

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
**FEBRUARY 27, 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, February 27, 2015.

**PRESENT:** David McGuire, Chairman; Glenn Veile (by phone and Uber conference), Vice Chairman; William Clay, Treasurer; Leo Dean, Secretary

**STAFF PRESENT:** Joseph E. Coffey, Jr. PE, Commissioner, AWB; William D. Simcoe, PE, Deputy Commissioner, AWB; Christopher Quirk, Chief Fiscal Officer, AWB; Michael Ruede, Operations Manager; Molly Duffy, Billing Dept.; Elizabeth Romand, Confidential Assistant;

**BOARD ADVISORS PRESENT:** Anne Letterio, Assistant Corporation Counsel; Kevin Hogan, P.E, Arcadis (Official Consulting Engineer)

**ALSO PRESENT:** Dan Hershberg, PE, Hershberg & Hershberg; Jim Lyons, Luigi Benincasa

**Approval of January 23, 2015 Meeting Minutes**

Chairman McGuire introduced the minutes of the January 23, 2015 meeting. With no objection, the reading was dispensed and Chairman McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Clay, seconded by Mr. Dean and passed unanimously.

**Public Comment Period**

No public comments were made.

**Water Bill Review Committee**

Met, reviewed, and resolved the following on February 12, 2015:

Mr. Hala F. Medgar, 121 Central Avenue, Albany

RE: 121 Central Avenue

Committee recommends no changes to the bill.

Mr. Jude Fleunsmund, 11 Fanley Avenue, Spring Valley, NY 10977

RE: 2 Limerick Drive

Committee recommends a six-month payment plan with the removal of all penalties and interest after the balance is paid in full.

Mr. Lori Geiger, 595 New Loudon Road #261, Latham, NY 12110

RE: 80 Bradford Street

Committee recommends to suspend billing- property is unbuildable.

Mr. Richard & Becky Bernhardt, 8 Davis Avenue, Albany, NY 12203

RE: 8 Davis Avenue

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

The Water Bill Review Committee detailed recommendations are attached.

Ms. Duffy suggested the Board consider reviewing the Billing Modification Program policy. Currently, the eligibility formula is based on 5x the average bill, which means that many homeowners in need of assistance are not meeting the qualifications. She suggested considering lowering the threshold to 3 or 4 times, rather than 5, which may provide relief for many more homeowners. Motion duly made by Mr. Clay and seconded by Mr. Veile to ask the Staff to review the current Water Bill Forgiveness policy and report recommendations back to the Board for consideration.

Approved 4-0 vote.

### Staff Reports

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 January 31, 2015.

Actual revenue collections for the month of January 2015 were \$3,486,491 an amount 3.4% lower than January of 2014. As of January 31, 2015, year-to-date investment income was \$2,332 compared with investment income of \$2,314 as of January 31, 2014. Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$1,347,795 or \$443,128 under adjusted budgeted amounts as of January 31, 2015. The manner in which overtime is budgeted has been changed to more accurately reflect weeks, rather than months. The current overtime report reflects that we are currently over budget in this area due to the number of water breaks that have taken place during the month. However, in comparison to January, 2014, overtime is down 41%.

Commissioner Coffey presented a chart of the Department of Water & Water Supply—2015 Key Performance Indicators and Critical Numbers Dashboard as of the end of January, 2015.

Commissioner Coffey provided a Backwater Valve Grant report update: This grant is available to any owner occupied one or two family dwelling in the City of Albany with a history of back up or flooding. This program began in 2009 and has been extended each year since that time. The Department of Water & Water Supply is the grantor. Since January 1, 2015 four applications have been approved. The Department is encouraging residents to apply. An update will be provided to the Board monthly.

