17	100,000.00	100.61	100,613.00	1.53%	3.33%
Totals	1.049%	01/19/17	3,013,258.96		3,021,893.40	0.92%	100.00%

MEMORANDUM

To: Vice Chairman David R. McGuire
From: Gerald E. Campbell
Date: September 10th, 2015
Re: Water Bill Review Hearing

Pursuant to City Ordinance 19.31.98, the Water Bill Review Committee has reviewed the following cases on September 10th, 2015 and has made the following recommendation(s) for consideration by the Water Board.

Cathy Sainato
30 Harwich Drive
Albany, NY 12205

RE: 423 Quail Street

Current Bill \$ 2130.21
Protested Bill \$ 1,943.76
Penalty \$ 97.19
Interest \$ 19.44

Cathy Sainato was present at the meeting and explained her protest. The Water Bill Review Committee recommends the bill be split over six months with the removal of all penalties and interest.

Marie A Saint Fort
120 Bradford Street
Albany, NY 12206

RE: 120 Bradford Street

1x modification
Brings Bill
to
\$623.65

Current Bill \$ 3,772.34
Protested Bill \$ 3,625.86
Penalty \$ 94.25
Interest \$ 52.53

Marie A Saint Fort was present at the meeting and explained her protest. The Water Bill Review Committee recommends the one-time water bill modification with six month payment plan. Also the removal of all penalties and interest.

Marc C. Godstein
29 Orchard Park Drive
Clifton Park, NY 12065

RE: 263 Fuller Road

Current Bill \$ 12,938.30
Protested Bill \$ 12,025.68
Penalty \$ 601.28
Interest \$ 240.52

Marc C Goldstein was present at the meeting and explained his protest. The Water Bill Review Committee recommends the bill be split over six months with the removal of all penalties and interest.

Edward Molitor
35 Rosemont Street
Albany, NY 12203

RE: 35 Rosemont Street

1x modification
Brings Bill
to 649.70

Current Bill \$ 4,199.48
Protested Bill \$ 3,770.04
Penalty \$ 188.50
Interest \$ 75.40

Edward Molitor was present at the meeting and explained his protest. The Water Bill Review Committee recommends the one-time water bill taking the bill from \$3770.04 to \$649.70.

Read and Laniado, LLP
25 Eagle Street
Albany, NY 12207

RE: 25 Eagle Street

Current Bill \$ 891.78
Protested Bill \$ 891.78
Penalty \$ 44.58

Tyler Wolcott was present at the meeting and explained his protest. The Water Bill Review Committee recommends the one-time water bill modification with three cycle payment plan with the removal of all penalties and interest.

Henry Pobee-Mensah
260 South Allen Street
Albany, NY 12208

RE: 260 South Allen Street

Current Bill \$ 958.50
Protested Bill \$ 838.38
Penalty \$ 41.92
Interest \$ 8.38

Henry Pobee-Mensah was present at the meeting and explained his protest. The Water Bill Review Committee recommends the bill be split over six months with the removal of all penalties and interest.

cc: Commissioner Joseph Coffey
Andrea Scheely

Protest
421-9 Quail Street
Account: 018396 Route: 214/20500
Luigi & Catherine Sainato

Customer is protesting the June bill in the amount of \$1,943.76, with a consumption of 36,400 cubic feet. This bill is for the service period of January 3, 2015 to May 1, 2015.

AWD sent out for a re-read due to high consumption a card was left for owner to contact on May 11, 2015. Customer called and stated that nothing happened at property. A check, test, and read was scheduled for July 23, 2015.

Results:

Meter reads 98,083 cubic feet

Meter tested 100%

No leaks

Meter does feed 3 shops-Sainato's Market, Dabb City Smoke Shop, and Woodlawn Tailors

The average daily consumption during the cycle was 305.88 cubic feet a day. From May 1 thru May 11 the average daily decreased to 0 cubic feet a day. From May 11 thru July 23 the average daily increased to 9.58 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 9/10/15 meeting:

Six month payment plan with removal of all penalties and interest.

This meter feeds three businesses
Income property

Protest
120 Bradford Street
Account: 012267 Route: 319/7800
Marie A. Saintfort

Customer is protesting 2 billings in the amount of \$1,885.02, with a consumption of 35,300 cubic feet and \$1,933.08, with a consumption of 36,200 cubic feet. The bills are for the service periods of October 9, 2014 to February 5, 2015 and February 6, 2015 to June 2, 2015.

AWD sent out for a re-read due to an estimated read. Owner was contacted for an inspection on June 15, 2015 to check to see if meter was plugged and AWD found that the Orion was loose.

Results:

Meter reads 76,148 cubic feet
New Orion was installed.

AWD tried contacting customer on June 22, 2015 to let her know that the outgoing bill was going to be high. Someone checked for her and found water running to basement. Customer had a broken pipe burst under the floor and never knew it. A check, test, and read was scheduled for July 14, 2015.

Results:

Meter tested 100%
No leaks-noticed an issue with 2nd floor shower-it is shut off and being repaired.

The average daily consumption during the cycle was 302.40 cubic feet a day. From June 15 thru July 14 the average daily decreased to 96.66 cubic feet a day.

Overview of 9/10/15 meeting:

Customer is eligible for the one time Water Bill Modification Policy.
Average of the last three bills \$124.73
Formula $\$124.73 \times 5 = \623.65
Reduction to be taken off original bill in the amount of \$3818.10 is \$3,194.45.

Also, recommending a six month payment plan on reduced bill and the removal of all penalties and interest upon final payment.

Protest
263 Fuller Road
Account: 026190 Route: 122/35400
Mercer Properties LLC

Customer is protesting the April bill in the amount of \$12,025.68, with a consumption of 225,200 cubic feet. This bill is for the service period of December 2, 2014 to April 1, 2015.

AWD sent out for a re-read due to high consumption. When the service member arrived she looked through the window and noticed that the back door was broken. AWD dispatch was notified and they stated that there was a history of the night crew and code enforcement being there on March 27, 2015 due to a phone call from someone stating that there was water all around the house. The night crew could not locate the curb stop so they turned water off at meter. AWD contacted the property manager on April 10, 2015. He stated that they were not aware of any leaks and that the last time anyone was at the property was a month prior. AWD scheduled an inspection to see if meter and Orion were still at property.

Results:

Meter read 245,741 and installed new Orion
Wire was cut to old Orion, pipes were cut and property was vandalized. This is a vacant property.

Meter tested 100% on July 29, 2015

The average daily consumption during the cycle was 1,861.16 cubic feet a day. From April 1 thru April 8 the average daily decreased to 0 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 9/10/15 meeting:

Six month payment plan with penalties and interest removed upon final payment

Protest
35 Rosemont St
Account: 024584 Route: 119/33200
Leonora Molitor

Customer is protesting the April bill in the amount of \$3,770.04 with a consumption of 70,600 cubic feet. This bill is for the service period of December 4, 2014 to April 14, 2015.

AWD sent out for a re-read due to high consumption. The owner's health aid let Awd in the basement and there was a burst pipe. There was water pouring all over the foundation and the floor. With the owner's verbal consent AWD shut off the valve for that pipe. It stopped the leak.

A check, test, and read was performed on August 31, 2015.

Results:

Meter read 84527 cubic feet
Meter tested 100%
No leaks

The average daily consumption during the cycle was 583 cubic feet a day. From April 1 thru April 9 the average daily increased to 1425 cubic feet a day. From April 9 thru April 14 the average daily decreased to 20 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 9/10/15 meeting:

Owner is eligible for the Water Board One Time Bill Modification Policy.
Average of the last three bills \$129.94
Formula $\$129.94 \times 5 = \649.70
Reduction to be taken off original bill in the amount of \$3770.04 is \$3120.34.

Also, recommending a six month payment plan on reduced bill and the removal of all penalties and interest upon final payment.

Protest
25 Eagle Street
Account: 028611 Route: 417/54
Read & Laniado

Customer is protesting the August bill in the amount of \$891.78, with a consumption of 16,700 cubic feet. This bill is for the service period of March 3, 2015 to July 1, 2015.

AWD sent out for a re-read due to high consumption, a card was left for owner to contact on July 15, 2015. Customer contacted AWD on August 11, 2015, and schedule a check, test, and read for August 12, 2015.

Results:

Meter & Orion read 44,800 cubic feet
Meter tested 100%
No leaks

The average daily consumption during the cycle was 138.01 cubic feet a day. From July 1 thru July 15 the average daily decreased to 7.14 cubic feet a day. From July 15 thru August 12 the average daily stayed the same at 7.14 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 9/10/15 meeting:

3 Cycle payment plan with removal of Penalty & Interest

Mr. Wolcott representing owners but could not answer any questions regarding property. Stated that there was a small leak on 3rd fl but didn't know for how long or when it was fixed.

