

Onondaga County Water Authority
Regular Monthly Authority Meeting
200 Northern Concourse, Syracuse NY
Wednesday, November 16, 2022 @12:30 p.m.

At 12:05 p.m. Barry Blanchard, Chief Information Officer and John Chamberlin, GIS Specialist, presented to the Authority on updates in the information technology department and how the GIS and drone technology has enhanced OCWA's practices.

Members of the Authority present were J. Bianchini, K. Gardiner, B. Doran, A. Geiss, and D. Wickman.

Other present: J. Brown, C. Marvin, G. Miller, J. Stowell, M. Thomas, and A. Weiss.

Presenters: B. Blanchard, J. Chamberlin, L. Ciarla, T. Palmer

1. J. Chamberlain lead the Pledge of Allegiance.
2. J. Bianchini, Chairman called the meeting to order at 12:38 p.m.
3. On a motion by B. Doran, duly seconded by K. Gardiner, with all Members approving, the Authority approved the regular meeting minutes of October 26, 2022 as presented.

B. Reports

1. Executive Director's Report

- J. Brown advised the Authority on a meeting with Micron technical representatives. Currently Micron officials are focused on DEC permitting and other issues. It is anticipated details regarding water requirements to be topics of future meetings.
- On November 9th OCWA hosted a Leadership Summit for directors, managers and supervisors. The agenda for the day included Lt. Col Bill "Billy Mac" McConnell USAF (ret.) who presented *How to Build Effective Teams*, Bond Schoeneck & King on *Public Sector Employment Law Basics*, Kelly Caramanna on *Safety Investigations Procedures*, Jennie Stowell on *Recruitment & Leaves of Absences*, and *Executive Updates* by Jeff Brown.
- Although some positive COVID cases continue, they are limited and there are no reports of spread within the organization.
- Reviewed KPI's relating to the following three attributes of Effective Utility Management:
 - Financial Viability
 - Water Resource Sustainability
 - Employee & Infrastructure Strategy and PerformanceK.Gardiner requested data and slide on miles of watermain replacement by year.

- The Authority members are invited to attend the Length of Service Awards breakfast on December 16th beginning at 7:30 am in the training center at headquarters. Following the Awards breakfast, a meeting is scheduled with the Health Department. And the December meeting of the Authority is also scheduled for 10 am.
- A conversation ensued regarding the annual stakeholder open house. The event has been on pause for the past two years due to concerns regarding the pandemic. The event has been an opportunity to share the OCWA mission with stakeholders, community leaders and partners. The Authority discussed various alternative concepts to an open house event.
A motion by K. Gardner, duly seconded by D. Wickman, with all Members approving, the Board approved holding the annual key stakeholder open house scheduled for December 16th due to its the direct positive impact on the OCWA's mission.

Executive Session

- On a motion by A. Geiss, duly seconded by D. Wickman, with all members approving, the Authority adjourned the regular meeting at 1:27 p.m. and moved to Executive session to discuss the financial history and employment history of particular individuals.
- On a motion by K. Gardner, duly seconded by A. Geiss, with all members approving, the Authority, adjourned Executive session at 1:40 p.m., and returned to the regular meeting.

Bid #18

- **Sodium Hypochlorite Bid**
On November 8, 2022, OCWA received bids for the supply of sodium hypochlorite. The low bid received was from JCI Jones Chemical, Inc. Jone's bid was determined to be non-responsive due to exceptions to the bid related to payment terms, price changes and contract renewal and it is recommended to award to the lowest responsible bidder Slack Chemical Co. Inc. in the amount of \$309,875.00.
On a motion by B. Doran, duly seconded by K. Gardiner, with all members approving, the Authority determined that JCI Jones was not responsible and accepted the bid by Slack Chemical Co. Inc. as the lowest responsible bidder.

2023 Water Rates

- On a motion by B. Doran, duly seconded by D. Wickham, with all members approving, the Authority approved the following resolution and rate schedules.

IN THE MATTER OF THE ENACTMENT OF A RESOLUTION OF THE
ONONDAGA COUNTY WATER AUTHORITY Resolution AMENDING ITS
CUSTOMER RULES

The Onondaga County Water Authority (OCWA) met in regular session at 200 Northern Concourse, Syracuse, NY 13212, County of Onondaga and State of New York on the 16th day of November at 12:30 p.m.