Quail Street Green Infrastructure Project Update: Presented by Deputy Commissioner William Simcoe, PE. This is a high profile green infrastructure demonstration project which will be used as a model use of green infrastructure within an urban environment. CHA Companies is the consultant on this project. The project will be funded in part by an EFC grant in the amount of \$1,795,500. This project will enable water to be absorbed

from porous pavement into a bio retention system under the sidewalk. This retention space will purify and store water to be released more slowly into the combined sewer system. Trees will be planted within, along with plantings in beds around them. Mr. Simcoe noted that not only will this be aesthetically pleasing, but tree-lined streets tend to have a calming effect on traffic as well.

CHA submitted a letter recommending August Bohl Construction for award as the low bidder on this project in the amount of \$2,595,000 which includes the bid alternates. Deputy Commissioner Simcoe recommended the Board vote on a resolution to increase the Water Board's funding share of the project cost from \$500,000 to \$600,000.

Long Term Control Plan Update: All six pool communities have signed the inter-municipal agreement. Albany and Troy have submitted requests to EFC to finance the project for the three year period (2015-2017).

Commissioner Coffey noted Bill Kahn, our Rate Consultant, was excused from our meeting today due to a death in the family. Mr. Kahn will be leading a review of our water and sewer billing rates with Department Staff and Kevin Hogan from Arcadis, and we will report to the Board at the March meeting with an outline to the process for the rare review. The last rate increase took place in 2012.

### Old Business

Alcove Reservoir Fishery update – Commissioner Coffey reported the staff's preference is not to open the Alcove to fishing at this time. The primary goal of the Alcove is to provide quality water, and the Alcove is doing just that. Staff is reviewing alternatives to increase recreational opportunities within the AWB properties and will be reporting to the Board at the next meeting.

Student Housing Project at 1475 Washington Avenue - Dan Hershberg, representing the project Developer, presented an overview of the project and the impact of the project on existing water transmission and distribution mains within an easement that is being encroached upon by the project: The existing water mains conflict with the placement of the new building. The Developer is proposing to relocate the water mains to a location approved by AWD staff, with the Applicant paying all the costs involved. The Applicant is requesting the AWB to relinquish the easement if the project progresses and the existing water mains relocated as proposed.

### New Business

Congressman Tonko, Judith Enck, Region 2 Administrator for USEPA, and Mayor Sheehan would like to schedule a tour of our water infrastructure and facilities on April 1<sup>st</sup>, followed by a Roundtable discussion. Commissioner Coffey will coordinate the event with Matt Peter from the Mayor's office and AWD staff.

Commissioner Coffey and Assistant Corporation Counsel Letterio summarized The Albany Water Board Committee Charter outlining the structure, duties and authority of the Governance, Finance and Audit

committees. The intent of the Charter is to formalize the function of the committees and assist the efficiency of Board operations. Mr. Viele suggested several edits and the revised Charter text will reflect these edits. A motion to adopt the Charter as edited, was moved by Mr. Clay, seconded by Mr. Viele and was passed unanimously. A copy of the adopted Albany Water Board Committee Charter will be attached to the meeting minutes.

Chairman McGuire asked for a motion to enter into executive session to discuss matters associated with real estate. Motion by Mr. Clay, seconded by Mr. Dean, to enter into Executive Session. Motion passed unanimously. No action was taken during Executive Session.

The Board resumed the regular meeting.

### Resolutions

Resolution 15-05 (copy attached) to approve the selection of Sax BST as independent auditor passed unanimously.

Resolution 15-06 (copy attached) to suspend vacant lot status for a number of lots owned by Albany County on Woodville Avenue- lots in question have no frontage on dedicated streets, no utilities- passed unanimously.

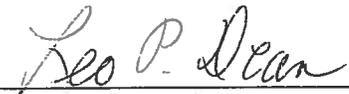
Resolution 15-07 (copy attached) designating funds to the Quail Street Green Infrastructure Stormwater Management Project passed unanimously.

Resolution associated with the Student Housing Project at 1475 Washington Avenue: Motion to approve relocation of water lines to be paid by Developer, with an easement release associated with the Student Housing Project at 1475 Washington Avenue, should the project proceed, was offered by Mr. Clay, seconded by Mr. Viele and passed unanimously.

