ALBANY WATER BOARD

MINUTES OF REGULAR MEETING

May 26, 2016

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 Thursday, May 26, 2016.

PRESENT: David McGuire, Chairman; William Clay, Vice Chairman; Daniel Ranellone, Treasurer; Charles Houghton, Secretary; Rachel Johnson, Member.

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

BOARD ADVISORS PRESENT: William Kahn, UHY Advisors;

Approval of April 22, 2016 Annual Meeting Minutes

Chairman David McGuire introduced the minutes of the April 22, 2016 Annual meeting. With no objection, the reading of minutes was dispensed and Chairman McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Ranellone, seconded by Mr. Houghton, and passed unanimously.

Public Comment Period

No public comments were made.

Water Bill Review Committee

There were no water billing appeals for review for this recent period.

Water Board Policy Reviews

Whistleblower Policy- A proposed Whistleblower Policy (draft attached) was introduced to the Board for review. The Albany Water Board is required to have such a policy to maintain compliance with ABO, PARIS requirements. The Board recommended some minor changes to the language pertaining to 'employee' as stated in the policy, due to the Board's unique relationship with the City of Albany. The proposed policy will be tabled until the June meeting to allow staff to draft the recommended modifications.

Water Bill Modification Policy- A proposed revision of the current one time bill modification was presented by Customer Service Supervisor Scheely. The current policy's eligibility calculation is very high, leaving many households (particularly lower income families) ineligible

for the modification. The proposed revised policy should provide relief to more homeowners, including landlords for properties containing up to three units. The proposed policy is attached.

Committee & Staff Reports

Cash Flows and other Combined Financial Information: Christopher Quirk, Chief Fiscal Officer, submitted a statement of the Albany Water Board and Albany Municipal Water Finance Authority's Cash Flows and other combined Financial Information for the one month period ending April 30, 2016. The detailed report is attached.

Key Performance Indicators and Critical Numbers Dashboard: Commissioner Coffey presented the monthly Key Performance Indicators as of the end of April, 2016 (attached).

The Commissioner also presented the Albany Water Department One Page 2016 Business Plan and provided an update on each key milestone identified for 2016 quarter two completion. The document is attached.

Hydrant Painting Program: The Department is proposing to change the standard hydrant color to "red" at the request of the Albany Fire Department. The Water Department will initiate the 2016 hydrant painting program in which all 3000+ fire hydrants will be painted red and with reflective silver paint on the bonnets and nozzles, with the intention of making hydrants more visible for safety purposes.

Bethlehem Hamagrael 48 inch Transmission Main Permanent Easement: Deputy Commissioner William Simcoe recommends consideration of an assessment and appraisal to determine the value for consideration of a permanent easement to the Town of Bethlehem.

SEQRA and SHPO Funding: A special Water Board meeting will need to take place in June to discuss resolutions pertaining to the designation of funding for the N. Swan Street Project and the Upper Washington Avenue Wastewater Project.

Public Hearing for Financing Projects: Public Hearings will need to take place in reference to funding the following projects: Long Term Control Plan, Elberon, Ryckman/ Hanson, Upper Washington Avenue Corridor.

Consultant Engineer's Report: Kevin Hogan of ARCADIS submitted the Consultant Engineer's Report in advance of this meeting. The report details progress on upcoming LTCP Projects and ARCADIS Projects (attached). All action items are occurring within scheduled time frames and progressing as expected.

Resolutions

Resolution 16-18: Adopting the revision to the Albany Water Board Water Bill Modification Policy was offered by Chairman McGuire and seconded by Mr. Houghton. Resolution passed unanimously.

Resolution 16-19: Adopting the Whistleblower Policy for the Albany Water Board was tabled until next regular meeting.

Resolution 16-20: Authorizing the color "red" as the official color for fire hydrants for the City of Albany was offered by Chairman McGuire and seconded by Mr. Ranellone. Resolution passed unanimously.

Resolution 16-21: Authorizing the transfer of $2 million in funds from the Department's Fund Balance to the Capital Accounts was offered by Chairman McGuire and seconded by Mr. Houghton. Resolution Passed unanimously.

Resolution 16-22: Designating the Albany Water Board as Lead Agency relating to SEQRA for the North Swan Street Sewer Project was offered by Chairman McGuire and seconded by Mr. Houghton. Resolution passed unanimously.

