

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
**MARCH 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, March 27, 2015.

**PRESENT:** David McGuire, Chairman; Glenn Viele, Vice Chairman; William Clay, Treasurer; Leo Dean, Secretary;

**STAFF PRESENT:** Joseph E. Coffey, Jr. PE, Commissioner, AWB; Christopher Quirk, Chief Fiscal Officer, AWB; Michael Ruede, Operations Manager; Elizabeth Romand, Confidential Assistant;

**BOARD ADVISORS PRESENT:** Anne Letterio, Assistant Corporation Counsel; John Mastracchio, P.E, Arcadis (Official Consulting Engineer), Bob Hennes, William Kahn

**ALSO PRESENT:** Jim Lyons, Dan Hershberg, P.E., Francis Bossolini, P.E., Saeed Ibrahim;

**Approval of February 27, 2015 Meeting Minutes**

Chairman McGuire introduced the minutes of the February 27, 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 March 12, 2015:

Mr. Joaquin and Ms. Al'Quisha White, 495 3<sup>rd</sup> Street, Albany  
RE: 495 3<sup>rd</sup> Street

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

Mr. Ghirmay Ghidel, 2 Ahl Avenue, Albany, 12205  
RE: 25 Central Avenue

Committee recommends splitting the bill 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.

## Presentations

Albany Academy for Girls 6300sqft building addition: Dan Hershberg, P.E., the applicant's consultant, presented a plan to extend the water main, at the applicant's expense to accommodate water/ fire code requirements of the new addition without adding an unsightly "hot box" to the exterior of the property. An easement will be granted to the Albany Water Board once the project is completed, inspected and approved/ accepted by the Water Department. Motion to accept the plan passed unanimously.

Coeymans Volunteer Fire Department: Frank Bossolini, P.E., presented a proposal to occupy lands of the Albany Water Board, approve connecting their new building into the raw water transmission main which would include two hydrants and a domestic water line into the building. The Board is not prepared to approve this proposal based upon the Coeymans Volunteer Fire Department's failure to abide by a previous agreement to coordinate hydrant use with the Water Board. The staff at the Albany Water Board will arrange discussions in 2015 re: needs and expectations of hydrant use agreements prior to moving forward.

## 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 February 28, 2015.

Actual revenue collections for the month of January 2015 were \$2,860,489 an amount 8.7% higher than February of 2014. As of February, 2015, year-to-date investment income was \$2,974 compared with investment income of \$906 as of February, 2014. Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$2,180,365 or 2.5% higher than adjusted budgeted amounts as of February 28, 2015.

Chief Fiscal Officer Christopher Quirk explained the fluid nature of the Cash Flow Statement, describing how it reflects a snapshot of cash flow that changes since our cash flow reflects transactions that pass thru the Treasurer's office. He provided examples of instances in which large fluctuations can take place from one report to the next. Mr. Quirk will provide a flow chart demonstrating the cash flow process at the next Finance Committee meeting for review.

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 February, 2015. Currently we are 17% over the overtime budget due to the high number of breaks this winter. The Commissioner is reviewing Operator staffing requirements at the Filtration Plant, and will be adding to future KPI reports the footage of lines jetted, cut, and televised each month. This will be used as an indicator to the staff and establish targets to achieve, and as an indicator of the amount of sewer system preventive maintenance taking place.

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. The number of applications received continues to be in decline.

Quail Street Green Infrastructure Project Update: The Contractor (August Bohl) was issued a Notice to Proceed. Our consent order required a Notice to Proceed by April 1, 2015. This will be a disruptive project due to the narrow working space and busy traffic and pedestrian corridor. Work will be planned and completed block by block, and coordinated with National Grid. Information will be added to the City website, communicated to neighborhood associations, and neighbors in the area of the project.

Long Term Control Plan Update: All six pool communities have signed the inter-municipal agreement. A plan was submitted to the AWB regarding the governance of the IMA Board and the Local Development Corporation (LDC) Board. Representatives need to be designated for the IMA and LDC Boards of Directors. The representative for the IMA and LDC Boards is the Chairman of the Albany Water Board or his designated representative. After discussion, it was recommended that Commissioner Joseph Coffey be designated as the representative of the IMA board, with Dep. Commissioner William Simcoe as an alternate; And for the LDC Board, Dep. Commissioner William Simcoe as the representative with Commissioner Joseph Coffey as the alternate.