Chairman McGuire informed all those in attendance that the next meeting of the AWB will be Friday, March 27<sup>th</sup> 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 William Clay, seconded by Mr. Viele, and passed unanimously. The meeting was adjourned at 11:00 a.m.

Recorded by: Elizabeth A. Romand

Approved by:   
Leo P. Dean, Secretary

MEMORANDUM

To: ~~Vice Chairman David R. McGuire~~  
From: Gerald E. Campbell  
Date: February 12<sup>th</sup>, 2015  
Re: Water Bill Review Hearing

Pursuant to City Ordinance 19.31.98, the Water Bill Review Committee has reviewed the following cases on February 12<sup>th</sup>, 2014 and has made the following recommendation(s) for consideration by the Water Board.

Mr. Hala F Medgar  
121 Central Avenue  
Albany, NY 12206

RE: 121 Central Avenue

Current Balance \$ 1381.14  
Protested Bill \$ 1302.96  
Penalties \$ 78.18

No change to bill.

~~Mrs. Jude Fleunsmund~~  
11 Fanley Avenue  
Spring Valley, New York 10977

RE: 2 Limerick Drive

Current Balance \$ 2321.20  
Protested Bill \$ 2210.76  
Penalties \$ 110.54

The Water Bill Review Committee recommends a six-month payment plan with the removal of all penalties and interest after the balance is paid in full.

Mr. Lori Geiger  
595 New Loudon Road #261  
Latham, New York 12110

RE: 80 Bradford Street

Current Balance \$ 0

Suspend Billing – Property is unbuildable.

Mr. Richard & Becky Bernhardt  
8 Davis Avenue  
Albany, New York 12203

RE: 8 Davis Avenue

Current Balance \$ 1281.60  
Protested Bill \$ 1281.60

The Water Bill Review Committee recommends the bill be split over three billing cycles with the removal of all penalties and interest after the balance is paid in full.

Mr. Joaquin & Al'Quisha White  
495 3<sup>rd</sup> Street  
Albany, New York 12206

RE: 495 3<sup>rd</sup> Street

**Mr. Joaquin & Al'Quisha were not able to attend the meeting and requested to be placed on the agenda for next month (March 12<sup>th</sup>).**

**Mr. Ghirmay Ghidei  
2 Ahl Avenue Lat 8  
Albany, New York 12205**

**RE: 25 Central Avenue**

**Mr. Ghidei was not able to attend the meeting and requested to be placed on the agenda for next month (March 12<sup>th</sup>).**

**Mr. Mario A Spagli  
148 Cedar Grove Road  
Selkirk, New York 12158**

**RE: 105 Southern Boulevard**

*Customer withdrew protest  
February 6<sup>th</sup>, 2015*

**Mr. Spagli was not able to attend the meeting and requested to be placed on the agenda for next month (March 12<sup>th</sup>).**

**cc: Commissioner Joseph Coffey  
Molly Larsen**

Protest  
80 Bradford Street  
Account: 012250 Route: Vacant lot  
Lori Geiger

Customer is protesting the vacant lot billing for 80 Bradford Street. This lot is 24 feet wide and 58 feet deep.

Per Brad Glass in Planning:

The lot is too small to be buildable for as-of-right construction. The applicant could, however, apply to the Board of Zoning Appeals for Area Variances from the lot regulations within the district.

Overview of 02/12/2015 meeting:

Recommendation from Planning and Commissioner Coffey-

Property unbuildable suspend billing

If owner decides to apply for a variance, then we would reclassify property at that time

Protest  
121 Central Avenue  
Account: 007253 Route: 321/91  
Hala Megdar

Customer is protesting the November bill in the amount of \$1,302.96, with a consumption of 24,400 cubic feet. This bill is for the service period of June 2, 2014 to October 2, 2014.

Customer contacted AWD on December 3, 2014 and set up an appointment for a check, test, and read on December 4, 2014.