Income property
Owners pay promptly

Protest
260 S Allen St
Account: 021880 Route: 212/113
Henry Pobee-Mensah

Customer is protesting the May bill in the amount of \$838.38, with a consumption of 15,700 cubic feet. This bill is for the service period of January 3, 2015 to May 1, 2015.

AWD sent out for a re-read due to high consumption. A card was left for owner to contact on May 8, 2015. Owner contacted AWD and scheduled a check, test, and read and Install for Orion for July 10, 2015.

Results:

Meter read 143,853 cubic feet

Unable to test—movement on flo-dial, leaks were detected. The 1ST floor toilet had old flush kits and not sealing correctly. The 2nd floor toilet was running constantly.

AWD went back out on August 7, 2015 to test meter.

Results:

Meter & Orion read 550 cubic feet

Meter tested 100% and no leaks were found.

The average daily consumption during the cycle was 131.93 cubic feet a day. From May 1 thru May 8 the average daily decreased to 14.28 cubic feet a day. From May 8 thru July 10 the average daily increased to 20.96 cubic feet a day. From July 10 to August 7 the average daily decreased to 17.85 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 9/10/15 meeting:

A six month payment plan with removal of penalties and interest upon final payment.

ALBANY WATER BOARD

10 North Enterprise Drive
ALBANY, NEW YORK 12204
(518) 434-5300

David McGuire, Chairman
William Clay Vice Chairman
David Ranellone, Treasurer
Leo P. Dean, Secretary
Rachel McEneny

MISSION STATEMENT

EXISTING - From the city website – Albany Water Board

Mission

Protect and preserve Albany's water and ensure that it continues to serve our City for decades to come.

Goals of the Albany Water Board are to maintain or increase revenue levels while investigating additional ways to enhance customer service through technological system improvements and continual review and improvement of processes.

Additionally, the Board strives to provide system maintenance in an efficient and cost effective manner.

The Board also creates surveys, maps, plans, specifications, estimates and investigations of proposed dams, reservoirs, aqueducts, sluices, culverts, canals, pumping works, bridges, tunnels, blowoffs, ventilating shafts, filters and conduits and other works of construction. The Albany Water Board reports to the Board of Estimate and Apportionment with recommendations as to what action should be taken.

New Version - PROPOSAL #1

The mission of the Albany Water Board is to provide pure and wholesome drinking water to customers at an affordable price. The Board also operates the City's sewer collection system and transmits sewerage to the county for processing, in accordance with the requirements of regulatory agencies. The Albany Water Board operates as efficiently as possible in an open, transparent and professional manner.

Goals of the Albany Water Board are to maintain or increase revenue levels while investigating additional ways to enhance customer service through technological system improvements and continual review and improvement of processes. Additionally, the Board strives to provide system maintenance in an efficient and cost effective manner.

New Version – PROPOSAL #2 From the city website (Department of Water & Water Supply)

The Department of Water and Water Supply will deliver a reliable and high quality supply of water to our customers, including fire protection; we will collect and safely convey wastewater to treatment facilities and comply with all of our regulatory permit requirements and conditions; we will provide a safe work environment for our employees; we will provide courteous, responsive and professional service to our customers and a work environment that is supportive and respectful of each other.

Albany Water Board

CONFLICT OF INTEREST POLICY

All Albany Water Board Members and employees will be provided with this Conflict of Interest Policy upon commencement of employment or appointment and required to acknowledge that they have read, understand and are in compliance with the terms of the policy.

Board members and employees should review on an ongoing basis circumstances that constitute a conflict of interest or the appearance of a conflict of interest, abide by this policy and seek guidance when necessary and appropriate. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to public authorities.

Conflicts of Interest: A conflict of interest is a situation in which the financial, familial, or personal interests of a director or employee come into actual or perceived conflict with their duties and responsibilities with the Board. Perceived conflicts of interest are situations where there is the appearance that a board member and/or employee can personally benefit from actions or decisions made in their official capacity, or where a board member or employee may be influenced to act in a manner that does not represent the best interests of the Board. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member may have a conflict.

The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy. Board members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a director or employee has or will have:

- A financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or any other arrangement in which the Board participates.
 - The ability to use his or her position, confidential information or the assets of the Board, to his or her personal advantage.
 - Solicited or accepted a gift of any amount under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any action on his/her part.
 - Any other circumstance that may or appear to make it difficult for the board member or employee to exercise independent judgment and properly exercise his or her official duties.
- Outside Employment of Board's Employees: No employee may engage in outside employment if such employment interferes with his/her ability to properly exercise his or her official duties with the Board.

PROCEDURES

Duty to Disclose: All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to the Governance Committee and/or the Ethics Officer. Such written disclosure shall be made part of the official record of the proceedings of the Board.

Determining Whether a Conflict of Interest Exists: The Governance Committee and/or Ethics Officer shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee and/or Ethics Officer should seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the Joint Commission on Public Ethics (JCOPE) when dealing with cases where they are unsure of what to do.

Recusal and Abstention: No board member or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any organization in which he or she is deemed to have an interest. Board members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned, and are prohibited from attempting to influence other board members or employees in the deliberation and voting on the matter.

Records of Conflicts of Interest: The minutes of the Board's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

Reporting of Violations: Board members and employees should promptly report any violations of this policy to his or her supervisor, or to the public authority's ethics officer, general counsel or human resources representative in accordance with the Board's and/or City of Albany's Whistleblower Policy and Procedures.

Penalties: Any director or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules or regulations.

Adopted by the Albany Water AWB as of:

Resolution:

TABLE OF CONTENTS

	<u>PAGE REFERENCE</u>
STATEMENTS OF CASH FLOWS	1
OTHER FINANCIAL INFORMATION	
Schedule of Revenues	2
Schedule of Operating Expenses	3
Schedule of Capital Project Costs	4
Schedule of Overtime & Due from Albany	5

**ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
STATEMENTS OF CASH FLOWS
August 31, 2015**

	One Month Period Ended		Year-To-Date Periods Ended		Percent Variance	Variance	Percent Variance
	2015	2014	2015	2014			
Revenues							
Water/sewer revenue	\$ 3,400,038	\$ 2,519,528	\$ 23,851,434	\$ 22,054,012	34.9%	\$ 1,797,422	8.2%
Investment income	2,425	718	135,526	110,790	237.7%	24,736	22.3%
Total revenues	3,402,463	2,520,246	23,986,960	22,164,802	35.0%	1,822,158	8.2%
Operating expenses							
Operation/maintenance costs	1,022,795	1,261,457	13,794,195	13,244,636	-18.9%	549,559	4.1%
Board/Authority expenses	2,538	18,422	55,063	62,054	-86.2%	(6,991)	-11.3%
Total expenses	1,025,333	1,279,879	13,849,258	13,306,690	-19.9%	542,568	4.1%
Net operating cash flows before debt service and capital project costs	2,377,130	1,240,367	10,137,702	8,858,112	91.6%	1,279,590	14.4%
Debt service costs	(564,620)	(566,080)	(4,516,940)	(4,602,760)	0.0%	85,820	-1.9%
Capital project costs	(59,130)	(356,661)	(519,592)	(849,338)	0.0%	329,746	0.0%
Net cash flow (deficiency)	\$ 1,753,380	\$ 317,626	\$ 5,101,170	\$ 3,406,014	452.0%	\$ 1,695,156	49.8%

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

SCHEDULE OF

August 31, 2015

	2015 Budget	2015 Actual	Variance Favorable (Unfavorable)	Variance %	2014 Budget	2014 Actual	Variance Favorable (Unfavorable)	Variance %
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Water and sewer revenue

August	\$ 2,847,912	\$ 3,400,038	\$ 552,126	19%	\$ 2,534,900	\$ 2,519,528	\$ (15,372)	-1%
Year-to-Date	\$ 19,667,442	\$ 23,851,434	\$ 4,183,992	21%	\$ 19,349,737	\$ 22,054,012	\$ 2,704,275	14%

Investment income

August	\$ 12,500	\$ 2,425	\$ (10,075)	-81%	\$ 12,500	\$ 718	\$ (11,782)	-94%
Year-to-Date	\$ 100,000	\$ 135,526	\$ 35,526	36%	\$ 100,000	\$ 110,970	\$ 10,970	11%

Additional Cash Receipts

Meter Recovery Fees

August	\$ -	-	-					
Year-to-Date	\$ -	\$ -	-					

Sales of Scrap

August	\$ -	\$ 550	550					
Year-to-Date	\$ -	\$ 8,888	8,888					

Insurance Recoveries

August	\$ -	\$ -	-					
Year-to-Date	\$ -	\$ -	-					

Miscellaneous Income

August	\$ -	\$ 2,740	2,740					
Year-to-Date	\$ -	\$ 64,231	64,231					

Note: The revenue budgets reflect forecasted revenue collections of \$34,700,000 and \$33,500,000 for 2015 and 2014, respectively.