John Mastracchio, P.E., representing AWB official Consulting Engineer - ARCADIS, presented a spreadsheet which will be used to track compliance on all capital projects pertaining to the Long Term Control Plan. This spreadsheet will be implemented to ensure projects are progressing as planned, will show what percentage of work is complete, as well as show a cash draw down schedule.

#### 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. A formal "white paper" with recommendation from the Commissioner was distributed to Board members for review and discussion at an upcoming meeting.

#### New Business

Presentation, Tour of Facilities - Judith Enck, Mayor Sheehan, and Congressman Paul Tonko will attend a presentation at the Loudonville Filtration Plant, followed by a Q & A session at City Hall on April 1, 2015. This is associated with a Water Roundtable discussions hosted by Congressman Tonko throughout upstate NY. Board members are invited to attend this event.

#### Resolutions

Resolution 15-<sup>08</sup>~~06~~ (copy attached) to designate Commissioner Joseph E. Coffey, Jr. P.E. as the Chairman's designated representative, and William D Simcoe, P.E as the alternate representative to the Intermunicipal Agreement (IMA) Board of Directors- passed unanimously.

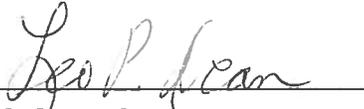
Resolution 15-<sup>09</sup>~~07~~ (copy attached) to designate Deputy Commissioner William D. Simcoe, P.E. as the Chairman's designated representative, and Joseph E. Coffey, Jr., P.E. as the alternate representative to the Local Development Corporation (LDC) Board of Directors- passed unanimously.

Chairman McGuire informed all those in attendance that the next meeting of the AWB will be Friday, April 24<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: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Leo P. Dean", written over a horizontal line.

Leo P. Dean, Secretary

MEMORANDUM

To: ~~Vice~~ Chairman David R. McGuire  
From: Gerald E. Campbell  
Date: March 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 March 12<sup>th</sup>, 2015 and has made the following recommendation(s) for consideration by the Water Board.

Joaquin and Al'Quisha White  
495 3<sup>rd</sup> Street  
Albany, NY 12206

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

Current Balance \$ 568.87

Protested Bill \$ 421.86

Penalty \$ 29.53

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.

Ghirmay Ghidel  
2 Ahl Avenue  
Albany, NY 12205

RE: 25 Central Avenue

Current Balance \$ 2511.28

Protested Bill \$ 1783.56

Penalty \$ 124.86

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.

cc: Commissioner Joseph Coffey  
Molly Larsen

Protest  
495 Third Street  
Account: 011991 Route: 307/223  
Alquiesha Bruton-White

Customer is protesting the November bill in the amount of \$421.86, with a consumption of 7,900 cubic feet. This bill is for the service period of June 2, 2014 to October 1, 2014.

Customer contacted AWD on December 4, 2014 and set up an appointment for a check, test, and read on December 8, 2014.

Results from this appointment:

Meter read 129069 cubic feet

No test -leaks

Small leak in shower

New orion installed

2<sup>nd</sup> CTR results: December 16, 2014

Meter reads 234cf

Meter tested 100% no leaks

2<sup>nd</sup> floor toilet changed December 14, 2014

The average daily consumption during the cycle was 65.28 cubic feet a day. From October 1 thru December 8 the average daily decreased to 41.17 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 03/12/2015 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

Income property

Pays promptly

Responsibility of property owner to maintain regular inspection of property

Protest  
25 Central Avenue  
Account: 005767 Route: 316/230  
Ghidei Ghirmay

Customer is protesting the November bill in the amount of \$1,783.56, with a consumption of 33,400 cubic feet. This bill is for the service period of June 2, 2014 to October 2, 2014.

AWD left a card at the property on October 20, 2014, due to high consumption; AWD also called and left a message on October 22, 2014.

Customer contacted AWD on October 23, 2014 and set up an appointment for a check, test, and read on October 31, 2014.