Results from this appointment:

Meter read 67202 cubic feet

No test –small leak

Had some water radiator problem in fix mode – Joe the plumber is working on it. Will call back to perform CTR

2<sup>nd</sup> CTR results: December 17, 2014

Meter reads 63084cf

Meter tested 98-100% no leaks

1<sup>st</sup> floor small leak on the water line to sink

The average daily consumption during the cycle was 200 cubic feet a day. From October 2 thru December 41 the average daily decreased to 20.63 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 02/12/2015 meeting:

Not eligible for Albany Water Board's Water Bill Modification Policy

No change to bill

Purchased property in August 2011; since purchase all bills roll to property taxes

Income property

Responsibility of property owner to maintain regular inspection of property

Protest  
8 Davis Avenue  
Account: 023760 Route: 110/184  
Richard & Becky Bernhardt

Customer is protesting the January bill in the amount of \$1,281.60, with a consumption of 24,000 cubic feet. This bill is for the service period of August 8, 2014 to December 1, 2014.

AWD sent out for a re-read due to high consumption a card was left for owner to contact on December 8, 2014. Customer contacted AWD on December 9, 2014; a check, test, and read was scheduled for December 12, 2014.

Results:

Meter read 25065cf  
Meter not tested leaks  
Small leak in apartment unit -bathroom tub shower  
Toilet is going to be changed or replace guts

2<sup>nd</sup> CTR January 9, 2015 results:

Meter read 26302cf  
Meter tested 100%  
No leaks  
Two units

The average daily consumption during the cycle was 208.70 cubic feet a day. From December 1 thru December 8 the average daily decreased to 85.71 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 02/12/2015 meeting:

Eligible for Albany Water Board's Water Bill Modification Policy  
Average is too high

Spread billing over three cycles – removal of penalties upon final payment  
Quick resolve correcting toilet issue  
Income property  
Pays promptly  
Responsibility of property owner to maintain regular inspection of property

Protest  
2 Limerick Drive  
Account: 010177 Route: 422/273  
Jude Fleurismond

Customer is protesting the December bill in the amount of \$2,210.76, with a consumption of 24,000 cubic feet. This bill is for the service period of July 1, 2014 to November 3, 2014.

AWD sent out for a re-read due to high consumption a card was left for owner to contact on November 14, 2014. AWD contacted customer on November 20, 2014, due to high consumption. Customer stated that a trap downstairs was leaking and recently fixed. Mr. Fleurismond contacted AWD on December 15, 2014; requesting a protest form. He stated that he does not live at the property and cannot afford this bill, tenants don't pay rent.

AWD contacted Mr. Fleurismond on January 5, 2015, to schedule a check, test, and read.

Results:

Meter read 86954cf

Meter tested 98%

Toilet tanks water level high, constantly running

Property has old toilets, need to be repaired or replaced

Apt. A tenant has fixed 1 toilet, three additional toilets needs fixing

The average daily consumption during the cycle was 331.2 cubic feet a day. From November 3 thru November 14 the average daily decreased to 45.45 cubic feet a day. From November 14 thru January 14 the average daily increased to 68.85 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 02/12/2015 meeting:

Not eligible for Albany Water Board's Water Bill Modification Policy

Allow for a six month payment plan – removal of penalties upon final payment

Toilet issue has been resolved

Pays promptly

Income property

## **TABLE OF CONTENTS**

---

	<b><u>PAGE REFERENCE</u></b>
<b>STATEMENTS OF CASH FLOWS</b>	<b>1</b>
<b>OTHER FINANCIAL INFORMATION</b>	
Schedule of Revenues	<b>2</b>
Schedule of Operating Expenses	<b>3</b>
Schedule of Capital Project Costs	<b>4</b>
Schedule of Over Time and Due From the City	<b>5</b>