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF OPERATING EXPENSES
August 31, 2015

	2015 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE AUGUST 2015			2014 YTD ACTUAL
		ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
Administration					
Personnel services	910,771	\$ 613,019	\$ 520,765	\$ 92,254	\$ 481,267
Equipment	1,000	\$ 554	975	(421)	-
Contractual and other expenses	178,019	\$ 98,640	122,454	(23,814)	88,333
Benefits	346,151	\$ 230,767	200,728	30,039	195,250
	1,435,941	942,981	844,922	98,059	764,850
Supply, Power and Pumping					
Personnel services	872,825	\$ 587,478	436,228	151,250	535,005
Equipment	-	\$ -	-	0	11,573
Contractual and other expenses	112,030	\$ 62,076	24,251	37,825	65,466
Benefits	305,646	\$ 203,764	126,281	77,483	130,397
	1,290,501	853,318	586,760	266,558	742,441
Purification					
Personnel services	1,106,042	\$ 744,451	726,900	17,551	718,609
Equipment	190,000	\$ 105,279	111,343	(6,064)	18,199
Contractual and other expenses	1,123,178	\$ 622,353	532,346	90,007	610,818
Benefits	281,837	\$ 187,891	231,489	(43,598)	211,573
	2,701,057	1,659,975	1,602,078	57,897	1,559,199
Transmission/Distribution					
Personnel services	2,441,091	\$ 1,643,042	1,423,630	219,412	1,526,262
Equipment	545,848	\$ 302,454	190,598	111,856	377
Contractual and other expenses	1,636,097	\$ 906,561	997,994	(91,433)	1,108,736
Benefits	759,548	\$ 506,365	497,067	9,298	491,305
	5,382,584	3,358,423	3,109,289	249,134	3,126,680
Sewer Services					
Personnel services	577,104	\$ 388,435	449,287	(60,852)	517,427
Equipment	166,000	\$ 91,981	112,240	(20,259)	3,163
Contractual and other expenses	1,274,710	\$ 706,317	971,986	(265,669)	661,034
Benefits	217,330	\$ 144,887	84,088	60,799	119,416
	2,235,144	1,331,619	1,617,601	(285,982)	1,301,040
Pumping Stations					
Personnel services	149,790	\$ 95,210	102,246	(7,036)	107,572
Equipment	15,000	\$ 8,312	4,238	4,074	-
Contractual and other expenses	334,573	\$ 185,387	253,396	(68,009)	247,526
Benefits	70,259	\$ 46,839	40,502	6,337	38,417
	569,622	335,748	400,382	(64,634)	393,515
Taxes Paid to Municipalities	2,031,114	\$ 600,000	558,787	41,213	591,288
County Sewer Contract	6,050,000	\$ 3,025,000	3,050,782	(25,782)	2,878,387
Contingencies, Insurance and Other	4,500,703	\$ 2,250,192	2,023,594	226,598	1,887,246
TOTALS	\$ 26,196,666	\$ 14,357,256	\$ 13,794,195	\$ 563,061	\$ 13,244,646

EXPENSE SUMMARY:

	2015	2014	Change
Personal Services	3,659,056	3,886,142	(227,086)
Equipment	419,394	33,312	386,082
Contractual and other expenses	2,902,427	2,781,913	120,514
Benefits	1,180,155	1,186,358	(6,203)
Other	5,633,163	5,356,921	276,242
	13,794,195	13,244,646	549,549

Percent Increase/Decrease over 2014
Percent under Budget

4.1%
4.1%

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF CAPITAL PROJECT COSTS
January 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
	\$	46,916,673

Comparative Expenditures

[----- 2014 -----]		2015	
January	\$ -	January	\$ -
February	-	February	77,235
March	179,866	March	33,828
April	68,851	April	84,334
May	81,000	May	86,474
June	73,900	June	17,174
July	89,061	July	161,417
August	356,661	August	59,130
September	173,016	September	
October	38,591	October	
November	240,823	November	
December	530,315	December	
	\$ 1,832,084		\$ 519,592

	Budget 8/31/2015 YTD	Actual 8/31/2015 YTD	Budget Difference (over)/under	Actual 8/31/2014 YTD	Actual Difference (over)/under
OVERTIME					
<i>Supply, Power and Pumping</i>	\$ 63,942	\$ 30,363	\$ 33,579	\$ 65,435	\$ 35,072
<i>Purification</i>	\$ 90,865	\$ 81,792	\$ 9,073	\$ 77,203	\$ (4,589)
<i>Transmission/Distribution</i>	\$ 201,923	\$ 237,988	\$ (36,065)	\$ 258,042	\$ 20,054
<i>Sewer Services</i>	\$ 26,923	\$ 46,225	\$ (19,302)	\$ 49,999	\$ 3,774
<i>Pumping Stations</i>	\$ 6,731	\$ 8,781	\$ (2,050)	\$ 10,123	\$ 1,342
TOTAL	\$ 390,385	\$ 405,149	\$ (14,764)	\$ 460,802	\$ 55,653

Percentage **-3.8%** **13.7%**

8/31/2015

\$ 11,052,430

DUE FROM THE CITY OF ALBANY



2015 Accomplishments– Department of Water and Water Supply

Safety – The Department established an employee driven Safety Committee (Safety Excellence Team - SET). The SET recommended and the Albany Water Board adopted a **Safety Philosophy** and an **Employee Health & Safety Pledge**. We have established **Job Site Safety Plans** for our standard work tasks and also for special projects. We implemented **Task Safety analyses** and Department wide documentation and tracking of **Safety Training**. We implemented Department wide **Confined Space Entry training**.

Reduce Unaccounted for Water – The Department achieved **100% metering** in calendar year 2015.

Implement new software with Customer Service Portal – The Department has engaged in start-up implementation associated with the new **Enterprise Resource Planning** software system, including a **new utility billing program module**.

Compliance with Consent Order & Long Term Control Plan – The Department has met all milestone dates associated with the Consent Order to abate Combined Sewer Overflows; notably the construction of the **Quail St. Green Infrastructure** demonstration project in 2015. The Department has also executed the **Intermunicipal Agreement with the Albany Pool Communities** and holds Board positions on both the IMA Board and the Local Development Corporation Board. The Department has also initiated work tasks associated with the **Preliminary Design Report for the Big “C” Control facility**.

Conduct Flood Assessment and establish Strategies for Flood Mitigation – after the August 2014 major storm event the Department met with Community groups and established 2015-2016 priority projects for flood mitigation. In 2015, the Department will have **completed design development for flood mitigation projects for the Hansen/Ryckman neighborhood and Elberon St.** and the projects will go out to bid for construction in 2016. The Department also is continuing to conduct additional flood assessment activities to identify the next phase of design development for flood mitigation projects.

Additional Accomplishments – completed **Filtration Plant masonry repairs and roof replacement;**

2016 BUDGET – COMPREHENSIVE NARRATIVE

DEPARTMENT OF WATER AND WATER SUPPLY

The Department of Water and Water Supply will: deliver a reliable and high quality supply of water to our customers, including fire protection; collect and safely convey wastewater to treatment facilities and comply with all of our regulatory permit requirements and conditions; provide a safe work environment for our employees; provide courteous, responsive and professional service to our customers and a work environment that is supportive and respectful of each other. It is the responsibility of our department to maintain our water and sewer system and plan future improvements. We will undertake planning for future water, sewer and storm water infrastructure needs for new development in the City. We will respond to flooding problems, including assisting the City with the maintenance and repair of drainage systems and administer the City of Albany MS4 Program. Additionally, we will invest and incorporate technology to increase operational efficiency and explore opportunities for revenue enhancement, and achieve sustainability through active management of our natural resources.

The 2016 budget for the Department of Water and Water Supply does not include a rate increase.

- ORGANIZATION AND STAFFING

The Department of Water and Water Supply is in the active implementation phase of the Albany Pool Communities Long Term Control Plan (LTCP) for mitigation of Combined Sewer Overflows. The Department has initiated an asset management program to address the challenges associated with aging sewers and increased incidences of flooding associated with more frequent major precipitation events experienced in the past few years, and the need to update our water filtration plant, last addressed in 1991. To address the engineering and project management needed to implement the LTCP, develop an asset management program for our water and sewer infrastructure, and address the necessary planning and engineering associated with flood migration, the Department has developed an organization and staffing plan that will provide the necessary professional and technical skills and experience to meet the challenges that we presently face and that lie ahead. In the 2016 budget, we continue to build capacity to address increasing emphasis on preventive maintenance; to meet the City's responsibilities outlined in the LTCP; tasks outlined in the Consent Order with the NYSDEC, and planning design upgrades to the water and sewer systems. Strategically, the Department is positioning to do more professional and technical planning and design work internally. Currently, both the Commissioner and Deputy Commissioner are licensed NYS Professional Engineers.