Results from this appointment:  
Meter read 38029 cubic feet  
No test -leaks  
Restaurant leak on kitchen sink  
Two toilets had high water levels

2<sup>nd</sup> CTR results: November 10, 2014  
Meter reads 38731cf  
Meter tested 100% no leaks

The average daily consumption during the cycle was 273.77 cubic feet a day. From October 2 thru October 20 the average daily decreased to 72.22 cubic feet a day.

The meter cannot register more than what flows through.

Overview of 03/12/2015 meeting:

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

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

## MEMORANDUM

TO: Members of the Albany Water Board and Members of the Albany Municipal Water Finance Authority

FROM: Chris Quirk, Chief Fiscal Officer

RE: **COMBINED STATEMENTS OF CASH FLOWS AND OTHER COMBINED FINANCIAL INFORMATION OF THE ALBANY WATER BOARD AND THE ALBANY MUNICIPAL WATER FINANCE AUTHORITY FOR THE ONE MONTH PERIOD ENDED March 31, 2015**

DATE: APRIL 24, 2015

The following is a discussion of certain highlights and other significant operating matters:

***Water/Sewer Revenue*** Annual Budget - \$34,700,000; Annual Budget Net of Rollover

Actual revenue collections for the month of March 2015 were \$2,844,169 an amount 40% higher than net monthly budget of \$2,030,840. This amount is \$785,205 higher than March 31, 2014.

***Investment Income*** Annual Budget - \$150,000 PAGE 2

As of March 31, 2014, year-to-date investment income was \$11,382 compared to investment income of \$2,314 as of March 31, 2014.

***Operating Expenses*** Annual Budget - \$26,196,000 PAGE 3

Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$6,424,813 which is \$189,869 or 3% higher than 2014, and \$967,949 or 15.1% under adjusted budgeted amounts as of March 31, 2015.

The personnel services category is 9% under budget. Overtime expense is 21.4% over budget.

***Capital Project Costs*** Annual Budget - \$3,000,000 PAGE 4

Approximately \$111,063 in capital project costs was expended through March 31, 2015.

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

	One Month Period Ended		Year-To-Date Periods Ended		Percent Variance	Variance	Percent Variance
	2015	2014	2015	2014			
<b>Revenues</b>							
Water/sewer revenue	\$ 2,844,169	\$ 2,118,964	\$ 9,191,149	\$ 7,683,779	34.2%	\$ 1,507,370	19.6%
Investment income	6,526	1,108	11,832	2,314	489.0%	9,518	411.3%
Total revenues	2,850,695	2,120,072	9,202,981	7,686,093	34.5%	1,516,888	19.7%
<b>Operating expenses</b>							
Operation/maintenance costs	4,263,772	4,125,737	6,424,813	6,234,944	3.3%	189,869	3.0%
Board/Authority expenses	5,362	2,209	24,736	21,039	142.7%	3,697	17.6%
Total expenses	4,269,134	4,127,946	6,449,549	6,255,983	3.4%	193,566	3.1%
<b>Net operating cash flows before debt service and capital project costs</b>	(1,418,439)	(2,007,874)	2,753,432	1,430,110	-29.4%	1,323,322	92.5%
<b>Debt service costs</b>	(564,620)	(568,280)	(1,693,840)	(1,472,360)	0.0%	(221,480)	15.0%
<b>Capital project costs</b>	(111,063)	(179,866)	(111,063)	(179,866)	0.0%	68,803	0.0%
<b>Net cash flow (deficiency)</b>	\$ (2,094,122)	\$ (2,756,020)	\$ 948,529	\$ (222,116)	24.0%	\$ 1,170,645	527.0%

**Debt Coverage Ratio** 163% 97%

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER FINANCE AUTHORITY**  
**SCHEDULE OF REVENUES**  
**March 31, 2015**

	2015		2014	2014		Variance
	Budget	Actual		Budget	Actual	
<i>Water and sewer revenue</i>						
March	\$ 2,030,840	\$ 2,844,169	\$ 2,027,920	\$ 2,118,684	\$ 90,764	4%
Year-to-Date	\$ 7,044,480	\$ 9,191,149	\$ 7,097,720	\$ 7,683,779	\$ 586,059	8%
<i>Investment income</i>						
March	\$ 6,500	\$ 6,526	\$ 1,000	\$ 1,108	\$ 108	11%
Year-to-Date	\$ 31,500	\$ 11,832	\$ 3,000	\$ 2,314	\$ (686)	-23%