ALBANY WATER BOARD  
ALBANY MUNICIPAL WATER FINANCE AUTHORITY  
STATEMENTS OF CASH FLOWS  
January 31, 2014

	One Month Period Ended		Year-To-Date Periods Ended		Percent Variance	Variance	Percent Variance
	2015	2014	2015	2014			
<b>Revenues</b>							
Water/sewer revenue	\$ 3,486,491	\$ 3,610,082	\$ 3,486,491	\$ 3,610,082	-3.4%	\$ (123,591)	-3.4%
Investment income	2,332	2,314	2,332	2,314	0.8%	18	0.8%
Total revenues	3,488,823	3,612,396	3,488,823	3,612,396	-3.4%	(123,573)	-3.4%
<b>Operating expenses</b>							
Operation/maintenance costs	1,341,904	1,467,738	1,341,904	1,467,738	-8.6%	(125,834)	-8.6%
Board/Authority expenses	5,891	6,474	5,891	6,474	-9.0%	(583)	-9.0%
Total expenses	1,347,795	1,474,212	1,347,795	1,474,212	-8.6%	(126,417)	-8.6%
<b>Net operating cash flows before debt service and capital project costs</b>							
	2,141,028	2,138,184	2,141,028	2,138,184	0.1%	2,844	0.1%
<b>Debt service costs</b>	(564,600)	(340,200)	(564,600)	(340,200)		(224,400)	66.0%
<b>Capital project costs</b>	-	-	-	-	0.0%	-	0.0%
<b>Net cash flow (deficiency)</b>	\$ 1,576,428	\$ 1,797,984	\$ 1,576,428	\$ 1,797,984	-12.3%	\$ (221,556)	-12.3%

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER FINANCE AUTHORITY**  
**SCHEDULE OF REVENUES**  
**January 31, 2014**

	2015		2015 Actual	Variance		2014		2014 Actual	Variance	
	Budget			Favorable (Unfavorable)	%	Budget			Favorable (Unfavorable)	%
<b>Water and sewer revenue</b>										
January	\$ 2,811,794	\$ 3,486,491	\$ 3,486,491	\$ 674,697	24%	\$ 2,112,417	\$ 3,610,082	\$ 1,497,665	71%	
Year-to-Date	\$ 2,811,794	\$ 3,486,491	\$ 3,486,491	\$ 674,697	24%	\$ 2,112,417	\$ 3,610,082	\$ 1,497,665	71%	
<b>Investment income</b>										
January	\$ 12,500	\$ 2,332	\$ 2,332	\$ (10,168)	-81%	\$ 12,500	\$ 2,314	\$ (10,186)	-81%	
Year-to-Date	\$ 12,500	\$ 2,332	\$ 2,332	\$ (10,168)	-81%	\$ 12,500	\$ 2,314	\$ (10,186)	-81%	

**Additional Cash Receipts**

<b>Meter Recovery Fees</b>				
January	\$ -	\$ -	\$ -	
Year-to-Date	\$ -	\$ -	\$ -	
<b>Sales of Scrap</b>				
January	\$ -	\$ 327	\$ 327	
Year-to-Date	\$ -	\$ 327	\$ 327	
<b>Insurance Recoveries</b>				
January	\$ -	\$ -	\$ -	
Year-to-Date	\$ -	\$ -	\$ -	
<b>Miscellaneous Income</b>				
January	\$ -	\$ 2,250	\$ 2,250	
Year-to-Date	\$ -	\$ 2,250	\$ 2,250	