- BW8310 WATER ADMINISTRATION

The administration unit is responsible for the Leadership, Management and Operation of the Water, Sewer and Stormwater Systems for the City of Albany. The Unit formulates policy, provides Water and Sewer system Planning and Engineering Services,

and provides daily operational oversight of all Department activities. This unit also provides administrative and support staff for billing, finance, meter reading and customer service.

- BW8120 SEWER MAINTENANCE & BW8130 PUMPING STATIONS

The Sewer Maintenance unit is responsible for the operation and maintenance of the sewer collection system and storm drainage system, consisting of over 900 miles of sanitary, storm and combined sewers, and more than 8,000 manholes and catch basins. Approximately 31,000 service laterals are connected to the system. All wastewater is conveyed to the Albany County Sewer District for treatment and discharge to the Hudson River. The Pumping Station Unit is responsible for the operation and maintenance of 26 wastewater pumping stations.

- BW8320 SOURCE OF SUPPLY, POWER AND PUMPING

The Source of Water Supply, Power and Pumping Unit is responsible for the operation and maintenance of our water supply reservoirs, and over 43,965 feet of 48-inch conduits that carry raw water from the Alcove Reservoir to the Feura Bush Filtration Plant, and 58,375 feet of 48-inch conduits, that supply treated water from the Filter Plant to the transmission/distribution system and to the Loudonville Reservoir storage basins. The source of supply for the Albany Water System consists of two surface water supply reservoirs: the Alcove and Basic Creek, Reservoirs each situated in the Helderberg Mountains, approximately 20 miles southwest of the City. The Alcove is the primary supply reservoir and contains up to 13.5 billion gallons of water with a surface area of 1,436 acres (2.24 square miles), and is located in the Town of Coeymans. The Basic Creek Reservoir normally contains 716 million gallons of water with a surface area of 265 acres (0.414 square miles), and is located in the Town of Westerlo. This Unit provides security, inspections and water shed management to protect the water supply sources from contamination.

- BW8330 PURIFICATION

The Purification Unit is responsible for the operation and maintenance of The Feura Bush Water Filtration Plant, the Loudonville Reservoir system which stores approximately 212 million gallons of treated water, and the Pine Bush water pumping station, including the Pine Bush Water Storage Tank. The Water Filtration Plant is located in the Town of Bethlehem, with a design capacity of 32 million gallons of per day (MGD). The plant was constructed and placed into operation in 1932, and received a significant upgrade in 1991. We are currently in the midst of a roof replacement and concrete/masonry restoration project that will be completed in late 2015. The plant is currently producing an annual average of approximately 20 MGD. The plant has a New York State certified laboratory co-located within the plant to test chemical and bacteriological parameters in accordance with parameters established by NYS Department of Health, and to provide analytical information to assist the Operators to provide the best possible water quality to our customers.

- BW8340 TRANSMISSION AND DISTRIBUTION

The Unit is responsible for the operation and maintenance, repairs and reconstruction associated with approximately 376 miles of pipes ranging from 4-inches to 48-inches in diameter, over 3,000 hydrants and 8,700 valves, and perform surface restoration associated with repair activity. The distribution system is the oldest part of the water system, with mains constructed as early as 1851 still in use. Approximately 27% of the distribution system was placed in service prior to 1900.

- BW8350 WATER AND SEWER CAPITAL EXPENDITURES

Funds in this account are targeted for studies, design and construction of infrastructure improvements to the City's water and sewer systems. Projects are identified and endorsed by the Albany Water Board and Albany Municipal Finance Authority.

- BW8189 SEWER COSTS

Funds in this account are for the Contract with the Albany County Sewer District for Treatment and Interceptor sewers.

2016 GOALS – DEPARTMENT OF WATER AND WATER SUPPLY

- **Safety** – reduce job-related incident reports and job related injuries; metric is Total Incidence Rate (TIR), and Total Recordable Incidence Rate (TRIR).

Budget Objective – reduce expenses from reduction in Workers Compensation Claims, and lost time that necessitates overtime when staff work double shifts to cover the position that is out on leave.

- **Protection of the Water Supply** – provide appropriate level of security - including physical barriers, access control, intrusion detection and response; provide staff resources and financial investment to manage our watershed properties to optimize water quality and assure long-term environmental protection and sustainability.

Budget Objective – budget staff levels and investment to maintain a “Best Management Practices” philosophy.

- **Reduce Unaccounted for Water** – increase leak detection program and upgrade treatment facility meters to accurately determine unaccounted for water.

Budget Objective – invest in staffing and equipment that will decrease unaccounted for water that does not generate revenue. This will result in lower throughput at the water treatment plant, resulting in lower chemical use and provide an increase in reserve capacity. The increase in reserve capacity will provide a foundation to seek additional revenue sources thru “outside” water sales.

- Continue **Compliance with Consent Order and Long Term Control Plan** implementation schedule.

Budget Objective – Compliance with the Consent Order and the Long Term Control Plan implementation schedule will avoid statutory financial penalties. Budget Investment in elements of the LTCP will reduce the frequency of our sewer backups and assist our flood mitigation efforts that are the source of financial claims against the City. These investments will also improve “quality of life” issues for our residents.

- Increase **Preventive Maintenance** on Water and Sewer Infrastructure.

Budget Objective – As an outgrowth of our asset management program, we will invest in additional staff and equipment to increase preventive maintenance of our water and sewer infrastructure. The emphasis on preventive maintenance will help us identify and assign priorities for repairs and/or phased replacement based both on the risk of failure and the consequences of a failure of the asset. The objective will be more accurate forecasting of future repair and replacement budget expenses, and a reduction in emergency repairs.

- Participate in **Formulation of Hazard Mitigation Plan**, and identify **Flood Mitigation Projects**.

Budget Objective – Select Flood Mitigation projects that will have the greatest benefit based on FEMA flood risk assessment models. This will result in a reduction in claims against the City, a reduction in out of pocket costs for residents that have been impacted by flooding, and will promote new private financial investment in neighborhoods that have had a history of flooding.

- Implement **New ERP Software**.

Budget Objective – implementation of the new Business Management software is intended to promote efficiency and allow a digital platform for the Department to process electronic transaction for water/sewer bills and payments.

STRATEGIES

SAFETY

- Working with AWD Safety Excellence Team, develop a safety awareness and training program for all staff
- Communicate and Reinforce the AWD’s Health and Safety Policy
- Ask Employees to execute the AWD Employee Health and Safety Pledge
- Conduct SET review of all Incidents to establish root cause and mitigation

PROTECTION OF THE WATER SUPPLY

- Collaborate with Albany Police Department on performing an updated vulnerability assessment of critical AWD properties/facilities
- Centralize AWD security management and facility monitoring at 10 N Enterprise Dr.
- Upgrade security monitoring and optimize use of remote monitoring and staffing

- Review physical constraints, access control, intrusion detection and response at critical facilities
- Perform and document engineering assessments at all AWB Dams; install piezometers where beneficial; assure all dam embankments are kept clear of unwanted vegetation.
- Increase monitoring of Alcove and Basic Creek watershed to assure best management practices are followed for erosion and sediment control and agricultural land use to minimize potential for Blue-Green algae and Harmful Algal Blooms (HAB's).

UNACCOUNTED FOR WATER

- Increase meter reading frequency to establish a more accurate water balance (produced versus consumed)
- Improve leak detection program using better equipment and more training for staff in leak detection methods
- Identify and deploy a crew dedicated to leak detection
- Upgrade meters at the Feura Bush water treatment plant for increased accuracy

LONG TERM CONTROL PLAN & CONSENT ORDER COMPLIANCE

- Work with AWB Consulting Engineer to develop our Asset Management Program and Plan
- Hire a GIS Mapping Specialist and develop accurate and updated digital mapping of all Water and Sewer Infrastructure
- Continue Capital Projects Outlined in Consent Order
- Participation in LTCP Intermunicipal Agreement and Local Development Corporation Boards of Directors

PREVENTIVE MAINTENANCE

- Develop and implement a formal Sewer Preventive Maintenance Schedule based on history of past maintenance and repairs
- Upgrade water and sewer system maps - begin a program to replace existing mapping with new mapping using modern location techniques and geographic information systems.
- Renovate the Feura Bush Filtration Plant – continue rehabilitation of the buildings, replace chemical feed systems, relocate and upgrade the control room.
- Valve Replacement - replace or install new valves to facilitate isolation and repair of transmission mains.
- Purchase additional excavator equipment to conduct more in-house repairs to reduce contractor expenses
- Purchase an additional vac-jet truck to increase sewer cleaning frequency

- Increase sewer staffing and utilization of the camera truck; deploy a crew(s) dedicated to camera inspection of sewer lines on the evening shift

FLOOD RISK ASSESSMENT & FLOOD MITIGATION

- Complete H&H model of the Beaver Creek Sewershed
- Work with NYSOGS and U Albany to collaborate on land use and opportunities to reduce stormwater from their properties
- Construct Elberon Place and Hansen/Ryckman Sewer Improvement and Flood Mitigation Projects
- Establish Flood Mitigation capital projects for 2017-2019

NEW ERP SOFTWARE

- Collaborate with Other City Departments to assure successful implementation of new enterprise software
- Implement new billing software.