**Additional Cash Receipts**

<i>Meter Recovery Fees</i>					
March	\$ -				
Year-to-Date	\$ -	\$ -			
<i>Sales of Scrap</i>					
March	\$ -	\$ 5,889			
Year-to-Date	\$ -	\$ 6,216			
<i>Insurance Recoveries</i>					
March	\$ -	\$ -			
Year-to-Date	\$ -	\$ -			
<i>Miscellaneous Income</i>					
March	\$ -	\$ 2,250			
Year-to-Date	\$ -	\$ 6,750			

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**  
**March 31, 2015**

	2015 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE MARCH 2015			2014 YTD ACTUAL
		ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
<b>Administration</b>					
Personnel services	910,771	\$ 227,693	\$ 189,660	\$ 38,033	\$ 193,484
Equipment	1,000	\$ 181	975	(794)	-
Contractual and other expenses	178,019	\$ 32,221	37,834	(5,613)	43,429
Benefits	346,151	\$ 86,538	78,004	8,534	83,124
	1,435,941	\$ 346,633	306,473	40,160	320,037
<b>Supply, Power and Pumping</b>					
		\$ -			
Personnel services	872,825	\$ 218,206	173,187	45,019	210,696
Equipment	-	\$ -	-	0	-
Contractual and other expenses	112,030	\$ 20,277	9,286	10,991	7,886
Benefits	305,646	\$ 76,412	58,595	17,817	62,609
	1,290,501	\$ 314,895	241,068	73,827	281,191
<b>Purification</b>					
		\$ -			
Personnel services	1,106,042	\$ 276,511	273,915	2,596	270,805
Equipment	190,000	\$ 34,390	14,771	19,619	-
Contractual and other expenses	1,123,178	\$ 203,295	189,029	14,266	147,359
Benefits	281,837	\$ 70,459	95,519	(25,060)	72,908
	2,701,057	\$ 584,655	573,234	11,421	491,072
<b>Transmission/Distribution</b>					
		\$ -			
Personnel services	2,441,091	\$ 610,273	524,686	85,587	582,548
Equipment	545,848	\$ 98,798	22,106	76,692	-
Contractual and other expenses	1,636,097	\$ 296,134	102,190	193,944	88,922
Benefits	759,548	\$ 189,887	200,235	(10,348)	171,682
	5,382,584	\$ 1,195,092	849,217	345,875	843,152
<b>Sewer Services</b>					
		\$ -			
Personnel services	577,104	\$ 144,276	175,755	(31,479)	189,351
Equipment	166,000	\$ 30,046	25,850	4,196	-
Contractual and other expenses	1,274,710	\$ 230,723	22,182	208,541	15,643
Benefits	217,330	\$ 54,333	40,743	13,590	52,746
	2,235,144	\$ 459,377	264,530	194,847	257,740
<b>Pumping Stations</b>					
		\$ -			
Personnel services	149,790	\$ 37,448	42,782	(5,335)	38,255
Equipment	15,000	\$ 2,715	-	2,715	-
Contractual and other expenses	334,573	\$ 60,558	46,482	14,076	69,603
Benefits	70,259	\$ 17,565	16,631	934	10,981
	569,622	\$ 118,285	105,895	12,390	118,839
<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	\$ 3,025,000	3,050,782	(25,782)	2,878,387
<b>Contingencies, Insurance and Other</b>	4,500,703	\$ 748,825	474,827	273,998	453,238
<b>TOTALS</b>	\$ 26,196,666	\$ 7,392,762	\$ 6,424,813	\$ 967,949	\$ 6,234,944

**EXPENSE SUMMARY:**

	2015	2014	Change
Personal Services	1,379,985	1,485,139	(105,154)
Equipment	63,702	-	63,702
Contractual and other expenses	407,003	372,842	34,161
Benefits	489,727	454,050	35,677
Other	4,084,396	3,922,913	161,483
	6,424,813	6,234,944	189,869

Percent Increase over 2014 3.0%  
Percent under Budget 15.1%

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER AUTHORITY**  
**SCHEDULE OF CAPITAL PROJECT COSTS**  
**March 31, 2015**