Resolution 16-23: Designating the Albany Water Board as Lead Agency relating to SEQRA for the Upper Washington Avenue Wastewater Project was tabled until next regular meeting.

Resolution 16-24: Adopting the SEQRA Finding of No Significant Impact for the North Swan Street Sewer Project was tabled until next regular meeting.

Resolution 16-25: Adopting the SEQRA Finding of No Significant Impact for the Upper Washington Wastewater Project was tabled until next regular meeting.

Executive Session

No Executive Session took place.

Chairman Dave McGuire informed all those in attendance that the next regular meeting of the AWB will be **Friday 24, 2016** at 9:30 a.m. in the AWB Conference Room. As noted, the Board will likely schedule a special meeting in advance of the regular monthly meeting.

Being no further business, Chairman McGuire called for a motion to adjourn the meeting. A motion was made by Mr. Ranellone, seconded by Mr. Houghton and passed unanimously. The meeting was adjourned at 11:30 a.m.

Approved by: _____

Charles Houghton, Secretary

Albany Water Board

Whistleblower Policy and Procedures

Purpose

It is the policy of the Albany Water Board to afford certain protections to individuals who in good faith report violations of the Water Board's Code of Ethics or other instances of potential wrongdoing within the Water Board. The Whistleblower Policy and Procedures set forth below are intended to encourage and enable employees to raise concerns in good faith within the Water Board and without fear of retaliation or adverse employment action.

Definitions

"Good Faith": Information concerning potential wrongdoing is disclosed in "good faith" when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential wrongdoing.

"Water Board Employee": All board members, and officers and staff employed at the Albany Water Board whether full-time, part-time, employed pursuant to contract, employees on probation and temporary employees.

"Whistleblower": Any Water Board Employee (as defined herein) who in good faith discloses information concerning wrongdoing by another Water Board employee, or concerning the business of the Water Board itself.

"Wrongdoing": Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by a Water Board Employee (as defined herein) that relates to the Water Board.

"Personnel action": Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

Section 1: Reporting Wrongdoing

All Water Board Employees who discover or have knowledge of potential wrongdoing concerning board members, officers, or employees of this Water Board; or a person having business dealings with this Water Board; or concerning the Water Board itself, shall report such activity in accordance with the following procedures:

a) The Water Board Employee shall disclose any information concerning wrongdoing either orally or in a written report to his or her supervisor, or to the Water Board's ethics officer (Corporation Counsel), or human resources representative (Confidential Assistant).

b) All Water Board Employees who discover or have knowledge of wrongdoing shall report such wrongdoing in a prompt and timely manner.

c) The identity of the whistleblower and the substance of his or her allegations will be kept confidential to the best extent possible.

d) The individual to whom the potential wrongdoing is reported shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to the Authorities Budget Office or an appropriate law enforcement agency where applicable.

e) Should a Water Board Employee believe in good faith that disclosing information within the Water Board pursuant to Section 1 (a) above would likely subject him or her to adverse personnel action or be wholly ineffective, the Water Board Employee may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office's toll free number (1-800-560-1770) should be used in such circumstances.

Section II: No Retaliation or Interference

No Water Board Employee shall retaliate against any whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority; and, no Water Board Employee shall interfere with the right of any other Water Board Employee by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are strictly prohibited and:

a) No Water Board Employee who in good faith discloses potential violations of the Water Board's Code of Ethics or other instances of potential wrongdoing, shall suffer harassment, retaliation or adverse personnel action.

b) All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by this Water Board.

c) Any Water Board Employee who retaliates against or had attempted to interfere with any individual for having in good faith disclosed potential violations of this Water Board's Code of Ethics or other instances of potential wrongdoing is subject to discipline, which may include termination of employment.

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d) Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

Section III: Other Legal Rights Not Impaired

The Whistleblower Policy and Procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

a) Specifically, these Whistleblower Policy and Procedures are not intended to limit any rights or remedies that an individual may have under the laws of the State of New York, including but not limited to the following provisions: Civil Service Law § 75-b, Labor Law § 740, State Finance Law § 191 (commonly known as the "False Claims Act"), and Executive Law § 55(1).

b) With respect to any rights or remedies that an individual may have pursuant to Civil Service Law § 75-b or Labor Law § 740, any employee who wishes to preserve such rights shall prior to disclosing information to a government body, have made a good faith effort to provide the appointing authority or his or her designee the information to be disclosed and shall provide the appointing authority or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety. (See Civil Service Law § 75-b[2][b]; Labor Law § 740[3]).