BUDGET CONSIDERATIONS & HIGHLIGHTS

- The AWD Rate Consultant has recommended no rate increase for the upcoming year
- We are planning increases in infrastructure repair, replacement and renovation expenses over the next 3-5 years; we have grown from a 2014 infrastructure budget of \$2 million to \$3 million in 2015 and plan additional ramp up in 2016-2018
- We are planning to invest at least \$1 million in new equipment and vehicles over the next 3 years
- We are planning to add 10 FTE positions in 2016 and 4 FTE positions in 2017

Albany Water Board
Albany Municipal Water Finance Authority

Summary Budget and Transfer Document
2016 2017 2018

	2016	2017	2018
Water/sewer revenue	\$ 38,000,000	\$ 38,380,000	\$ 38,763,800
Investment revenue	\$ 150,000	\$ 150,000	\$ 150,000
Total revenue	\$ 38,150,000	\$ 38,530,000	\$ 38,913,800
System operating expenses (Exhibit A) (net of capital projects)	28,456,200	29,439,221	30,088,955
Board expenses (Exhibit B)	\$ 44,000	\$ 44,440	\$ 44,884
Authority expenses (Exhibit C)	\$ 65,000	\$ 65,650	\$ 66,307
Total expenses	\$ 28,565,200	\$ 29,549,311	\$ 30,200,146
Amount available to fund debt service and capital projects	\$ 9,584,800	\$ 8,980,689	\$ 8,713,654
Debt service (Exhibit D)	\$ (6,388,521)	\$ (5,681,608)	\$ (4,797,969)
Capital Projects	\$ (3,000,000)	\$ (3,000,000)	\$ (3,000,000)
Budgeted surplus (deficit)	\$ 196,279	\$ 299,081	\$ 915,685

Debt Ratio Computation

1.15:1 Requirement

Department of Water & Water Supply

Personnel worksheet - Budget 2016 - 2018

Budget Unit

8120 - Sewer Maintenance

Salaries are subject to CSEA and AFSCME Collective Bargaining - no Department discretion

Staff changes proposed in 2016 - Plan to Promote a Sewer Foreman to an Assistant Operations Manager in the 2016 Budget. The Sewer Foreman current salary is \$46,521 and the budget salary for the Assistant Operations Manager (Sewers) is \$55,000. The Sewer Maintenance Unit is responsible for the operation and maintenance of the sewer collection system and the storm drainage system, consisting of over 900 miles of sanitary, storm and combined sewers, more than 8,000 manholes and catch basins and over 20,000 frames, grates and covers. Approximately 31,000 service laterals are connected to the system. The intent is to have one individual responsible for the Operation and Maintenance for the sewer unit. The title is equivalent to the traditional title, Sewer Superintendent. The candidate has over 5 years experience as a sewer foreman and also has a BS degree in Mechanical engineering from RPI.

Additional staffing is proposed to run a dedicated crew to staff the camera truck on a full time basis during the day. This staffing will consist of a Foreman, an Equipment Operator, a Repairman and a Laborer. A sewer maintenance crew is also proposed to be added to our evening shift to perform scheduled and emergency sewer repairs, or to staff the camera truck on a second shift.

The staffing increases in this unit are in alignment with implementation of Consent Order directives including development and implantation of an asset management plan and an increased emphasis on preventive maintenance of the sewers to mitigate sewage backups, and sewer overflows.

8130 - Pump Stations

Salaries are subject to CSEA and AFSCME Collective Bargaining - no Department discretion
No staffing changes proposed in 2016. This Unit is under the Supervision of the Sewer Foreman in the 2015 budget and would transition to supervision by the Assistant Operations Manager - Sewers in 2016 Budget.

8310 - Administration

The Department continues to build capacity to ramp up our initiation of projects in the Long Term Control Plan, and to advance planning, design and construction associated with Flood mitigation. We are transitioning from a paper to a digital platform for records management and we are implementing a formal Asset Management Program as directed in the Consent Order. We are also focusing on major improvements and upgrades at the Water Filtration Plant constructed in 1931 and last updated in 1991.

As the economy has improved, we are facing challenges on staffing key positions due to non-competitive salaries. We have posted several positions in 2015 and have had no eligible candidates apply. We are also facing pressure for retaining key Professional and Technical staff due to salaries from State and private sector employers that we cannot compete with. We are budgeting salary increases in 2015 based on merit, comparables and an effort to retain key employees.

In 2016, we are budgeting for the addition of a GIS Specialist to manage our digital mapping and archiving associated with our asset management program. We are budgeting the addition of a Industrial Hygiene Technician (Safety Coordinator) to manage our Safety Program under the Commissioner's direction. Presently, the Commissioner is fully responsible for managing the Department's safety program based on his specialized background and experience. We are budgeting a second Engineering Aide III to complement our Planning and Engineering team. The new position will focus on construction projects, including inspection work. We have budgeted for a full time Superintendent of Water Metering (\$52,000) as we plan for the retirement of the current long tenured Superintendent of Water Metering who is presently working in a part time capacity (\$26,329). We are dropping the vacant Computer Systems Coordinator position from our 2016 Budget and creating a Promotional position, Senior Customer Contact Specialist, to manage our Billing operation. We will infill the Customer Contact Specialist with a new employee. These are critical positions for the Department as we migrate to a new Billing software module in the Enterprise Resource Planning platform.

Proposed Salary Adjustments			
Title	Name	Budget 2015	Proposed 2016
Deputy Commissioner	William Simcoe, P.E.	\$ 90,000	\$ 92,000
Chief Fiscal Officer	Christopher Quirk	\$ 70,000	\$ 72,500
Engineer	Neil O'Connor, P.E.	\$ 65,000	\$ 70,000
Junior Engineer	Maryella Davenport	\$ 52,630	\$ 54,500
Accounting Assistant	Jessica Carpenter	\$ 39,063	\$ 42,000
Engineering Aid III	Lisa Merwin	\$ 46,000	\$ 48,000
Clerk II	Sabrina Mott	\$ 29,894	\$ 31,000
Clerk II	Tracy Saleh	\$ 29,894	\$ 31,000
Customer Service Supervisor	Elizabeth Cassidy	\$ 38,160	\$ 39,500
		\$ 460,641	\$ 480,500

8320 - Source of Supply, Power

Salaries are subject to CSEA and AFSCME Collective Bargaining - no Department discretion In the 2016 budget, we are dropping a Vacant Laborer/Guard& Gate house position, 2 - Vacant Reservoir Patrol Guard positions and 2 - Seasonal Reservoir Patrol Guard Positions. We are adding 2 - Labor-Seasonal Positions

Proposed Salary Adjustments			
Title	Name	Budget 2015	Proposed 2016
Instrument Technician	VACANT	\$ 56,692	\$ 70,000

8330 - Purification

Most Salaries in this unit are subject to CSEA and AFSCME Collective Bargaining - no Department discretion We are adding a Laborer I position in the 2016 Budget to assist with Facilities maintenance.

Proposed Salary Adjustments			
Title	Name	Budget 2015	Proposed 2016
Lab Director	Rifat Hussain, Ph.D	\$ 55,000	\$ 60,000

Merit, Comparables for position are in \$65-\$75k range

8340 - Transmission & Distribution

Most Salaries in this unit are subject to CSEA and AFSCME Collective Bargaining - no Department discretion

Staff changes proposed in 2016 - Plan to Promote a Water Foreman to an Assistant Operations Manager is in the 2016 Budget. The Water Foreman current salary is \$46,521 and the budget salary for the Assistant Operations Manager (Water) is \$55,000. The title is equivalent to the traditional title, Water Superintendent. The candidate has over 20 years experience as a water foreman/repairman and also serves as the Permit Coordinator for the Department, and Department liaison with Special Events. The intent is to have one individual responsible for the Operation and Maintenance for the T&D unit.

This Unit is responsible for operation and maintenance of over 43,965 feet of 48-inch conduits that carry raw water from the Alcove Reservoir to the Feura Bush Filter Plant. 58,375 feet of 48-inch conduits which supply treated water from the Filter Plant to the distribution system and the Loudonville Reservoir storage basins, which hold approximately 212 million gallons of treated water. The Unit is responsible for the operation and maintenance, repairs and reconstruction associated with approximately 376 miles of pipes ranging from 4-inches to 48-inches in diameter, over 3,000 hydrants and 8,700 valves, and performs surface restoration associated with repair activity. The distribution system is the oldest part of the Water system, with mains constructed as early as 1851 still in use, and approximately 27% of the distribution system was placed in service prior to 1900.

