

The Onondaga County Water Authority met in regular session on January 19, 2022.

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

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

I. Call to Order:

- J. Bianchini, Chair, called the meeting to order at 12:25 p.m. and thanked Janice Hartwell, Manager of Accounting and Mary Cate Voss, Account Clerk III for the overview of key responsibilities in the accounting department. The Board thanked the department for their thorough work and continued efforts.

On motion by J. Dougherty, duly seconded by K. Gardiner, with all Members approving, the Board approved the regular Minutes of December 16, 2021, as presented.

On motion by K. Gardiner, duly seconded by J. Dougherty, with all Members approving, the Board approved the Audit Committee Minutes of December 16, 2021.

II. EXECUTIVE DIRECTOR

- J. Brown reviewed the Executive Director's report.
- Brief update on COVID-19 in the workplace with 21 COVID positive cases since 1/1/22 and currently eight employees out of work due to COVID. This data is tracked by our Safety Director, K. Caramanna. Compared to other counties and authorities we are doing well.
- Discussed various key performance indicators (KPI's) currently tracked based on the ten attributes of Effective Water Utility Management.
- Discussion of product quality which included a discussion on turbidity and tracking that is done at Ontario and Otisco Water Treatment Plants.
- Employee safety continues to remain excellent with recordable cases exceptionally low and no recent extended absences.
- Reviewed blocked email statistics.
- Summarized retention and recruitment efforts.
- Discussion of OCWA's financial viability KPI's which included outstanding debt and debt service coverage.
- Discussed new Authority goals for three key financial metrics:
 - Days Cash on Hand of 300
 - Debt to Operating Revenue of 1.80x
 - Debt Service Coverage of 2.10x

- Accounts Receivable still high but showing some improvement.
- Water Resource sustainability shows a very low count of harmful algal blooms on Otisco.
- Infrastructure performance indicates a favorable hydrant flushing program.
- Customer satisfaction statistics are favorable.
- Water Sales report reviewed.
- Operational optimization goals are positive.
- Continued progress with stakeholder engagement.
- Reminded Authority members of the upcoming length of service recognition breakfast for OCWA employees. M. Luber and K. Gardiner confirmed that they would attend.
- Progressing on insurance payments from AIG related to the Northern Concourse fire. Facilities and Instrumentation areas are mostly restored.
- OCWA University kicks off with Leadership training on January 26, 2022.
- Met with Town of DeWitt Supervisor Ed Michalenko who indicated that he is very happy with our relationship.
- White Pine Commerce Park in Clay still under consideration as a chip fab site.

III. WATER PRODUCTION & DELIVERY

- G. Miller reviewed the Water Production and Delivery Report.
- 2021 Year in Review – completed all planned O&M, inspected 99.8% of our hydrants at least once; 100% compliance with water quality parameters; completed and put into service the North Shore Loop.
- COVID impacted our work schedules this past week spread across all departments. We modified schedules and were able to keep up with work. Vendors and contractors are impacted as well causing increased lead times. Planning accordingly.
- Water demand is a little over 33 MGD which is typical for this time of year.
- Otisco Lake level is about 11" below the crest of the dam, about 6" above average. One gate has been closed and two are open, and the water level is holding steady. Typically, we are down to one gate slightly open so incoming water is still above average.
- Water quality is good with no issues.
- Cardiff and East side Springs – We were notified a couple of days before Christmas that Honeywell was turning the systems over

early. We found that Honeywell left us with several maintenance issues: leaking pipes inside the Tully treatment building, at least two leaks in the buried piping in the Tully system, issues with the treatment system, and it looks like some generator problems that need to be evaluated. Overall, the systems are running and it's going fairly well.

- Annual health department review and planning meeting was held with the five County health departments in our service territory and the NYS Health Department. The meeting went very well and OCWA will continue to be used as a model for other water systems throughout the region.
- With the recent cold weather OCWA has had a number of calls regarding customer frozen meters and breaks.

IV. ENGINEERING:

- A. Weiss reviewed the Engineering report.
- OCWA has accepted the remaining portions of the new water facilities in Granby water service area #7, Town of Granby
- Reviewed the Lead and Copper rule update with the EPA signing a final rule to extend the effective date of the rule as well as revise the compliance deadline to October 16, 2024. Many challenges in meeting all criteria. OCWA has a great deal of service material to identify and will concentrate the effort in 2022.
- The focus has been on Fairmount construction with the east tank going online.
- Wrapping the town projects in Hastings. The majority of water facilities for Contract 1 have been accepted.
- Lake Ontario Water Treatment Plant improvement project kicked on January 14, 2022.