The meeting was called to order by John V. Bianchini, Chair, and the following were present, namely:

John V. Bianchini Chair

Anthony Geiss Jr. Vice Chair

Kenneth C. Gardiner Treasurer

Bénédicte H. Doran Secretary

Douglas R. Wickman Member

At the request of the Chair, the following matter was considered and adopted:

WHEREAS, Subdivision 12 of Section 1154 of the Public Authorities Law states that the Onondaga County Water Authority shall have the power to make by-laws for the management and regulations of its affairs and, subject to agreements with bondholders, rules for the sale of water and the collection of rents and charge therefore; and

WHEREAS, Subdivision 17 of Section 1154 of the Public Authorities Law further states that the Onondaga County Water Authority shall have the power to fix rates and collect charges for the use of facilities of, or services rendered by, or any commodities furnished by the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Rate Schedules No. 1, 1A/B, 1C, 1H, 2-Gallons, 2A, 3, 4, 4A, 5, 5A, 7, 7A, 7P, 8-Gallons and 8A of Article X of the Customer Rules of the Onondaga County Water Authority entitled "Classifications, Rates & Charges" are hereby amended to read as follows:

SEE ATTACHED 2023 RATE SCHEDULES (available on OCWA.org)

AND BE IT FURTHER RESOLVED, that the amendment to the Customer Rules and the Rate Schedules, as amended, shall take effect the 1st day of January, 2023.

J. Bianchi departed the meeting at 1:45 p.m.

Deferred Compensation Resolution

- On a motion by K. Gardiner, duly seconded by B. Doran, with all members approving, the Authority approved the following resolution.

Adoption of the State of New York Deferred Compensation Plan

WHEREAS, the Onondaga County Water Authority wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Jurisdictions (the “Plan”) for the voluntary participation of all eligible employees; and

WHEREAS, the Onondaga County Water Authority is a local public employer eligible to adopt the Plan pursuant to section 5 of the State Finance Law; and

WHEREAS, the Onondaga County Water Authority has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Onondaga County Water Authority by providing eligible employees with a convenient and tax favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Onondaga County Water Authority hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Onondaga County Water Authority are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of this resolution and other required documents with the President of the State of New York Civil Service Commission.

2. Water Production and Delivery

- **Otisco Lake Level** –Hurricane Nicole had no significant impact, we received about 2.7” of rain and the lake level came up about 5” to -28”. This is about 2” below avg. We were prepared for a raw water turbidity spike, but we didn’t get one.
- **Watermain breaks** – continue at about an average rate as they have been over the past few months.
- **Tank inspections** – we completed several tank inspections in November

and we are wrapping up that work, so we have the system back in regular operation as we go into winter.

- **Winterization** –we are transitioning facilities over to winter operations, shutting down auto flushers and seasonal chlorinators, and turning heating systems on.

3. Engineering

- A. Weiss advised the Authority that the new Salt Springs tank is leaking. The team has been working closely with the contractor to determine the source and possible solutions.
- The Fairmount concrete roof placement is scheduled for Saturday November 19th. It is anticipated the tank will be filled in January 2023.
- A. Weiss provided an update on the Lake Ontario Water Treatment Plant project. K. Gardiner asked if pictures or a video of systems coming online could be provided at the next meeting.

Audit Committee

- On a motion by K. Gardiner, duly seconded by B. Doran, with all members approving, the Authority approved going into Audit Committee.
- Lori Ciarla and Tom Palmer from Dermondy, Burke & Brown CPAs briefed the Committee on the 2022 audit. L. Ciarla and T. Palmer provided an overview of the components of the upcoming audit and distributed an outline of the areas of audit emphasis, deliverables, timeline, and fraud discussions. Conversations ensued regarding internal controls and best practices. K. Gardiner inquired about recent changes to GASB standards for leases. There was a discussion about various leases the Authority holds. He also noted that recent refinancing of Authority debt has saved hundreds of thousand of dollars, with the potential long term savings of millions of dollars. Dermondy, Burke, & Brown plans to provide a final report to the Board in March. L. Ciarla and T. Palmer also presented to the Authority an audit of the financial statements for the Deferred Compensation Plan for December 31, 2021 and 2020. They noted no significant findings or concerns.
- On a motion by K. Gardner, duly seconded by B. Doran, with all members approving, the Authority adjourned Audit Committee meeting at 2:32 p.m., and returned to the regular meeting.

4. Legal, Public Education and Government Affairs

- Communication is going out local to schools to increase awareness.
- Actively engaged with the MOST regarding an OCWA exhibit.
- Getting closer to launching the emergency notification system.

- The annual NYS Harassment training has begun. This year the training includes a diversity component.
- Continuing to evaluate and improve OCWA’s risk management program.
- Conversations are ongoing with NYSDEC on the sale of the large parcel on Otisco Lake.
- M. Thomas briefed the Authority on the status of ongoing litigation.

