

The Onondaga County Water Authority met in regular session on October 27, 2021

Members of the Authority present were J. Bianchini, K. Gardiner, M. Luber, B. Doran, and J. Dougherty

Others present: J. Brown, G. Miller, C. Marvin, L. Khanzadian, A. Weiss, and T. Wisely.

I. Call to Order:

- J. Bianchini, Chair, called the meeting to order at 12:35 p.m.
- J. Bianchini thanked George German, Distribution Maintenance Manager, for the overview of the Directional drill equipment and Vac truck and discussing the positive impact the equipment has had on building efficiency and safety.

On motion by K. Gardiner, duly seconded by M. Luber, with all Members approving, the Board approved the regular Minutes of September 15, 2021, as presented.

On motion by K. Gardiner, duly seconded by J. Dougherty, with all Members approving, the Board approved the Minutes of the Budget Workshop on October 13, 2021.

II. EXECUTIVE DIRECTOR'S REPORT

- J. Brown reviewed the Executive Director's report:
- Mentioned to the Board the addition of "Key Takeaways" to the departmental Board reports.
- Reviewed the status of the work effort at OCWA following the fire on 10/8/2021. With a cooperative effort of OCWA employees as well as the restoration company's work on the emergency cleaning efforts, progress continues. Insurance meeting was held on 10/19/21 which will lead to specific insurance claim information along with a definitive restoration plan which we hope will include some offsite space for continuing employee training.
- Discussed budget wrap up and including Executive Session on the agenda for any additional review or discussion.
- Reviewed and discussed OCWA's Key Performance Indicators (KPI) and Effective Utility Management (EUM) metrics. Reviewed the outlined ten attributes of effectively managed water sector utilities. Provided graphs and charts for which depict results for the outlined ten attributes of effectively managed water sector utilities. Provided graphs and charts reflecting the state of OCWA operations as they relate to the 10 metrics.

- The standout Core Value, this month for OCWA, was Effort. Maximum cooperative effort from OCWA employees to continue work while adjusting through the emergency phase following a fire.
- Recruitment initiatives are reviewed weekly, and you will continue to see development each month.
- OCWA University team has identified four courses for rollout in the next month. The team is currently developing a video for promoting OCWA University to all OCWA employees. Board members were asked to participate before the November Board meeting.
- First OCWA supervisor meeting was held on September 30th. Discussion included a variety of topics relating to the supervisory responsibilities of the attendees.
- Continue to send emails to OCWA employees reviewing current issues impacting the workplace.
- Recently the consultants for a chip fabrication company interested in the White Pine site contacted WEP for additional information on wastewater treatment.
- Cardiff/Tully lease should be complete and available for review at the November meeting.
- Discussed the OCWA open house and confirmed cancellation for 2021. Due to the recent fire, open space in the office would be challenging.
- Updated OCWA tablets/laptops are available to Board members. Board members were advised to let J. Brown know if interested.

III. WATER PRODUCTION & DELIVERY REPORT

- G. Miller reviewed the monthly Water Production and Delivery Report.
- Report Format – First page will be key takeaways, important items, details and more information on following pages; eventually we will separate the Engineering into a separate report. All departments interact well and work on many projects together
- Water Demand – Average production is down due to lower demand which is caused by the wet weather
- Otisco Lake Level – jumped to +18 this morning, 3 ½” rain in past 2 days, turbidity spiked to twenty-eight, two gates open, normally closed down this time of year. Plan to open a third gate tomorrow but waiting for creek level to drop so as not to flood out downstream.
- Fire response – We had great response and cooperative effort from facilities maintenance staff.

- OCWA experienced very little blue green algae this summer. Microcystin sampling was all below detection limits.
- Nighttime repair cost – slightly less if we had a contractor perform the work, but not enough of a difference to change.
- Backhoes - \$5,000 price increase this Friday, so we are requesting to order the backhoes this afternoon. Included in the authorizations for approval. We expect another increase in January as well.
- NYSDEC has scheduled a meeting tomorrow morning on a proposed watershed management plan.
- Watershed Manager – position justification provided
- Anti-nepotism exception was discussed and reviewed

IV. CAPITAL PROJECTS:

- A. Weiss reported on capital projects
- Ontario WTP project went out for bid on September 9, 2021. Pre-bid meeting had several new attendees.
- Fairmount reservoir work is progressing well. Overall, the project is on schedule.
- Terminal reservoir and Farrell pump station piping design is complete and is tentatively scheduled to advertise soon.
- Northern Concourse restoration work is in the planning stage requiring review by several parties.
- Water main replacement work continues with paving. The good weather has allowed this work to continue.
- Slow turnaround with getting determinations from health departments. Typically seeing a two-month delay.
- Town district projects have made some progress but are experiencing delays and challenges resulting from material delivery.
- Town of Hastings has progressed after a recent delay in getting health department approval.
- Material bids and water main repair contract are out or bid.

V. HUMAN RESOURCES/INSURANCE/SAFETY:

- L. Khanzadian reviewed the Human Resource/Insurance report.
- Discussed the recent PERMA risk management meeting which was favorable. Our next initiative is to look at each pending claim and review the reserves.
- Recruitment initiatives are underway. Completed some initial implementation of the team approach to interviews with prepared tracking and questions.

- Onboarding improvement plan is in progress. Our goal is to build on the current process by outlining a plan that involves department employees.
- Civil service job specification updates continue. Recently finalized the Water Plant Electrician.

