

The Onondaga County Water Authority met in regular session on June 22, 2022.

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

Others present: J. Brown, G. Miller, C. Marvin, L. Khanzadian, A. Weiss and T. Frateschi. Also present, J. Banuski and K. Sherman (zoom) from HR One.

#### I. Call to Order:

- J. Dougherty, Acting Chair, called the meeting to order at 12:43 p.m. and thanked T. Wisely, for providing an overview of Customer Service areas. Included were the Business Office, Meter Reading and Meter Repair. The Board thanked Tim Wisely and his staff for their continued effort directed to customer satisfaction.

On motion by B. Doran, duly seconded by J. Bianchini, with all Members approving, the Board approved the regular Minutes of May 18, 2022, as presented.

#### II. Executive Director

- Reminded Board Members of the AQUA flower fund baseball game scheduled for June 29, 2022.
- Reviewed KPI's, specifically four groups
- Customer Satisfaction
- Community Sustainability
- Operational Optimization
- Stakeholder Understanding & Support
- Reviewed the OCWA Supervisor meeting held on 6/22/22. Increased attendance and interest.

Reviewed the various discretionary funds policies. We have several written policies and programs (current & contemplated) designed to advance the mission of the Authority by maintaining high employee retention and morale through recognition of employee achievement and/or effort via rate payer funded benefits or reimbursement of expenses:

<b><u>Program</u></b>	<b><u>Annual Cost</u></b>
• Travel and Use of Discretionary Funds Policy	(\$224,754)
• Employee Innovation Program	(\$5,000)
• Good Health Reimbursement	(\$4,247)
• Perfect Attendance Program	(\$4,362)
• Length of Service & Retirement Recognition Program	(\$2,000)
• Employee of the Quarter Award	(\$900)
• Quarterly Safety Award	(\$850)
• In summary, the annual cost equals 0.7 % of Net Operating Expenses	

- These policies have been reviewed and approved by OCWA's legal counsel. He has no concern with how they are funded.

On motion by J. Bianchini, duly seconded by M. Luber, with all Members approving, the Board reaffirmed and approved the discretionary funds policies as included on BoardDocs for the May 18, 2022, meeting.

- Reviewed upcoming training through OCWA U.
- With J. Brown, A. Weiss reviewed the Terminal piping project status. Specifically, Andrew discussed the favorable inspection findings utilizing the remotely operated vehicle (ROV). Through the use of the ROV, questions regarding previously uninspected sections of piping have been resolved. While not totally conclusive to all potential issues with the pipes due to the design and installation, this portion of the investigation provided further data to help confirm repair decisions. A final inspection report will be prepared by the Engineer for record. Based on the review of the field observations the preliminary findings are not indicative of the need for additional repairs. OCWA management intends to proceed with the previously recommended scope of the project as planned and budgeted.
- Positive COVID tests of OCWA employees has increased slowly since May.
- Discussed the recent cyber tabletop exercise which included a simulated SCADA attack and a corporate attack. This morning we had a conference call with the Federal Department of Homeland Security to continue the effort of working cooperatively.
- Family Day is scheduled for July 13 – 12 noon to 3:30 p.m.
- Safety and customer service recognition breakfasts for OCWA employees will happen over the next month or so, following Family Day.
- Update on White Pine is OCIDA has a second large potential project request, known as Project Peony. Looking for a large amount of water. The current Project Yankee request is still pending. Mentioned large electrical contractor moving from Ohio to Syracuse.
- Continued discussions with the City of Syracuse regarding shared services.

### III. WATER PRODUCTION & DELIVERY

Water demands have increased with a typical early summertime average of about 37 MGD. We have not experienced any real high demand days as the weather has been moderate with a good bit of rain.

With the moderate weather, the Otisco Lake level is slightly above average – at a good level. Lake Ontario is still slightly above the long-term monthly average with no impacts on our operations.

The number of watermain breaks was slightly above average for May, and so far in June we are below average.

Update on the metered ratio is that we are back to our goal of 85%. We aren't identifying any big areas of losses so our leak detection staff is searching for small leaks throughout the system. We had dropped below our goal earlier this year due to the number of leaks and breaks in the winter and sales being down.

- Finished water quality from both treatment plants continues to be excellent. Disinfection byproducts sampling results had a slight increase from previous similar quarters but are still well below regulatory requirements.
- Discussed upcoming revisions to the lead and copper rule which include customers taking and performing required samples. For better accuracy, OCWA staff has outlined directions for customers taking samples and is handling the delivery and pick-up of the tests.
- Reviewed the most recent proposed EPA guidelines for perfluorinated compounds. The EPA blindsided everyone with a surprise announcement of health advisories for four perfluorinated compounds including perfluorooctanesulfonic acid (PFOA) at 0.004 ng/L ( 4 parts per quadrillion) and perfluorooctanesulfonic acid (PFOS) - 0.020 ng/L (20 parts per quadrillion). The laboratories we use can only test to levels around 2 ng/L (detection limits). New York State Health Department (NYSDOH) maximum contaminant levels (MCL) are 10 ng/L for each. Otisco Lake and Skaneateles Lake source water sample results have been below detection limits. Some of our Lake Ontario source water sample results for PFOA and PFOS have been at or slightly above the detection limits but below the MCLs.
- Employee smoking shelter construction is underway.

#### IV. ENGINEERING

- Continued discussion on the availability of materials and the impact on schedules and prioritizing projects. Projects that are underway are going well.
- Milton Ave transmission main is exposed due to age and erosion of the surroundings. Due to location and proximity to the Finger Lakes railway we have engaged an engineer to develop alternatives for repair.
- Fairmount tank project continues to progress with a scheduled concrete pour of 1000 yards this Saturday, 6/25/22.
- Lake Ontario WTP is progressing with quality masonry work in progress.