We have dropped a Vacant Inventory Control Manager position from our 2015 budget and replaced the position in the 2016 budget with a Parts Clerk. We have budgeted the planned promotion of 4 - EO1 positions to 4 - EO2 positions to provide more flexibility in the Operation of our equipment. We are adding an additional Repairman and an additional Laborer II position to form a crew dedicated to leak detection and valve repairs. We are budgeting the planned promotion of 2 Laborer III positions to Repairman Positions.

Proposed Salary Adjustments	Budget 2015	Proposed 2016	Justification
Name			
Greg Yonkers	\$ 53,979	\$ 49,000	Incumbent is no longer working as a manager at the Water Filtration plant and 2016 budgeted salary is adjusted to reflect his current and proposed duties and responsibilities
Special Projects manager			

SEWER BACKWATER VALVE GRANT APPLICATIONS

	2015	YTD	MTD
2008-2015			
<u>Summary</u>			
Received	374	15	1
Withdrawn	18	0	
Denied	13	0	
Approved	349	15	1
Pending	0	0	0
Payment Processed	295	16	2
Total of Grant Requests	\$469,211		\$30,900
Total of Grants Approved	\$440,805		\$30,900

Note: Numbers have been modified based on spreadsheet error correction and application follow-up status checks.



City of Albany, NY
Department of Water & Water Supply
MEMO

TO: Joseph E. Coffey, Jr., P.E., Commissioner
FROM: William Simcoe, Deputy Commissioner
RE: 406 North Pearl Street, Tax Parcel 65.16-1-25
Parcel Adjacent to the Entrance to the Patroon Creek Culvert
DATE: 9-8-15

William Simcoe

Digitally signed by William Simcoe
DN: cn=William Simcoe, o=City of Albany, ou=Water,
email=wsimcoe@albany.gov, c=US
Date: 2015.09.08 07:44:10 -0400

There was a building at 406 N Pearl Street that was removed as an emergency demolition. This building was built directly adjacent to the Patroon Creek, which enters into a culvert at North Pearl Street.

I believe it may be currently be owned by the County through tax delinquency. I met with Lee Borman of Albany County Emergency Operations at the site and we discussed the significance of this property in regard to the flood risk at this location. Lee is going to check the status to see if it is in County possession.

NYSDEC is currently working on mitigation of contaminated soil at this location, with Precision as the Contractor. I have met Kristopher Keenan of DEC and talked to Michael Mason of DEC concerning this. They have been rebuilding a concrete wall and built a wall with stone baskets along the banks of the Patroon. They have also cleared some debris blocking the channel.

I am concerned that the new stone baskets will not withstand a flood and the stone will end up as debris in the Patroon Creek conduit, which is owned and maintained by the City of Albany.

This property is at extreme risk of flooding. The base flood elevation varies from 40 to 41 feet on this property. The ground surface elevation varies from 24 feet to 32 feet (see attached FEMA map). The Patroon Creek overflows this location in the 10 year annual chance flood (see attached chart from the FEMA Flood Insurance Study). This site is not suitable for construction of a building and it would also be inadvisable to allow this site to be used for vehicles.

The best use of this site would be for access to the Patroon Creek channel for maintenance of the channel and the Patroon Creek Culvert. In the future consideration should be given to modification of the Patroon Creek channel to mitigate the severe flooding at this location and prevent debris from entering the Patroon Creek Culvert.

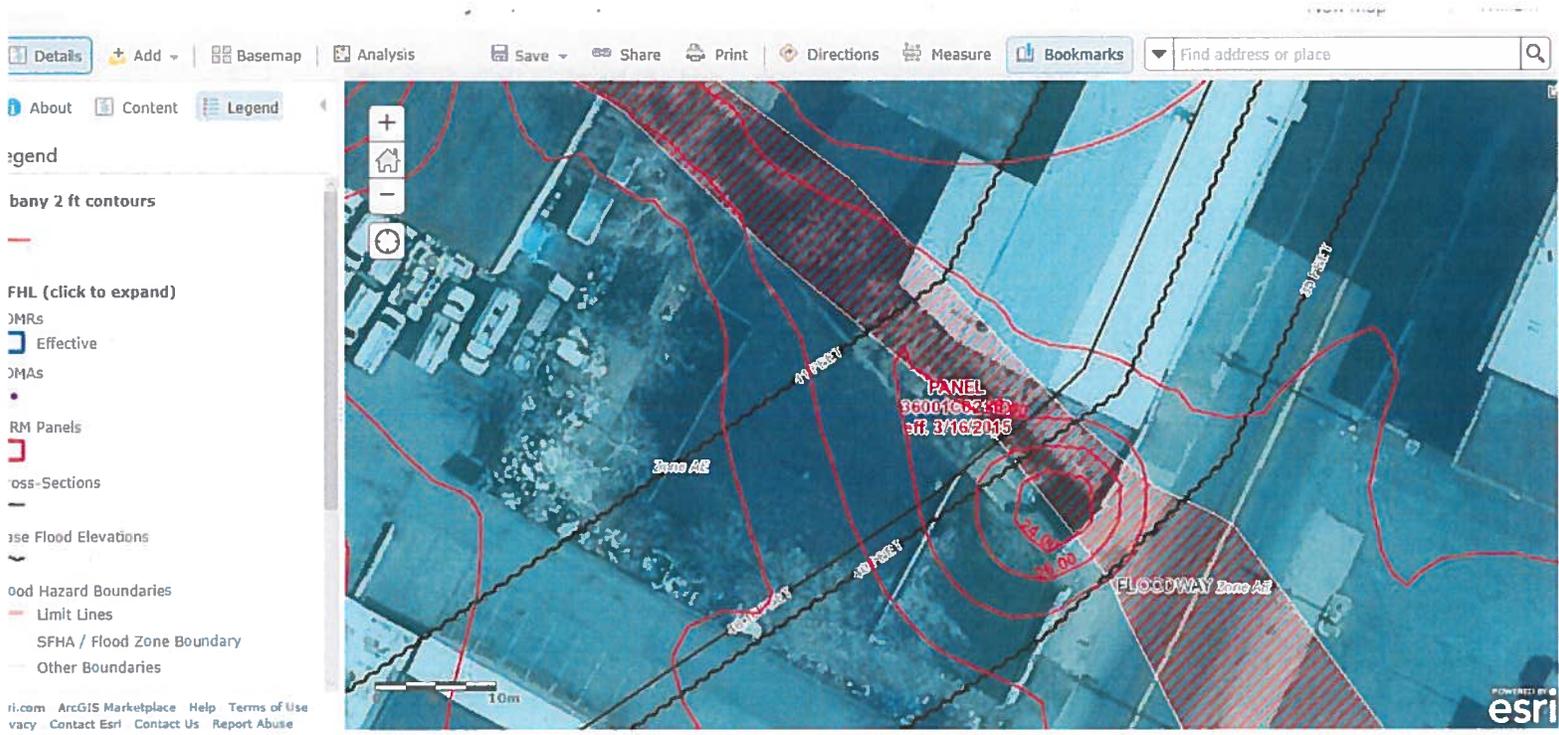
The channel on the north side of the Patroon Creek also is in poor condition, and foundations have fallen into the creek or are in danger of collapse. This situation is a hazard to the buildings and to the creek.

City of Albany
Department of Water & Water Supply

I recommend that the Albany Water Board acquire this property for the purpose of improving the channel and having access to maintain the channel and the Patroon Creek Culvert.

I recommend that we develop a project to be part of the City of Albany Hazard Mitigation Plan to mitigate the flooding problem in this vicinity.

I recommend that we ask NYSDEC to re-evaluate the proposed work on the channel and look at fortifying the channel and property for the level of flow and inundation this site receives.



Details

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Basemap

Analysis

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Directions

Measure

Bookmarks

Find address or place



About Content Legend

Legend

100-year 2 ft contours

FHL (click to expand)

RM Panels

Effective

MAs

RM Panels

100-year Sections

100-year Flood Elevations

100-year Hazard Boundaries

Limit Lines

SFHA / Flood Zone Boundary

Other Boundaries

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Original Submittal: September 17, 2015

Revision No. 1: September 23, 2015

Mr. Joseph E. Coffey, Jr., P.E.
Commissioner
Department of Water & Water Supply
10 North Enterprise Drive
Albany, NY 12204

Attn: Mr. William Simcoe, P.E.

