Onondaga County Water Authority
Regular Monthly Authority Meeting
200 Northern Concourse
December 13, 2024 @ 10:00 a.m.

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

Others present: J. Brown, S. Kincaid, and J. Stowell

A. Opening Business

1. The Pledge of Allegiance.

2. K. Gardiner called the meeting to order at 10:11 a.m.

3. **Authority Board Minutes**
   - On a motion made by A. Geiss, duly seconded by D. Wickman, with all Members present in favor, the Authority approved the meeting minutes of November 20, 2024, as presented.

4. **Audit Committee**
   - On a motion by B. Doran, duly seconded by A. Geiss, with all Members present approving, the Authority adjourned regular session and entered Audit Committee.
   - On a motion made by B. Doran, duly seconded by A. Geiss, with all Members present in favor, the Authority approved the meeting minutes of November 20, 2024, as presented.
   - At 10:13 a.m., on a motion by D. Wickman, duly seconded by B. Doran, with all Members present approving, the Authority adjourned Audit Committee and returned the Authority Board meeting.

5. **Executive Director Report**
   J. Brown presented the following:
   a) Length of Service Awards Breakfast. On Wednesday December 11th we held our 3rd Annual Length of Service Awards Breakfast. We recognized 20 employees who celebrated five-year anniversaries with OCWA in 2024 with breakfast and a ceremony. These anniversaries are important milestones, and these annual gatherings are an opportunity for the Board and management to personally thank each of these employees for their dedicated service to the Authority.
   b) Blueline Sales Program – We had further outreach from the Otisco Lake Preservation Association regarding changes OCWA is making to streamline our blueline sales program.
   c) Micron Update – We participated in multiple additional communications with Micron regarding technical planning re: how to efficiently bring OCWA

water to the White Pine site. We also continued pursuing funding for the project from NYS, as well as provided requested information to the CHIPS Program Office and NYSDEC.

B. Executive Session

- On a motion by B. Doran, duly seconded by D. Wickman, with all Members present approving, the Authority adjourned the regular meeting at 10:20 a.m. and moved into Executive session to discuss collective bargaining negotiations and the financial history of a particular individual.
- On a motion made by B. Doran, duly seconded by D. Wickman, with all Members present approving, the Authority adjourned Executive session at 11:10 a.m. and returned to the regular meeting.

C. New Business

1. AMWA Executive Management Conference Recap

D. Wickman highlighted to the Board several key takeaways from the conference, including late payment assistance, rate variations per miles of main, and collaboration between Onondaga government entities.

2. Main Extensions & Job Contracts

- *Four (4)* Main Extensions and *two (2)* Job Contracts. On motion by B. Doran, duly seconded by A. Geiss, with all Members present approving, the Authority authorized J. Brown to execute the following:

Main Extensions			
Job No.	**With**	**Job Title**	**Proj. Cost**
4240035	Verdick Development	8" Ext. Green Hills Manor 16 services/2 hyrdrants/1 BOs	$50,267.50
4240064	Rolling Meadows Dev.	8" Ext. Rolling Meadows Section 5,6 & 7 (24 services)	$83,323.75
4240068	Paragon Environmental Construction Inc.	10" & 12" Ext. First Baptist Mirabito Gas Station (1 service)	$40,596.00
4240076	Kenney Geotechnical	8" Ext Herman Rd (2 services)	$15,962.50

Job Contracts

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Job No.	With	Job Title	Proj. Cost
904174	Rolling Meadows Dev.	Relocate 12" main. *(Previously identified as new 3 hydrants sections)*	$80,000.00
9004185	Homegrown 2, LLC	Install 6" fire service home 2 suites	$10,000.00

3. **Resolution authorizing NYS Department of Transportation to relocate OCWA water facilities on Route 370 in the Village of Liverpool.**
   - On motion by D. Wickman, duly seconded by A. Geiss, with all Members present approving, the Authority approved the following resolution:

Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract PIN 3287.22

RESOLUTION WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of RT 370, North Village to Cypress St in the Village of Liverpool located in Onondaga County 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 main and appurtenances and the work performed by the State and that the OCWA will maintain or cause to be maintained the adjusted facilities; and
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 the 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.