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**  
**January 31, 2014**

	2015 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE JANUARY 2015			2014 YTD ACTUAL
		ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
<b>Administration</b>					
Personnel services	910,771 \$	87,574 \$	70,208 \$	17,366 \$	74,800
Equipment	1,000 \$	44	-	44	-
Contractual and other expenses	178,019 \$	7,833	3,668	4,165	556
Benefits	346,151 \$	28,846	32,669	(3,823)	51,284
	1,435,941	124,297	106,545	17,752	126,640 ok
<b>Supply, Power and Pumping</b>					
Personnel services	872,825 \$	83,925	68,368	15,557	84,411
Equipment	- \$	-	-	0	-
Contractual and other expenses	112,030 \$	4,929	291	4,638	237
Benefits	305,646 \$	25,471	29,315	(3,845)	33,991
	1,290,501	114,325	97,974	16,351	118,639 ok
<b>Purification</b>					
Personnel services	1,106,042 \$	106,350	107,282	(932)	105,327
Equipment	190,000 \$	8,360	-	8,360	-
Contractual and other expenses	1,123,178 \$	49,420	382	49,038	397
Benefits	281,837 \$	23,486	40,755	(17,269)	32,182
	2,701,057	187,616	148,419	39,197	137,906 ok
<b>Transmission/Distribution</b>					
Personnel services	2,441,091 \$	234,720	192,410	42,310	224,807
Equipment	545,848 \$	24,017	-	24,017	-
Contractual and other expenses	1,636,097 \$	71,988	8,809	63,179	17,954
Benefits	759,548 \$	63,296	82,760	(19,464)	78,379
	5,382,584	394,022	283,979	110,043	321,140 ok
<b>Sewer Services</b>					
Personnel services	577,104 \$	55,491	65,654	(10,163)	73,184
Equipment	166,000 \$	7,304	-	7,304	-
Contractual and other expenses	1,274,710 \$	56,087	2,070	54,017	4,390
Benefits	217,330 \$	18,111	21,310	(3,199)	24,655
	2,235,144	136,993	89,034	47,959	102,229 ok
<b>Pumping Stations</b>					
Personnel services	149,790 \$	14,403	17,861	(3,458)	14,404
Equipment	15,000 \$	660	-	660	-
Contractual and other expenses	334,573 \$	14,721	855	13,866	-
Benefits	70,259 \$	5,855	10,678	(4,823)	5,473 ok
	569,622	35,639	29,394	6,245	19,877
<b>Taxes Paid to Municipalities</b>	2,031,114 \$	600,000	558,787	41,213	591,288
<b>County Sewer Contract</b>	6,050,000 \$	-	-	-	-
<b>Contingencies, Insurance and Other</b>	4,500,703 \$	198,031	33,663	164,368	56,493
<b>TOTALS</b>	\$ 26,196,666	\$ 1,790,923	\$ 1,347,795	\$ 443,128	\$ 1,474,212

**EXPENSE SUMMARY:**

	2015	2014	Change
Personal Services	521,783	576,933	(55,150)
Equipment	-	-	-
Contractual and other expenses	16,075	23,534	(7,459)
Benefits	217,487	225,964	(8,477)
Other	592,450	647,781	(55,331)
	1,347,795	1,474,212	(126,417)

Percent Increase/Decrease over 2014 -8.6%  
Percent under Budget 32.9%

**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
	<b>\$</b>	<b>46,916,673</b>

***Comparative Expenditures***

[----- 2014 -----]		2015	
January	\$ -	January	\$ -
February	-	February	
March	179,866	March	
April	68,851	April	
May	81,000	May	
June	73,900	June	
July	89,061	July	
August	356,661	August	
September	173,016	September	
October	38,591	October	
November	240,823	November	
December	530,315	December	
	<b>\$ 1,832,084</b>		<b>\$ -</b>

	Budget 1/31/2015 YTD	Actual 1/31/2015 YTD	Budget Difference over/(under)	Actual 1/31/2014 YTD	Actual Difference over/(under)
<b>OVERTIME</b>					
<i>Supply, Power and Pumping</i>	\$ 9,135	\$ 7,250	\$ 1,885	\$ 16,028	\$ 8,778
<i>Purification</i>	\$ 12,981	\$ 20,513	\$ (7,532)	\$ 17,570	\$ (2,943)
<i>Transmission/Distribution</i>	\$ 28,846	\$ 25,703	\$ 3,143	\$ 45,332	\$ 19,629
<i>Sewer Services</i>	\$ 3,846	\$ 6,734	\$ (2,888)	\$ 7,339	\$ 605
<i>Pumping Stations</i>	\$ 962	\$ 1,605	\$ (643)	\$ 852	\$ (753)
<b>TOTAL</b>	\$ 55,769	\$ 61,805	\$ (6,036)	\$ 87,121	\$ 25,316

Percentage 10.8% -41.0%

12/31/2015

**DUE FROM THE CITY OF ALBANY**  
\$ 9,679,686

## ALBANY WATER BOARD COMMITTEE CHARTER

Pursuant to the By-Laws of the Albany Water Board, Article 5, Title 6 and 6-A, and the Public Authorities Law, the Albany Water Board (“AWB”) establishes board committees with responsibilities pursuant to this written charter. All members of the committees shall be appointed by the Chairman of the Board. The Chairman of the Board shall be an ex-officio member of each committee.