**Subject: Big C Disinfection and Floatable Control Facility
Proposal for the Project Definition, Alternatives Evaluation
and Basis of Design Report**

Dear Mr. Coffey:

CHA Consulting, Inc. (CHA), on behalf of the Albany Pool Joint Venture Team (APJVT), which is comprised of ARCADIS of New York, Inc., CDM Smith, Inc., and CHA, is pleased to present this proposal to the Albany Water Board (AWB) for engineering planning services related to the Big C Disinfection and Floatables Control Facility (Big C Facility). This proposal will address planning level activities associated with identifying and evaluating potential sites for the facility which consider construction and operational issues; permitting and environmental justice issues; environmental benefits and potential impacts; and construction and long term operation costs. The findings of this work will be presented in the preliminary engineering (or basis of design) report; and will document selection criteria for both screening and disinfection of combined sewer flows.

Background

The APJVT developed the Albany Pool Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP) for the Albany Pool Communities (APCs), which has been finalized and approved by New York State Department of Environmental Conservation (DEC). The main goal of the LTCP is to provide a regional solution that achieves the water quality standards necessary to maintain the current Class C receiving water uses of the Hudson River. In addition to identifying projects that will reduce the amount of untreated sewage discharged to the river, the LTCP developed tools by which the communities could measure the effectiveness of the program including a water quality model for the Hudson River and a post-construction sampling and monitoring program.

One of the projects, required by executed Order on Consent (Order) with the DEC, is the Big C Facility to treat combined sewer discharges for the Beaver Creek Sewershed in the City of Albany. The Schedule of Compliance requires completion of a Preliminary Design Report prior to August 1, 2016. This proposal describes the scope of work necessary to define necessary project elements for

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 2

the screening and disinfection of combined sewer flows, as well as identifying and evaluating potential sites for the facility.

Experience

The APJVT has been partnering with the Capital District Regional Planning Commission (CDRPC) and the APCs since 2005 on the Albany Pool program and has an in-depth knowledge of the technical and regulatory aspects of the program. The APJVT developed the LTCP which included:

- Evaluating the hydraulic and treatment capacities of the Albany and Rensselaer County Sewer Districts (ACSD and RCSD) wastewater treatment plants;
- Performing hydraulic modeling of the ACSD and RCSD conveyance systems and portions of the APCs' collection systems;
- Performing water quality modeling in the Hudson River;
- Developing and accessing compliance strategies including the conceptual design of the Big C Facility;
- Assisting in the negotiations with the DEC.

In addition, the APJVT provided engineering services during the study, design and construction of the disinfection improvements at the ACSD North and South Plants. Finally, the APJVT is currently performing the DEC approved CSO LTCP post-construction river monitoring program for the APCs.

The APJVT's experience and familiarity with the Hudson River model and involvement with the ongoing post-construction compliance monitoring program provides the AWB and APC's with significant benefits. The river model can be efficiently updated based upon data from the post-construction compliance monitoring program and can consider future water quality standards which allow for the design of a flexible and robust treatment system at the total lowest long term cost to the AWB and APCs. The use of the model will allow us to consider current and anticipated conditions of the Hudson River as they relate to the negotiated effluent treatment limits for the facility, as well as the overall goal of achieving compliance with existing and future water quality standards. The APJVT's experience in the City of Albany will provide additional benefits through our understanding of the collection system and local impacts on the system and the community.

Scope of Work

The project includes eight (8) distinct tasks, which are as follows:

- Task 1 – Project Management
- Task 2 - Sampling Program & Regulatory Review
- Task 3 - Floatable Controls Alternative Evaluation
- Task 4 - Disinfection Alternative Evaluation
- Task 5 - Odor Control Alternative Evaluation

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 3

- Task 6 – Site Evaluations
- Task 7 – Develop Basis of Design Criteria
- Task 8 – Prepare Preliminary Engineering or Basis of Design Report

The following tasks summarize our scope of work for the project. Project management is included in each of the tasks.

Task 1 – Project Management

The APJVT will provide project management services inclusive of a kick off meeting, periodic progress meetings with the AWB and APC's, development of a Health and Safety Plan (HASP), monthly invoices, development and distribution of meeting minutes, development of a Project Specific Quality Assurance and Quality Control (QA/QC) Plan.

Task 2 – Sampling Program & Regulatory Review

A key impact on the implementation of the LTCP is the continuously changing regulatory climate related to the bacterial standards for recreational waters, such as the Hudson River. In 2012, the United States Environmental Protection Agency (EPA) published updated bacterial standards for Recreational Water Quality Criteria (RWQC). These guidelines recommend use of Enterococci for marine coastal waters, and *E. coli* for fresh water. The DEC currently uses a monthly geometric mean of 200 cfu/100mL fecal coliform as a limit for wastewater treatment plant discharges to protecting public health for recreational uses. The DEC is anticipated to transition from use of fecal coliform to either Enterococci or *E. coli*; the actual permit value will depend upon the risk level that the DEC is willing to support. This anticipated change in indicator organism could impact the design criteria for the treatment system required to meet the new limits. *E. coli* has a disinfection dose-response much like that of fecal coliform, whereas Enterococci is more resistant to disinfection than fecal coliform or *E. coli*.

Consideration of the proposed indicator organism will be a critical consideration for advancing the design of the Big C Facility. The Big C Facility represents a significant program cost; and as such, must be advanced thoughtfully as the communities seek to maximize the benefits achieved for the project. To this end, the APJVT will develop a sampling program and perform a regulatory review of the current and anticipated water quality standards. The scope of work under this task includes:

- Review of current and anticipated water quality standards, including potential future virus criteria that is currently under development at EPA;
- Development of a sampling program for Big C to better quantify the water quality of combined sewer overflows;
- Coordination of the with post-construction compliance sampling program; and
- Analysis of data collected from sampling program.

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 4

Assumptions

- Sampling to be completed by AWB staff with APJVT training and QA/QC;
- No more than 10 sampling events will be performed. Each event will be conducted over a period of 24 hours at a 2 hour sampling frequency interval and samples taken for fecal coliform, *E. Coli* and Enterococci;
- One review meeting with the AWB will be performed for each of the draft deliverables, and;
- The AWB will provide comments that will be addressed by the APJVT.

Deliverables

- Draft and final sampling program technical memorandum (TM), and;
- Draft and final TM summarizing the regulatory review and sampling program results.

Task 3 – Floatable Controls Alternative Evaluation

In order to provide the appropriate amount of floatables removal and protection of the disinfection technology at the Big C Facility, both coarse and fine screens will be utilized. The APJVT will evaluate two coarse screen technology alternatives, and three fine screen technology alternatives. This comparison will include a description, benefits and drawbacks, preliminary sizing calculations, and budgetary equipment costs for each technology as it relates to each site. In addition, preliminary hydraulic calculations will be performed to determine the impact each screen technology has on the facility hydraulics.

Assumptions

- The AWB and ACSD will provide hourly labor rates for typical sewer collection, maintenance and management staff and utility rates;
- Equipment costs will be developed based upon the preliminary equipment sizing;
- Screenings washer/compactor equipment will be included;
- Layouts of the screenings areas will be developed with the coarse and fine screen technologies;
- The APJVT will prepare Association for the Advancement of Cost Estimating International (AACEi) Class 4 Cost Estimate with an accuracy of -30% to +50%;
- One review meeting with the AWB will be performed to review the draft deliverable, and;
- The AWB will provide comments that will be addressed by the APJVT.

Deliverables

- Draft and final floatable controls alternatives evaluation TM.

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 5

Task 4 – Disinfection Alternative Evaluation

The APJVT will evaluate three disinfection alternatives: bulk hypochlorite disinfection/dechlorination, open-vessel UV disinfection and closed-vessel UV disinfection. This comparison will include a description, benefits and drawbacks, preliminary sizing calculations and a 20 year life cycle evaluation of each alternative. To support the life-cycle evaluation, the APJVT will prepare one figure for the general scope of improvements for each disinfection alternative. In addition, preliminary hydraulic calculations will be performed to determine the impact each disinfection alternative has on the facility hydraulics.

Assumptions

- The AWB and ACSD will provide hourly labor rates for typical sewer collection, maintenance and management staff and utility rates;
- The APJVT will prepare AACEi Class 4 Cost Estimate with an accuracy of -30% to +50%;
- Evaluation will be based upon Enterococci being the bacterial standard in the future, which is the most resistant indicator organism to disinfection. The APVJT will conduct a meeting the DEC to discuss the potential discharge limitations that maybe included on a SPDES Permit modification;
- One review meeting with the AWB will be performed to review the draft deliverable, and;
- The AWB will provide comments that will be addressed by the APJVT.

Deliverables

- Draft and final disinfection alternatives evaluation TM.

Task 5 – Odor Control Alternative Evaluation

In an effort to minimize the impact the Big C Facility has on adjacent properties, an odor control system will be incorporated into the facility. The APJVT will evaluate three odor control technology alternatives, which maybe provide different levels of reduction of possible fugitive odors based on the final location. This comparison will include a description, benefits and drawbacks, preliminary sizing calculations, and a 20 year life cycle evaluation for each alternative. To support the life-cycle evaluation, the APJVT will prepare one figure for the general scope of improvements for each odor control alternative.