#### V. LEGAL

- Reviewed a recent conversation with a broker from Riverview Park – ATTIS remains pending.

- Worked with the Executive Director on the resolution of several employee topics.
- Working on finalizing the AQUA Flower Fund as a nonprofit corporation. J. Brown provided a summary of the current arrangement.

## VI. HUMAN RESOURCES & INSURANCE

- Our continuing effort directed toward summer aide positions resulted in filling all of the open positions. A group of 15 is scheduled to start on June 28.
- Successful in reaching agreement with the Teamsters on establishing a Laborer II position in an effort to attract Distribution Maintenance external candidates.

## VII. FISCAL

Water Revenues are \$201 less than budgeted for the month and is about \$194,000 or 0.9% more than budgeted for the year to date.

Net Operating Expenses are \$157,000 less than budgeted for the month. Labor and contractors are both significantly under budget. Labor because of fifteen unfilled positions and because overtime was \$21,000 less than budgeted. Professional services are over budget due to the timing of the final payment for the 2021 audit. Power costs are over budget by just \$5,000 and fuel costs are over budget by about \$21,000.

Total past due accounts receivables continue to show a good downward trend on the graph and have decreased by \$500,000 or 28% since the first of the year. And the 120 days+ amount decreased for the 5<sup>th</sup> consecutive month and have decreased by over \$295,000 or 28% since the first of the year. The 120 days+ decreased an additional \$35,000 in the first half of June.

After the Fiscal Services report went out last week OCWA received an additional \$5,500 for our customers from LIHWAP bringing the total received to over \$57,000.

Back in 2019, after an RFP process, OCWA selected and approved PFM Asset Management as its investment manager. Unfortunately, at that time there did not appear to be a margin between what they could invest at and what OCWA could invest on their own, that was big enough to cover their fees. We believe that there is a big enough margin now to cover their fees and then some. Requesting that PFM Asset Management invest money in the Renewal & Replacement Fund, the General Authority Fund and the 2022 Construction Fund. Conference call scheduled for June 27 to finalize the strategy for each fund.

VIII. NEW BUSINESS

- One (1) Contractor Main Extension Contracts and two (2) Job Order Contracts(s) and one (1) Work Order presented for consideration. On motion by J. Bianchini, 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	Project Cost
4220017	NYS Lineman's Safety	8" Ext. Lineman Training Ctr. (1 svcs)	B'ton Road, TCIC	\$39,730.50
Job Orders				
9004076	Serenity Living/Hamlet, LLC	Serenity Living	B'ton Road/Bennet, TCIC	\$50,000.00
9004089	Cedarvale Dev'l. Corp.	Cedarvale Ridge, Sec. E-A, Ph. 1	Cedarvale Ridge, TONO	\$40,000.00
Work Order				
WO82930	Loso Apartments, Ph. 1	8" TS&V & 1 Hydrant	Lakeshore Rd, TCIC	\$15,000.00

- Three Rights-Of-Way(s) presented for consideration. On motion by M. Luber, duly seconded by J. Bianchini, with all Members approving, the Board authorized G. Miller to execute the following:

Project #	With	For
4210044	Old Town Estates, LLC	Old Town Estates, Sec. 1, T. Onondaga
4220028	Maple Road Associates, Inc.	The Farmstead, Sec. 6, T. Cicero
9003971	Clay Vol. Fire Dept. Inc.	4383 St Rt 31 Hyd. Reloc. T. Clay

- Postponing discussion on the generator maintenance bid until the July meeting. Cummins has not been responsive to recent work requests. Completing evaluation of bidders.
- Polyaluminum Chloride contract amendment-Bid #14, was reviewed. The existing contract has provisions for extending into a second year, with price modifications. The vendor is USALCO and indicated that their costs have increased significantly, beyond the chemical index and are requesting an increase from \$1.8037 per gallon to \$2.4107 per gallon or about a 33% increase. This is similar to other chemical cost increases and management believes it is reasonable. Second bidder's price would be \$2.76 per gallon. Requesting board approval to amend contract for an increase in price for the second year of the contract.

On motion by M. Luber, duly seconded by K. Gardiner, with all Members approving, the Board authorized the contract extension with USALCO with the outlined price increase to \$2.4107 per gallon.

- Reviewed the MWB fund balance resolution requesting inclusion of an \$8000k draw down of MWB's fund balance in the County Executive's 2023 budget submittal.

On motion by K. Gardiner, duly seconded by M. Luber, with all Members approving, the Board authorized requesting drawdown of \$800,000.00.

On motion by M. Luber, duly seconded by B. Doran with all Members approving the Board adjourned the regular Board meeting and moved to Executive Session at 2:03 pm to discuss the employment and financial history of particular employees.

On motion by M. Luber, duly seconded by K. Gardiner with all Members approving the Board adjourned Executive Session at 2:25 p.m. and returned to the regular Board meeting.

#### IX. UNFINISHED BUSINESS

- Review and discussion of the recently completed salary analysis by HR One. Jason Banuski, President HR One with Kathy Sherman via Zoom provided an overview of the process and sources used to update OCWA's 2014 salary structure for CSEA and non-union positions. Using several sources of market data along with interviews and questionnaires from incumbents, an updated salary structure was established.

On motion by M. Luber, duly seconded by K. Gardiner, with all Members approving, the Board adjourned the meeting at 3:00 p.m.

The next Authority meeting is scheduled for Wednesday, July 12, 2022, at 10:00 a.m. at the Onondaga County Water Authority headquarters.

Respectfully Submitted,

Laurie Khanzadian,  
Recording Secretary