Adopted by the Albany Water Board as of:

Resolution:

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Albany Water Board

Water Bill Modification Policy

(revised May 26, 2016)

The Albany Water Board recognizes that leaks, accidents or mishaps can occur within a home which results in an isolated, unusually high water and sewer utility bill. The purpose of this policy is to provide redress by way of a one-time modification of an abnormally high water and sewer bill due to a leak, mishap, and accident or for reasons unknown which occur on or outside the billed premises. This one-time modification shall be applied to one billing cycle. The modification shall not be used to provide relief for any property owner who intentionally uses a considerably larger volume of water in any one billing cycle than is usual for that property owner. Further, this policy shall only apply to bills which were calculated based on an actual meter reading during that billing cycle.

Who Is Eligible?

This program is available to the owner of any residential dwelling (up to three units) in the City of Albany. Industrial, institutional, governmental or charitable organizations are not eligible under this policy. Only property owners who are currently listed on the current water and sewer billing account are able to claim redress under this policy. To be eligible for this program the applying property owner must have an up to date account with no current delinquencies.

How Much of My Bill Will Be Forgiven?

The program will only provide limited modification of your water bill. The bill modification would result in the property owner receiving a revised bill in the amount equal to the average of the three prior year's bills for that billing cycle (4 month period) plus 25%. The property owner must state in full detail what had happened at the property that led to high water usage and also what steps have been taken to correct the problem. The AWD needs to be able to test the meter and show that the meter tests out at 100% with no leaks after the issue is resolved.

The modification policy will be based on the average of the last 3 years bills during the same billing cycle, plus 25%.

Example:	5/13/16	$603.26	High bill
	5/13/15	69.82	
	5/13/14	$114.52	
	5/13/13	$90.78	

69.82+114.52+90.78= $275.12/3 = $91.71 X 1.25 = $114.64

With the one-time bill modification policy the $603.26 bill would be reduced to $114.64.

Do I Have to Apply for the Exemption?

Yes. The property owner should contact the Albany Water Department's Customer Service Supervisor at 518-434-5300 within thirty (30) days of receipt of the bill to request consideration under the Water Bill Modification Policy. The Customer Service Supervisor shall make an initial determination regarding eligibility under the Water Bill Modification policy and the recommendation must be approved by the Commissioner.

Denial of Request

Should the property owner be denied a bill modification, the customer may appeal to The Albany Water Board to dispute the bill. Pursuant to City Code Section 41-117(B), any request to dispute a water bill must be made in writing within thirty (30) days of receipt of the bill. Water Bill complaint forms can be found in City Hall, 24 Eagle Street at the City Clerk's Office located in Room 202, and online at http://www.albanyny.gov/Libraries/Forms_-_Water_Water_Supply/Water_Complaint_Form.sflb.ashx.

Upon receipt of your complaint, you will be notified in the mail to appear for a hearing in front of the Water Bill Complaint Board. At the hearing, you should be prepared to explain the reason for the increased usage such as leak, accident or other cause. The property owner shall detail all repair efforts and provide copies of any bills paid for the repair of any leaks for which redress is sought.

In the case where a property owner seeks redress under this policy due to a leak, the Albany Water Board shall not grant the redress provided for in this policy until such time as satisfactory proof the leak has been repaired has been provided to the Albany Water Board.

Please be advised that you may also be required to allow the City of Albany Department of Water and Water Supply to inspect your water meter to see if it is working properly and to determine if usage has decreased since receipt of the escalated bill.

Approved by Resolution _____of the Albany Water Board at Meeting:

Effective Date:

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ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
STATEMENTS OF CASH FLOWS
April 30, 2016