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

***Comparative Expenditures***

[----- 2014 -----]		2015	
January	\$ -	January	\$ -
February	-	February	77,235
March	179,866	March	33,828
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>111,063</b>

	Budget 3/31/2015 YTD	Actual 3/31/2015 YTD	Budget Difference (over)/under	Actual 3/31/2014 YTD	Actual Difference (over)/under
<b>OVERTIME</b>					
<i>Supply, Power and Pumping</i>	\$ 23,750	\$ 13,176	\$ 10,574	\$ 35,256	\$ 22,080
<i>Purification</i>	\$ 33,750	\$ 37,713	\$ (3,963)	\$ 37,145	\$ (568)
<i>Transmission/Distribution</i>	\$ 75,000	\$ 102,380	\$ (27,380)	\$ 111,848	\$ 9,468
<i>Sewer Services</i>	\$ 10,000	\$ 19,003	\$ (9,003)	\$ 18,141	\$ (862)
<i>Pumping Stations</i>	\$ 2,500	\$ 3,686	\$ (1,186)	\$ 2,915	\$ (771)

**TOTAL** \$ 145,000 \$ 175,958 \$ (30,958) \$ 205,305 \$ 29,347

Percentage -21.4% 14.3%

3/31/2015

DUE FROM THE CITY OF ALBANY

\$ 16,178,440

RESOLUTION NO. 15-08

March 27, 2015

ALBANY WATER BOARD RESOLUTION DESIGNATING REPRESENTATIVES  
FOR THE INTERMUNICIPAL AGREEMENT BOARD OF DIRECTORS

WHEREAS, the Albany Water Board is a local authority established under the New York State Public Authorities Law; and,

WHEREAS, the Albany Water Board has the power to designate representatives to the Intermunicipal Agreement Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED, the Albany Water Board designates Commissioner Joseph E. Coffey, Jr. P.E., as the Chairman's designated representative to the Intermunicipal Agreement Board of Directors; and, William D. Simcoe, P.E., as alternate designated representative to the Intermunicipal Agreement Board of Directors.

The adoption of the Resolution was duly put to a vote on roll call, which resulted as follows:

David R. McGuire

VOTING

Glenn G. Viele

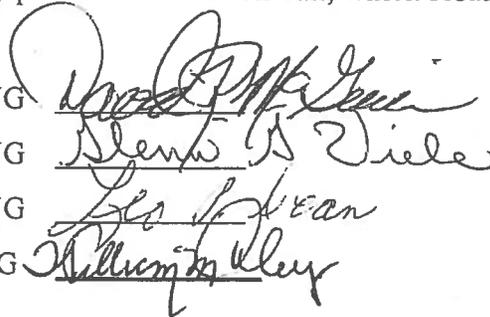
VOTING

Leo P. Dean

VOTING

William M. Clay

VOTING



The image shows four handwritten signatures in black ink, each written over a horizontal line. The signatures are: David R. McGuire (top), Glenn G. Viele (second), Leo P. Dean (third), and William M. Clay (bottom). The signatures are cursive and somewhat stylized.

The foregoing Resolution was thereupon declared duly adopted.

RESOLUTION NO. 15-09

March 27, 2015

ALBANY WATER BOARD RESOLUTION DESIGNATING REPRESENTATIVES  
FOR THE LOCAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

WHEREAS, the Albany Water Board is a local authority established under the New York State Public Authorities Law; and,

WHEREAS, the Albany Water Board has the power to designate representatives to the Local Development Corporation Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED, the Albany Water Board designates Deputy Commissioner William D. Simcoe, P.E., as the Chairman's designated representative to the Local Development Corporation Board of Directors; and, Joseph E. Coffey, Jr., P.E., alternate designated representative to the Local Development Corporation Board of Directors.

The adoption of the Resolution was duly put to a vote on roll call, which resulted as follows:

David R. McGuire

VOTING



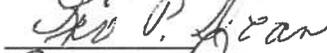
Glenn G. Viele

VOTING



Leo P. Dean

VOTING



William M. Clay

VOTING



The foregoing Resolution was thereupon declared duly adopted.