5. Human Resources

- J. Stowell advised the Authority that Haylor, Freyor & Coon has completed a review of options in the worker’s compensation market. The recommendation is to continue with PERMA for 2023. K. Gardiner asked if a captive program was considered. J. Stowell will consult with HF&C and report back in December.
- The renewal rates for Guardian dental and vision went up approximately 10%.

6. Fiscal Services

- Water Revenues are \$249,000 more than budgeted for the month and about \$240,000 or .5% more than budgeted year to date. The report shows that most of the monthly variance is residential revenue. OCWA bills residential customers quarterly. The one third of the residential customers billed in October probably had their meters read sometime between mid-September and mid-October for the previous three months which included the hot, dry portion of the summer.
- Net operating expenses are \$121,000 more than budgeted for the month. Most expense categories are over budget for the month, but only electric and gas, transportation costs and chemicals are over budget year-to-date.
- \$476,889 in delinquent accounts have been sent to the counties to be added the tax rolls.
- OCWA’s payment to the NYS Retirement System will be about \$127,000 or 8% less than budgeted for the year.
- C. Marvin will have updates on OCWA’s budget, and fiscal policies and reserve policies at the December meeting.

C. New Business

1. 2023 MEC and Advanced Benefit Cost

- The Authority reviewed and discussed the MEC rate schedule.

2. 2023 Authority Meeting Schedule

- The schedule was accepted as presented.

3. Rights of Way, Main Extension Contracts, & Job Orders

- One (1) release of easement on motion by B. Doran, duly seconded by D. Wickman, with all Members approving, the Authority authorized G. Miller to execute the following:

Project No.	With:	For:
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9003884	Kimbrook Plaza LLC et all	Kimbrook Plaza 10" Main Relocation
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- One (1) Main Extension Contract (MEC). On motion by B. Doran, duly seconded by D.Wickham, with all Members approving, the Authority authorized J.Brown to execute the following:

Project No.	Developer/Contractor	Job Title	Location	Project Cost
4220094	Sherman, Ken	Sherman Farms Apartments 8" Ext. 1 domestic service	Gertrude Drive, V.C. Sq	\$4,057.00

- Job Order Contract. On motion by B. Doran, duly seconded by D.Wickham, with all Members approving, the Authority authorized J.Brown to execute the following:

Project No.	Developer/Contractor	Job Title	Location	Project Cost
9003884	Kimbrook Plaza	Kimbrook Plaza 10" Main Relocation 0 services (with this project)	Kimbrook Plaza, T. Clay	\$195,000.00

4. Expenditure Authorizations

- Were signed without issue.

5. Deferred Compensation Audit

- On a motion by K. Gardiner, duly seconded by B. Doran, with all members approving, the Authority members approved the Deferred Compensation Audit of the financial statements dated December 31, 2021 and 2020 as presented.

6. Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State -let Contact.

- The Authority discussed the status of the I-81 project and potential impacts on OCWA infrastructure.
- On motion made by D. Wickman, duly seconded by K. Gardiner, with all Members approving, the Authority approved the following resolution was approved as submitted:

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of I-81 Viaduct – Contract 2 located in Onondaga County, PIN 3501.91 and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to water mains and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE, BE IT RESOLVED: That the Onondaga County Water Authority (“OCWA”) approves of the relocation of and adjustment to their water mains and appurtenances and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the OCWA will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that Patrick Sherlock, P.E., B.C.E.E. has the authority to sign, with the concurrence of the OCWA Board any and all documentation that may become necessary as a result of this project as it relates to OCWA and

BE IT FURTHER RESOLVED: That the Recording Secretary of the OCWA is hereby directed to transmit three (3) certified copies of the foregoing resolution to the New York State Department of Transportation.

7. Resolution to Designate Records Management Officer for Onondaga County Water Authority

- On motion made by K. Gardiner, duly seconded by D. Wickman, with all Members approving, the Authority approved the following resolution as submitted:

Resolution to Designate Records Management Officer for Onondaga County Water Authority

WHEREAS, section 57.19 of the New York Arts and Cultural Affairs Law requires that all local governmental entities designate a records management officer to promote and support a program for the orderly and efficient management of records; and

WHEREAS, the Onondaga County Water Authority wishes to designate its records management officer.

NOW, THEREFORE BE IT RESOLVED that Megan K. Thomas, Esq. is designated as the Records Management Officer for the Onondaga County Water Authority.

D. Unfinished Business

1. Review of Authority Policy for Reserve Balances

- Tabled until the December 16, 2022 meeting.

On a motion by K.Gardner, duly seconded by D. Wickman, with all members approving, the Authority adjourned the meeting at 3:08 p.m.

The next regular meeting of the Authority is scheduled for December 16, 2022 at 10 a.m. 200 Northern Concourse, Syracuse.

Respectfully submitted,

Jennie S. Stowell

Recording Secretary