	One Month Period Ended April 30				Year-To-Date Periods Ended April 30			
	2016	2015	Variance	Percent Variance	2016	2015	Variance	Percent Variance
Revenues								
Water/sewer revenue	$ 1,934,607	$ 2,085,715	$ (151,108)	-7.2%	$ 10,794,051	$ 11,276,864	$ (482,813)	-4.3%
Investment income	6,389	4,378	2,011	45.9%	43,361	16,210	27,151	167.5%
Total revenues	1,940,996	2,090,093	(149,097)	-7.1%	10,837,412	11,293,074	(455,662)	-4.0%
Operating expenses								
Operation/maintenance costs	3,803,622	4,001,428	(197,806)	-4.9%	7,293,540	7,316,702	(23,162)	-0.3%
Board/Authority expenses	6,229	4,434	1,795	40.5%	24,106	29,170	(5,064)	-17.4%
Total expenses	3,809,851	4,005,862	(196,011)	-4.9%	7,317,646	7,345,872	(28,226)	-0.4%
Net operating cash flows before debt service and capital project costs	(1,868,855)	(1,915,769)	46,914	-2.4%	3,519,766	3,947,202	(427,436)	-10.8%
Debt service costs	(561,580)	(564,620)	3,040	-0.5%	(2,246,320)	(2,258,460)	12,140	-0.5%
Capital project costs	(72,924)	(84,334)	11,410	-13.5%	(595,984)	(195,397)	(400,587)	205.0%
Net cash flow (deficiency)	$ (2,503,359)	$ (2,564,723)	$ 61,364	2.4%	$ 677,462	$ 1,493,345	$ (815,883)	-54.6%

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
SCHEDULE OF REVENUES
April 30, 2016

	2016 Budget	2016 Actual	Variance Favorable (Unfavorable)	Variance %	2015 Budget	2015 Actual	Variance Favorable (Unfavorable)	Variance %
Water and sewer revenue								
April	$ 2,464,072	$ 1,934,607	$ (529,465)	-21%	$ 2,418,629	$ 2,085,715	$ (332,914)	-14%
Year-to-Date	$ 10,323,080	$ 10,794,051	$ 470,971	5%	$ 9,463,105	$ 11,276,864	$ 1,813,759	19%
Investment income								
April	$ 16,667	$ 6,389	$ (10,278)	-62%	$ 12,500	$ 4,378	$ (8,122)	-65%
Year-to-Date	$ 66,667	$ 43,361	$ (23,306)	-35%	$ 50,000	$ 16,210	$ (33,790)	-68%
Additional Cash Receipts								
Meter Recovery Fees								
April	$ -							
Year-to-Date	$ -	$ -						
Sales of Scrap								
April	$ -	$ 235						
Year-to-Date	$ -	$ 874						
Insurance Recoveries								
April	$ -	$ 9,281						
Year-to-Date	$ -	$ 14,609						
Miscellaneous Income		$ 6,500						
Aopril	$ -	$ 2,380						
Year-to-Date	$ -	$ 8,880						

Note: The revenue budgets reflect forecasted revenue collections of $37,000,000 and $34,700,000 for 2016 and 2015, respectively.

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF OPERATING EXPENSES
April 30, 2016

	2016 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE APRIL 2016 ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	2015 YTD ACTUAL
Administration					
Personnel services	1,152,736	$ 391,495	314,774	$ 76,721	250,943
Equipment	1,000	$ -	-	0	975
Contractual and other expenses	193,148	$ 59,007	62,611	(3,604)	57,895
Benefits	390,398	$ 130,133	105,372	24,761	100,503
	1,737,282	580,635	482,757	97,878	410,316
Supply, Power and Pumping					
Personnel services	803,481	$ 272,880	221,795	51,085	222,010
Equipment	43,000	$ 14,333	745	13,588	-
Contractual and other expenses	104,913	$ 32,051	11,259	20,792	28,397
Benefits	358,894	$ 119,631	74,388	45,243	70,265
	1,310,288	438,896	308,187	130,709	320,672
Purification					
Personnel services	1,139,326	$ 386,941	341,469	45,472	353,513
Equipment	190,000	$ 63,333	13,119	50,214	26,245
Contractual and other expenses	1,146,062	$ 350,122	148,018	202,104	278,623
Benefits	375,037	$ 125,012	107,844	17,168	122,448
	2,850,425	925,409	610,450	314,959	780,829
Transmission/Distribution					
Personnel services	2,531,584	$ 859,783	834,291	25,492	675,425
Equipment	745,000	$ 208,626	817	207,809	35,955
Contractual and other expenses	1,628,765	$ 497,588	195,250	302,338	300,416
Benefits	849,238	$ 283,079	290,327	(7,248)	257,050
	5,754,587	1,849,076	1,320,685	528,391	1,268,846
Sewer Services					
Personnel services	825,134	$ 280,234	195,461	84,773	230,564
Equipment	589,000	$ 179,940	-	179,940	26,750
Contractual and other expenses	1,714,370	$ 523,740	30,624	493,116	28,399
Benefits	196,956	$ 65,652	59,953	5,699	48,914
	3,325,460	1,049,566	286,038	763,528	334,627
Pumping Stations					
Personnel services	149,790	$ 50,872	23,123	27,749	55,124
Equipment	25,000	$ 8,333	-	8,333	-
Contractual and other expenses	400,609	$ 122,386	43,218	79,168	40,352
Benefits	37,757	$ 12,586	7,570	5,016	21,539
	613,156	194,177	73,911	120,266	117,015
Taxes Paid to Municipalities	2,112,359	$ 600,000	558,282	41,718	558,787
County Sewer Contract	6,177,000	$ 3,078,617	3,081,152	(2,535)	3,050,782
Contingencies, Insurance and Other	4,575,643	$ 1,122,405	572,078	550,327	474,828
TOTALS	$ 28,456,200	$ 9,838,780	$ 7,293,540	$ 2,545,240	$ 7,316,702