### PURPOSE

The purpose of this Committee Charter, and the resulting Committees, are to help improve oversight, accountability, and transparency at the AWB, thereby strengthening public confidence in its operations.

### STRUCTURE/COMMITTEES

The AWB shall have a Governance Committee, Finance Committee and an Audit Committee.

#### I. The Governance Committee.

##### A. Purpose.

1. The purpose of the Governance Committee (the “Committee”) is to assure that the AWB fulfills its responsibilities for the promotion of competent, honest and ethical conduct by the AWB in all its operations and enhance public confidence in the AWB.

##### B. Composition.

1. The Committee will consist of at least three members, one of whom will be the Committee Chairperson. The Committee members and Chairperson will be designated by the Chairperson of the AWB.
2. In addition to the three members, the Chairperson of the AWB shall be a non-voting member of the Committee.
3. Committee members shall serve annual terms and can be re-appointed or replaced at the end of their term or in other instances, as needed.

##### C. Meetings.

1. The Committee will meet at least twice a year. All Committee members are expected to attend each meeting, in person or via telephone or videoconference.

2. A minimum of three Committee members, of which two must be voting members, must attend in order to constitute a quorum and to hold a valid meeting.

D. Authority.

1. The Committee has the authority to seek any information it requires from staff (or from individuals/entities outside of the AWB), all of whom are directed by the Board to cooperate with the Committee's requests.
2. The Committee has the authority to meet with the AWB's staff as necessary.
3. The AWB shall ensure that the Committee has sufficient resources to carry out its duties.

E. Responsibilities.

1. The Committee shall be primarily responsible for:
  - a. Establishing policies to promote honest and ethical conduct by the AWB's directors, officers and employees;
  - b. Keeping the Board informed of "Best Corporate Practices," reviewing corporate governance trends, updating corporate governance principals and advising appointing authorities of the skills and experience required of potential Board Members;
  - c. Reviewing and updating the AWB's Code of Ethical Conduct/written policies regarding conflicts of interest;
  - d. Reviewing and updating whistleblower policy;
  - e. Reviewing and updating the AWB's written policies regarding procurement of goods and services and the acquisition of real property or interests therein;
  - f. Reviewing and updating the AWB's written policies regarding the disposition of real and personal property;
  - g. Reporting on its proceedings at the next full meeting of the Board;
  - h. Reviewing the adequacy of the Committee charter annually; and
  - i. Performing other activities related to this charter as requested by the Board.

## II. The Finance Committee

### A. Purpose.

1. The purpose of the Finance Committee (the "Committee") shall be to (1) ensure the financial health of the AWB (2) ensure that the AWB assets are protected and resources are used appropriately and (3) assist the Board in understanding the AWB's financial condition.

### B. Composition.

1. The Committee will consist of at least three members, one of whom will be the Committee Chairperson. The Committee members and Chairperson will be designated by the Chairperson of the AWB.
2. In addition to the three members, the Chairperson of the AWB shall be a non-voting member of the Committee.
3. Committee members shall serve annual terms and can be re-appointed or replaced at the end of their term or in other instances, as needed.

### C. Meetings.

1. The Committee will meet at least four times a year. All Committee members are expected to attend each meeting, in person or via telephone or videoconference
2. A minimum of three Committee members, of which two must be voting members of the Committee, must attend in order to constitute a quorum and to hold a valid meeting.