Assumptions

- The AWB and ACSD will provide hourly labor rates for typical sewer collection, maintenance and management staff and utility rates;
- The APJVT will prepare AACEi Class 4 Cost Estimate with an accuracy of -30% to +50%;
- One review meeting with the AWB will be performed to review the draft deliverable, and;
- The AWB will provide comments that will be addressed by the APJVT.

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 6

Deliverables

- Draft and final odor control alternatives evaluation TM.

Task 6 – Site Evaluations

The APJVT will evaluate the two locations that have been proposed for the Big C Facility - one being south of the U-Haul storage facility and the other in Lincoln Park, both in Albany. This task will evaluate both sites for:

- Amount of land available;
- Accessibility;
- Constructability;
- Pumping;
- Outfall requirements;
- Permitting considerations;
- Subsurface soils and geotechnical evaluation;
- Impacts to hydraulics of the collection system;
- Public impacts, including traffic, noise and odor;
- Percent combined sewer overflow capture, and;
- Known environmental justice or archeological sensitive areas.
- The APJVT will assess the feasibility of constructing and operating the Big C Facility at each location through the criteria listed here in. Conceptual layouts will be developed to determine the integration of the facility with each site. If pumping is required, we will develop conceptual layouts and costs for a pump station. The APJVT will develop ACEi Class 4 Cost Estimate with an accuracy of -30% to +50% for the overall site cost inclusive of the costs developed under Tasks 3 through 6. A 20-year present worth analysis will be prepared for each site to understand both short term capital needs and long term operational expenditures.

Assumptions

- The U-haul and Lincoln Park site will be evaluated and the AWB will, on behalf of the APJVT, obtain permission for Work to be performed on any private property. Work may include site visual walkthroughs, boundary and/or topographic surveys, geotechnical evaluations, including soli borings;
- The APJVT will subcontract with one land appraisal firms to develop estimates of the land acquisition costs;
- Existing drawings of the collection system at each of these sites will be provided to the APJVT two weeks following the Notice to Proceed;

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 7

- Two soil borings at each site will be performed to a depth of 40 feet or refusal;
- The AWB and ACSD will be responsible for locating underground utilities at the sites, the APJVT will complete a survey of the marked out utilities and utilize existing mapping showing the topography and surface improvements;
- One meeting between the AWB and, if requested, one meeting with CDRCP and the APCs will be conducted for information only, and;
- AWB will provide comments that will be addressed by the APJVT.

Deliverable

- Draft and final site alternative evaluation TM.

Task 7 – Develop Basis of Design Criteria

Once the technologies and the site for the Big C Facility have been selected, the APJVT will advance the selected alternative to develop design criteria for further construction cost estimation refinement.

- Further development of calculations for all treatment processes/equipment;
- Evaluate preliminary hydraulics at facility, including preliminary sizing of yard piping;
- Development of figures and drawings, which are limited to:
 - Site plan on an aerial photo
 - Process Mechanical Layout Plans and Sections
 - Process Flow Diagram
 - Electrical Power One-Line Diagram
 - Process & Instrumentation Diagrams
 - Architectural Code Review
 - Hydraulic Profile
- Meet with the local authority having jurisdiction to agree on code requirements;
- Develop an AACEi Class 3 Cost Estimate with an accuracy of -20% to +30% for budget authorization purposes.
- Development of requirements for the following engineering disciplines:
 - Civil/Site
 - Architectural
 - Geotechnical
 - Structural
 - Plumbing
 - Heating, Ventilation and Air-Conditioning

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 8

- Electrical
- Instrumentation & Controls

Assumptions

- One meeting with the AWB to provide an update on the preliminary design of the Big C Facility.

Deliverables

- None

Task 8 – Prepare Preliminary Engineering or Basis of Design Report

The APJVT will develop a draft Basis of Design (BOD) report and submit it to the AWB. The deliverables from Tasks 2 through 6 will be reformatted and included as sections in the BOD, along with the information developed in Task 7. The APJVT and AWB will have a meeting to review comments on the BOD. The APJVT will address the comments and submit a draft final BOD to the AWB and DEC for concurrent review. The APJVT will meet with DEC to review their comments to the BOD, and subsequently will address the comments received and submit a final BOD.

Deliverable

- Draft BOD
- Draft final BOD
- Final BOD

Project Costs

The APJVT proposes to complete the scope of work defined above for a not-to-exceed fee of \$400,000 including labor and reimbursable expenses. It is anticipated that \$150,000 of effort will be billed to AWB in 2015, and the balance will be billed in 2016. The APVJT will invoice the City on a monthly basis when services are provided in accordance with the terms of our agreement. The table below provides a general breakdown of the costs per task. The APJVT will subcontract with appropriate firms to complete the assignment and perform a best faith effort to meeting Minority and Women Owned Business Enterprise (M/WBE) requirements.

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 9

	Budget
Task 1 - Project Management	\$20,000
Task 2 - Sampling Program & Regulatory Review	\$25,000
Task 3 - Floatable Controls Alternative Evaluation	\$50,000
Task 4 - Disinfection Alternative Evaluation	\$50,000
Task 5 - Odor Control Alternative Evaluation	\$30,000
Task 6 - Site Evaluations	\$70,000
Task 7 - Develop Basis of Design Criteria	\$115,000
Task 8 - Prepare Preliminary Engineering or Basis of Design Report	\$40,000
Total Not-to-Exceed Budget Amount	\$400,000

Project Schedule

The LTCP has a milestone for the preliminary design report effort to begin August 1, 2015 and conclude August 1, 2016. The APJVT is prepared to commit the necessary resources to complete this scope of work by the August 1, 2016 deadline, assuming written notice to proceed and/or an amendment to our existing contract is in place by October 30, 2015. The table below provides a general schedule for progression and completion of the individual tasks.

Task	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
Task 1 - Project Management	█	█	█	█	█	█	█	█	█	█	█	█	█
Task 2 - Sampling Program & Regulatory Review		█	█	█	█	█	█	█	█	█	█	█	█
Task 3 - Floatable Controls Alternative Evaluation		█	█	█	█	█	█	█	█	█	█	█	█
Task 4 - Disinfection Alternative Evaluation		█	█	█	█	█	█	█	█	█	█	█	█
Task 5 - Odor Control Alternative Evaluation						█	█	█	█	█	█	█	█
Task 6 - Site Evaluations		█	█	█	█	█	█	█	█	█	█	█	█
Task 7 - Develop Basis of Design Criteria													
Task 8 - Prepare Preliminary Engineering or Basis of Design Report													

Big C Disinfection and Floatable Control Facility

Proposal for the Project Definition, Alternatives Evaluation and Basis of Design Report

Page 10

As always, if you have any questions or need additional information, please contact me directly at (518) 782-4500.

Very truly yours,



Michael Miller, P.E.

Vice President

cc: Robert Ostapczuk - ARCADIS

Greg Bold - CDM Smith

**Albany Water Board
ARCADIS Engineering Report
Date: September 25, 2015**

Upcoming LTCP Projects\Dates

- Marietta Place Stormwater Storage Facility – AWB has been discussion alternatives for project location and scope with a consultant.
- Performance of a Codes and Local Law Review (Start Date - 8/1/2015) A request for proposals has been issued for this project.
- Green Infrastructure Banking System Feasibility Assessment (Start Date – 8/1/2015) A request for proposals has been issued for this project.
- Green Infrastructure Technical Design Guidance – (Start Date – 8/1/2015) A request for proposals has been issued for this project.
- Big “C” Control Facility – (Start Preliminary Design Report, 8/1/2015) A scope and fee is expected to be provided to the AWB the week of 9/21/2015.
- Sewer System Operation, Maintenance, and Inspection Plan, Due 12/2015

ARCADIS Projects

- Five-Year Capital Improvement Plan – ARCADIS has visited and interviewed staff at Loudonville reservoir, Feura Bush Water treatment Plant, and Alcove and Basic reservoirs, and the sewage pump stations. Upcoming visit include the transmission main and elevated water towers, and the draft report has been started.
- Asset Management Program – This includes the development of an Asset Management Work Plan which will be used to assist the AWB prioritize and implement asset management elements into its operations. Staff interviews were completed September 15th and data is currently being compiled. A workshop will be held on October 7th to provide the preliminary results and to identify gaps.
- Geographic Information System (GIS) and Global Positioning System (GPS) Assistance – Had a meeting to discuss how GPS and GIS is currently used and changes AWB would like implemented. We will be submitting a proposal with recommendations to update the current operations and data.
- Long Term Control Plan Schedule of Compliance – Monitoring deadlines and costs