EXPENSE SUMMARY:	2016	2015	Change
Personal Services	1,930,913	1,787,579	143,334
Equipment	14,681	89,925	(75,244)
Contractual and other expenses	490,980	734,082	(243,102)
Benefits	645,454	620,719	24,735
Other	4,211,512	4,084,397	127,115
	7,293,540	7,316,702	(23,162)

Percent Increase/Decrease over 2015	-0.3%
Percent under Budget	25.87%
Personal Services Incr/Decr over 2015	-13.88%

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF CAPITAL PROJECT COSTS
April 30, 2016

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
2015		2,076,594
	$	**48,993,267**

Comparative Expenditures

[---------- 2015 ----------]			2016		
January	$	-	January	$	-
February		77,235	February		
March		33,828	March		423,060
April		84,334	April		72,924
May		86,474	May		
June		17,174	June		
July		161,417	July		
August		59,130	August		
September		208,826	September		
October		373,623	October		
November		44,554	November		
December		929,999	December		-
	$	**2,076,594**		**$**	**495,984**

OVERTIME	Budget 4/30/2016 YTD	Actual 4/30/2016 YTD	Budget Difference (over)/under	Actual 4/30/2015 YTD	Actual Difference (over)/under
Supply, Power and Pumping	$ 32,885	$ 36,235	$ (3,350)	$ 14,992	$ (21,243)
Purification	$ 46,731	$ 46,116	$ 615	$ 45,329	$ (787)
Transmission/Distribution	$ 103,846	$ 134,338	$ (30,492)	$ 126,624	$ (7,714)
Sewer Services	$ 13,846	$ 16,315	$ (2,469)	$ 24,302	$ 7,987
Pumping Stations	$ 3,462	$ 849	$ 2,613	$ 4,765	$ 3,916
TOTAL	$ 200,769	$ 233,853	**$ (33,084)**	$ 216,012	**$ (17,841)**
Percentage			**-16%**		**-8.3%**

	4/30/2016
DUE FROM THE CITY OF ALBANY	**$ 9,831,714**

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard

Indicators	
	well over goal
	at goal
	caution
	unacceptable - corrective action required