### D. Authority.

1. The Committee has the authority to seek any information it requires from AWB staff, outside auditors, or any other individual/entity required, all of whom are directed by the Board to cooperate with the Committee's requests.
2. The Committee has the authority to meet with the AWB's staff, independent auditors or outside counsel, as necessary.
3. The Board shall ensure that the Finance committee has sufficient resources to carry out its duties.

E. Responsibilities.

1. The Committee shall be primarily responsible for:

- a. In conjunction with the Audit Committee, review and recommend new or revised financial policies to the Board for approval;
- b. Ensuring that timely and accurate financial data is presented to the Board;
- c. Review and recommend an annual operating budget for Board approval;
- d. Review the financial performance of AWB against budget projections for the period to-date;
- e. Review proposals for the issuance of debt by the AWB and make recommendations to the Board;
- f. Make recommendations to the Board concerning the level of debt and nature of debt issued by the AWB;
- g. Develop the investment policy for the AWB and review this policy annually;
- h. As necessary, recommend Investment Policy changes to the Board for approval;
- i. Make recommendations concerning the appointment of bond counsel, investment managers and underwriting firms used by the AWB and to oversee such individual's/entity's work;
- j. Provide the Board with recommendations concerning the hiring/retention of the investment manager;
- k. Reviewing the adequacy of the Committee charter annually; and
- l. Performing other activities related to this charter as requested by the Board.

III. The Audit Committee.

A. Purpose.

1. The purpose of the Audit Committee (the "Committee") is to assure that the Board fulfills its responsibilities for the AWB's internal and external audit process, the financial reporting process and reporting, and the system of internal controls over financial reporting.

B. Composition.

1. The Committee will consist of at least three members, one of whom will be the Committee Chairperson. The Committee members and Chairperson will be designated by the Chairperson of the AWB.
2. Members of the audit committee shall be familiar with corporate financial and accounting practices.
3. In addition to the three members, the Chairperson of the AWB shall be a non-voting member of the Committee.
4. Committee members shall serve annual terms and can be re-appointed or replaced at the end of their term or in other instances, as needed.

C. Meetings.

1. The Committee will meet at least twice a year. All Committee members are expected to attend each meeting, in person or via telephone or videoconference.
2. The Committee shall meet at least annually, or more frequently if required, in a separate meeting with the AWB's independent auditor.
3. A minimum of three Committee members, of which two must be voting members of the Committee, must attend in order to constitute a quorum and to hold a valid meeting.

D. Authority.

1. The Committee has the authority to seek any information it requires from the AWB staff, outside auditors, or any other individual/entity required, all of whom are directed by the Board to cooperate with the Committee's requests.
2. The Committee has the authority to meet with the AWB's staff, independent auditors or outside counsel, as necessary.
3. The Board shall ensure that the Audit committee has sufficient resources to carry out its duties.

E. Responsibilities.

1. The Committee shall be primarily responsible for:
  - a. Reviewing and approving the AWB's financial statements;
  - b. Appointment, dismissal and compensation of any independent auditor employed by the AWB;
  - c. Confirming and assuring the independence of the AWB's independent auditor;
  - d. Ensuring that non-audit services are not provided by the AWB's independent auditor;

- e. Overseeing the work of such independent auditor, including the resolution of disagreements with respect to, and overseeing compliance with, accounting policies and principles
- f. Reviewing and overseeing the AWB's internal audit function;
- g. Overseeing the AWB's systems over internal controls and risk assessment, including information technology security and control;
- h. Establishing procedures for the receipt, retention and treatment of complaints received by the AWB regarding accounting, internal controls or auditing matters, including confidential, anonymous submission by employees of the AWB of concerns regarding questionable accounting or auditing matters, and act as the point of contact for investigations and/or matters involving the Inspector General;
- i. Reporting on its proceedings at the next full meeting of the Board;
- j. Providing an open avenue of communication between internal audit, the independent auditors, the Board and staff;
- k. Reviewing the adequacy of the Committee charter annually; and
- l. Performing other activities related to this charter as requested by the Board.