VI. FISCAL SERVICES:

- C. Marvin reviewed the Fiscal Services report.
- Water Revenues were under budget by \$325,000 (7.1%) in September and are under budget for the year, but only by 0.2%. October likely to be under budget as well as the last part of the summer was wet.
- Operating Expenses are \$272,000 less than budgeted for the month and net revenue is \$1,938,848 more than budgeted for the year-to-date.
- Cash receipts for September were about \$550,000 less than the September 2019 cash receipts adjusted for rate increases.
- As requested by the Board, discussed the average monthly increases for Anheuser Busch and Solvay Paperboard based on proposed rate increases.
- An RFP was sent out for bond underwriters which is due 11/11/2021. We will likely have a recommendation at the November meeting.
- Discussed that Dermody, Burke & Brown are available to attend the November meeting as they have in the past few years, to review the upcoming 2021 audit and the recently completed 2020 deferred compensation audit.
- T. Wisely, Business Office Manager reviewed our plan for shut offs for non-payment. Before shut-off, the process mandates that notification is given to the customer followed by a waiting period in which payment can be made. Mr. Wisely anticipates that once notification is given there will be customers that will pay bills, those looking for a payment arrangement and customers that do nothing. There are currently less than 100 active payment arrangements in place.
- No new information from Attis.

VII. NEW BUSINESS:

- Contractor Main Extension Contract/Job Order – One Main Extension Contract(s) and One Job Order(s) presented for consideration.

On motion by J. Dougherty, duly seconded by K. Gardiner, with all Members approving, the Board authorized J. Brown to execute the following:

Project #	Developer/Contractor	Job Title (new Accounts)	Location	Proj. Cost
4210089	Robert Caron Homes, Inc.	8",10,"12" Ext. Austin Mdws, S, Ph.5 (13 services)	Town of Manlius	\$25,883.75
Job Orders				
9004055	The Cove at Sylvan Beach, LLC	6" Svs, Mariners Landing the Cove	Village of Sylvan Beach	\$30,000

- Rights of Way – Two Rights of Way presented for consideration.

On motion by M. Luber, duly seconded by J. Dougherty, with all Members approving, the Board authorized G. Miller to execute the following:

Project	With	For
4210080	Rolling Meadows Development Co.	8" Ext. Rolling Meadows, Sec. 4

- Third Quarter Investment Report – C. Marvin reviewed OCWA's Third Quarter Investment Report.

On motion by K. Gardiner, duly seconded by B. Doran, with all Members approving, the Board approved the Third Quarter Investment Report as outlined on Board Docs.

- 2022 Board Meeting Schedule

On motion by B. Doran, duly seconded by J. Dougherty, with all Members approving, the Board approved the outlined 2022 Board meeting schedule.

- J. Brown reviewed the updates to the Employee Suggestion Program policy which has been re-branded the Employee Innovation Program. The Board representative for the Review Committee is Benedicte Doran. Also proposed the minimum award amount of \$50.

On motion by J. Dougherty, duly seconded by K. Gardiner, with all Members approving, the Board approved the policy updates to the Employee Innovation Program as outlined.

- G. Miller reviewed Bids # 15, #17, #18, #19, #20. Management recommends award to the lowest responsible bidder. Bid #16 – Liquid Caustic Soda has conflicting information and is on hold.

On motion by M. Luber, duly seconded by J. Dougherty, with all Members approving, the Board approved the bids as outlined below, awarding to the lowest responsible bidder.

#15 Liquid Carbon Dioxide – Awarded to Carbonic Systems, Inc., for the sum of \$50,000.

#17 Hydrofluosilicic Acid – Awarded to Univar Solutions USA Inc, for the sum of \$97,400.00

#18 Hydrochloric Acid – Awarded to Amrex Chemical Co., Inc., for the sum of \$16,800.00.

#19 Phosphoric Acid – Awarded to Carus LLC, for the sum of \$70,864.00.

#20 Sodium Chlorite – Awarded to International Dioxide Inc., for the sum of \$85,316.00.

On motion by B. Doran, duly seconded by M. Luber, with all Board members approving, the Board adjourned the regular meeting and moved to Executive Session at 3:00 PM to discuss the financial history of particular individuals and matters leading to the employment of a particular individual.

On motion by B. Doran, duly seconded by M. Luber, with all Members approving, the Board adjourned Executive Session at 3:12 and returned to regular Board meeting.

On motion by K. Gardiner, duly seconded by B. Doran, with all Members approving, the Board approved the Capital budget as presented.

On motion by B. Doran, duly seconded by K. Gardiner, with all Members approving, the Board approved the O & M budget as presented.

On motion by K. Gardiner, duly seconded by B. Doran, with all Members approving, the Board approved the hire of Legal Counsel, T. Frateschi with an annual salary of \$95,000 starting on November 16, 2021.

On motion by K. Gardiner, duly seconded by J. Dougherty, with all Members approving, the Board approved the exception to the anti-nepotism policy and authorized the hire of J. Pallone, Distribution Maintenance department.

On motion by J. Dougherty, duly seconded by K. Gardiner, with all Members approving, the Board approved the ABO budget report as presented.

On motion by K. Gardiner, duly seconded by J. Dougherty, with all Members approving, the Board adjourned the regular Board meeting at 3:35 p.m.

The next Authority meeting is scheduled for Wednesday, November 17, 2021, at 12:30 p.m.

Respectfully Submitted,

Laurie Khanzadian, Recording Secretary