Parameter	Annual Goal or YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Water/Sewer Revenue														
Budget	$37,000,000	$3,014,405	$2,563,982	$2,280,621	$2,464,072	$3,076,537	$2,554,224	$2,429,593	$3,133,190	$2,843,011	$3,567,745	$553,476	$8,519,144	$37,000,000
Actual MTD		$3,155,960	$2,381,283	$3,322,199	$1,934,607									
Budget YTD/MTD	$10,323,080	$3,014,405	$5,578,387	$7,859,008	$10,323,080									$10,323,080
Actual YTD/MTD	$10,794,051	$3,155,960	$5,537,243	$8,859,444	$10,794,051									$10,794,051
% Actual MTD vs Budget MTD		104.70%	92.87%	[illegible]	[illegible]	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
% Actual YTD vs Budget YTD	104.56%	104.70%	99.26%	[illegible]	104.56%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	104.56%
Operating Expenses														
Budget	$28,454,565	$1,453,407	$1,144,754	$2,947,280	$4,293,340	$1,115,343	$1,551,156	$1,729,057	$1,434,482	$5,475,585	$1,123,610	$1,756,844	$4,429,707	$28,454,565
Actual MTD		$1,374,646	$698,693	$1,416,578	$3,803,622									
BudgetYTD/MTD	$9,838,780	$1,453,407	$2,598,161	$5,545,441	$9,838,780									$9,838,780
Actual YTD/MTD	$7,293,540	$1,374,646	$2,073,340	$3,489,918	$7,293,540									$7,293,540
% Actual vs Budget MTD/MTD		94.58%	[illegible]	[illegible]	[illegible]	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
% Actual YTD vs Budget YTD	[illegible]	94.58%	[illegible]	[illegible]	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	74.13%
Net Operating Cash Flows														
Actual MTD/YTD	$3,519,766	$1,781,812	$3,468,467	$1,920,152	-$1,868,855									$3,519,766
Net Cash Flow after debt service and capital project costs	$677,462	$1,220,232	$2,345,307	$935,512	-$2,503,359									$677,462
Water Produced														
Monthly total (million gallons)	2089.390	523.875	503.359	535.870	526.286									2089.390
Daily average (MGD)	17.271	16.899	17.357	17.286	17.543									17.271
Total Department OT Hrs.	7732	1967	1996	1916	1853									7732
Total Department OT $	$580,000													
Budget MTD		$55,769	$44,616	$44,615	$55,769									
Actual MTD		$61,781	$60,685	$45,587	$65,800									
Budget YTD	$200,769	$55,769	$100,385	$145,000	$200,769									
Actual YTD	$233,853	$61,781	$122,466	$168,053	$233,853									
% Budget MTD		[illegible]	[illegible]	102.18%	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
% Budget YTD	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]									
ACSD monthly avg flow (MGD)	south plant	21.97	22.88	21.47	20.89									
contracted flow 27 MGD	total	25.75	26.95	25.48	25.09									
Locations regular	1888	228	300	650	710									1888
emergency	360	119	93	76	72									360
Leak Detection Blocks Tested	349	115	90	76	68									349
Leaks Detected	21	4	4	8	5									21

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard

Indicators
- well over goal
- at goal
- caution
- unacceptable - corrective action required

Parameter	Annual Goal or YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Injury Reports (New)	YTD													
Total Reports Submitted	23	8	4	7	4									23
Total resulting in Medical Treatment	16	4	3	5	4									16
Total resulting in Time Loss	11	2	3	4	2									11
Lost Work Days (injuries)	91	11	43	35	2									91
Water Main Breaks	22	13	5	3	1									22
* 48-inch, ** 36- inch transmission line														
Sewer Repairs	3	0	1	1	1									3
Valves Repair/Replaced	15	3	4	3	5									15
MH Repairs	10	0	5	4	1									10
Hydrant Replacements	5	0	3	1	1									5
Hydrant Repairs	2	0	1	1	0									2
Service Terminations	10	2	3	3	2									10
Service Repairs	17	4	5	3	5									17
Basin Repairs	41	8	8	11	14									41
Frozen Service	0	0	0	0	0									0
Curb Box and Rod replaced	0	0	0	0	0									0
Valve Box replaced	22	1	7	8	6									22
Install Valve	3	0	0	1	2									3
Orions Installed														
Goal														
Actual YTD	761	241	231	147	142									761