V. LEGAL

- T. Frateschi reviewed the Legal Report.
- Reviewed the impending sale of Otisco Lake seven-acre parcel, tax ID 019-01-07. Reviewed the resolution and requested approval.

On motion by J. Dougherty, duly seconded by B. Doran, with all Members approving, the Board authorized the sale of the Otisco Lake property, tax parcel 019-01-07.

VI. HUMAN RESOURCES/INSURANCE:

- L. Khanzadian reviewed the Human Resource/Insurance report.

- Reported on working on a variety of projects with the Executive Director which include adding a Kronos module for applicant tracking and performance evaluations, finalizing the salary analysis and performance evaluation project scope, providing progressive discipline training on process and tools, and finalizing three updates to job specifications.
- Significant movement on several jobs with many in the final stage of a background check.
- J. Bianchini discussed recommendation to send out an RFP for OCWA's insurance brokerage services to at least three local companies, to include Brown & Brown Empire State, OneGroup and Haylor Freyer & Coon, Inc. T. Frateschi will prepare the RFP.

VII. FISCAL SERVICES:

- C. Marvin reviewed the Fiscal Services report.
- Currently working on expenses related to the fire, specifically identifying costs.
- Preliminary year-end 2021 financial statements are not finalized as there are still too many entries that need to be made. We do not expect that the additional entries will change the very good 2021 financial year.
- Water Revenues are relatively close to budget, at \$560,000 or 1.1% less than budgeted for the year to date. By dollar amount, Residential revenue is off by the most. It is \$415,000 or 1.4% less than budgeted. Industrial revenue is the only category that has a positive variance. It is \$126,000 or 2.8% more than budgeted for the year.
- Past due accounts receivables, despite being at their highest point at the end of the year are showing some signs of improvement. They increased by just .8% during December and by just .7% for the thirty days ending on January 18th. These small increases are perhaps an indication that our effort to notify customers who are approaching shut off has caused some to pay.
- To assist OCWA's past due customers, OCWA has enrolled as a vendor in the Low-Income Household Water Assistance Program, and we have been notified that some of our customers have applied for assistance. We do not know, however, when we might see funds coming in.
- Pricing on the bonds took place on January 6th and will close on January 27th. The numbers did not come in as good as we had hoped, but they are still decent and almost certainly better than that if we had waited until April as originally planned.

- As scheduled, Dermody, Burke & Brown will be starting the field portion of the audit on Monday, January 24, 2022.
- Quarterly Investment Reports – 4th Quarter C. Marvin reviewed OCWA’s 4th Quarter Investment Report.

On motion by K. Gardiner, duly seconded by J. Dougherty, with all Members approving, the Board approved the 4th Quarter Investment Report.

VIII. NEW BUSINESS:

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

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

Project #	Developer/Contractor	Job Title (new Accounts)	Location	Proj. Cost
4210088	The Timbers, LLC	12" & 8" Ext Timberbanks, S3, Ph5/6 (40 services)	Timberbanks, TLYS	\$93,936.25
4210095	Bella Casa Bldrs/Alberici	8" Ext. Copper River, Ph2 (20 services)	Copper River, TLYS	\$52,228.76
Job Orders				
9004060	Royal Wash Dev'l, LLC	4" Service, Royal Car Wash (1 service)	Rte 31, TLYS	\$49,500.00

- Three Rights of Way and One Easement 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
9004074	Route 5 Dev'l. Co., LLC TMAN	10" Relocation-Chipotle Restaurant
4210089	Robert Caron Homes, Inc.	8" Ext. Austin Meadows, Ph. 5 TMAN
9004061	Lantern Projects, LLC	Install Svs & FS 332 Fayette St. VMAN
Release of Easement		
9004074	Route 5 Dev'l. Co., LLC	10" relocation – Chipotle Restaurant

On motion by J. Bianchini, duly seconded by J. Dougherty, with all members approving, the Board adjourned the regular meeting and moved to Executive Session at 2:21 p.m. to discuss pending litigation and the job performance of the executive staff. particular individuals.

On motion by M. Luber, duly seconded by K. Gardiner, with all Board members approving, the Board adjourned Executive Session at 3:04 p.m. and returned to the regular Board meeting.

On motion by K. Gardiner, duly seconded by M. Luber, with all Members approving, the Board adjourned the regular Board meeting at 3:10 p.m.

The next Authority meeting is scheduled for Wednesday, February 16, 2022, at the Onondaga County Water Authority headquarters.

Respectfully Submitted,

Laurie Khanzadian, Recording Secretary