4. **Expenditure Authorizations**

- Were signed without issue.

D. Unfinished Business

1) Main Extension Contracts and Advanced Benefit Plans

- On a motion by A. Geiss, duly seconded by D. Wickman, with all Members present approving, the 2025 main extension contracts and advanced benefit plans were approved as presented.

2) 2025 OCWA Rate Schedule 5 and 5a

- On a motion by A. Geiss, duly seconded by D. Wickman, with all Members present approving, the 2025 Rate Schedules 5 and 5a were approved as presented.

E. Procurements

1) Bid #23 - 2024 Electrical Work

- On a motion by D. Wickman, duly seconded by B. Doran, with all Members present approving, Bid #23 was awarded to Huen New York Inc., the lowest responsible bidder.

F. Executive Reports

1) Water Production and Quality

J. Brown provided the following updates:

a) **Water Production** – down to an average level for this time of year: about 34 MGD, would like to see it about 2 MGD lower, will be putting extra effort into service leaks the next few months.

b) **Metered ratio** –Increased slightly to 83.44%, below our goal of 85%, all departments working to get it back above our goal

c) **Otisco Lake Level** – We have returned to more typical early winter weather precipitation pattern. Otisco Lake level has come up and is at about 20" below the crest of the dam which is right at the average level for the past 64 years. So we are good going into the winter.

d) **Operations** – All departments have now switched from our fall work to early winter work, very limited restoration work going on, limited paving as the asphalt plants and weather allows. We have inspected 99% of our hydrants for the year.

e) **Service Material Inventory and Lead and Copper** – We have met all regulatory requirements and continue to take calls and complete appointments to identify the customer side service materials. Calls have significantly decreased from right after the letter mailings. Most customers have been positive and very understanding.

f) **Water Quality** – water quality continues to be excellent, chlorine levels in the distribution system have increased due to the colder temperatures. Recent Disinfection ByProduct (DBP) sampling results were well below

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our goals and slightly lower than past results. We have reduced our flushing levels back to our winter operation mode.

2) Technical Services

J. Brown presented the following:

a) LOWTP Improvements: Progress on the valve and actuator issue is slow however we believe that we have identified a fundamental source of some issues.

3) Human Resources/Insurance

J. Stowell provided updates on the following:

a) **Recruitment –** We continue to see an increase in submissions for jobs posted externally.

4) Legal

J. Brown reported on the following:

a) **Otisco Lake 90 Acre Parcel –** It is anticipated that the closing will be complete by the close of 2024.

5) Finance

S. Kincaid provided the following updates:

a) Three days of interim Audit fieldwork were completed in November by Tom and his team from Dermody, Burke & Brown.
b) RFPs are in progress for Investment Advisory Services and Financial Advisory Services (for bond issuance). It is anticipated these will be issued by the end of the month.
c) Water Revenues are $103,141 (2.2%) more than budgeted and Net Operating Expenses are $41,998 (1.3%) less than budgeted for November.
d) There was a discussion regarding the budgeting process for salaries and benefits.

6) Executive Director

a) J. Brown noted that it has been announced that Crucible Industries may be closing in the first half of 2025. The business office will continue collections conversations with management at Crucible Industries.

G. Adjournment

- On a motion by D. Wickman, duly seconded by A. Geiss, with all Members present approving, the Authority adjourned the meeting at 11:58 a.m.

The Authority Board wished everyone Happy Holidays.

The next regular meeting of the Authority is scheduled for January 15, 2025 8:30 a.m., at 200 Northern Concourse.

Respectfully submitted,

Jennie S. Stowell, Recording Secretary

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