week	budget OT$	weekly OT$
1	$10,943	$0
2	$10,943	$10,549
3	$10,943	$16,773
4	$10,943	$16,410
5	$10,943	$13,739
6	$10,943	$10,503
7	$10,943	$20,210
8	$10,943	$11,720
9	$10,943	$12,509
10	$10,943	$11,664
11	$10,943	$9,871
12	$10,943	$12,114
13	$10,943	$13,152
14	$10,943	$13,370
15	$10,943	$15,186
16	$10,943	$11,872
17	$10,943	$9,385
18	$10,943	$12,730
19	$10,943	$12,237
20	$10,943	
21	$10,943	
22	$10,943	
23	$10,943	
24	$10,943	
25	$10,943	
26	$10,943	
27	$10,943	
28	$10,943	
29	$10,943	
30	$10,943	
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39	$10,943	
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41	$10,943	
42	$10,943	
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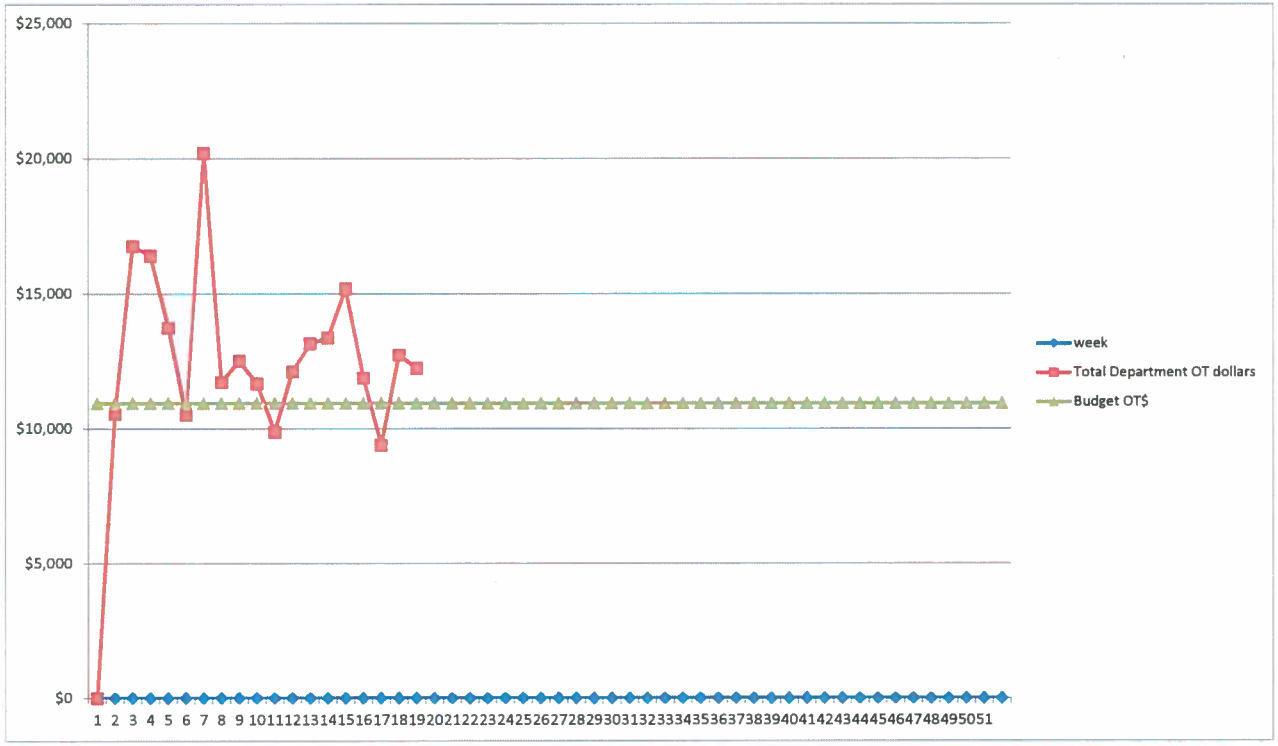
49	$10,943	
50	$10,943	
51	$10,943	
52	$10,943	
53	$10,943	



ARCADIS Design & Consultancy for natural and built assets

Albany Water Board
Arcadis Engineering Report
Date: May 20, 2016

Upcoming LTCP Projects\Dates

- **Big "C" Control Facility** – The project was awarded to the Albany Pool Joint Venture Team. Completed Preliminary Design Report is due 8/1/2016. Project is underway.
- **Performance of a Codes and Local Law Review, & Green Infrastructure Technical Design Guidance -** CDRPC awarded a contract to Barton & Loguidice. Local Law completion date is 8/1/2016, Technical Design Guidance by 8/1/2017.
- **Marietta Place Stormwater Storage Facility** – Awarded to Barton & Loguidice. Completed plans and specifications due by 10/1/2016.
- **Green Infrastructure Banking System Feasibility Assessment**. Awarded to Arcadis. Work must be completed by 8/1/2017.

Arcadis Projects

- **Green Infrastructure Banking System Feasibility Assessment**
- **NYSERDA FlexTech Grant –** Project will include energy evaluation at the Feura Bush filtration plant (blowers, lighting, windows\doors). The project also includes some condition assessment and treatment system evaluation.
- **CIP Projects** – Sewer condition assessment, erosion problems, Loudonville Reservoir Basin C wall cap replacement.
- **Geographic Information System (GIS) Data Integration –** Next phase of GIS mapping if nearly complete. Project included digitizing about 150 sewer system drawings to GIS.
- **Asset Management Program –** Development of an Asset Management Plan. Some components will include establishing levels of service, key performance indicators, and risk.
- **Long Term Control Plan Schedule of Compliance** – Monitoring deadlines and costs