

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
NOVEMBER 7, 2018**

BUFFALO SEWER AUTHORITY

November 7, 2018

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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ITEM NO. 2

INFORMATIVE: TEMPORARY INVESTMENTS (CERTIFICATES OF DEPOSIT AND TREASURY BILLS)
MARKET VALUE

As of September 30, 2018

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$2,197,528.05	Key	0.15%	Public NOW
17-Apr-18	15-Oct-18	181	\$6,022,537.27	Key Banc Capital	2.61%	\$79,115.55
15-May-18	16-Nov-18	185	\$1,495,283.75	Key Banc Capital	2.36%	\$18,191.67
28-Sep-18	21-Nov-18	54	\$1,980,115.05	Key Banc Capital	2.31%	\$6,884.95
15-May-18	12-Dec-18	211	\$1,492,781.25	Key Banc Capital	2.40%	\$21,100.00
04-May-18	22-Jan-19	263	\$7,937,875.52	Key Banc Capital	2.66%	\$155,462.22
04-May-18	28-Jan-19	269	\$5,949,776.76	Key Banc Capital	2.50%	\$112,083.33
09-July-18	31-Jan-19	206	\$5,923,030.02	Key Banc Capital	2.72%	\$117,866.67
23-Aug-18	20-Feb-19	181	\$2,232,565.91	Key Banc Capital	2.61%	\$29,591.24
08-Aug-18	05-Mar-19	209	\$2,403,326.86	JP Morgan Securities	2.47%	\$34,845.52
15-May-18	26-Mar-19	315	\$6,939,965.27	Key Banc Capital	2.70%	\$137,025.00
08-Aug-18	24-Apr-19	259	\$5,940,560.10	Key Banc Capital	2.70%	\$116,550.00
			\$50,515,345.81			
LIABILITY AND CASUALTY RESERVE FUND						
			\$99,549.57	Key	0.15%	Public NOW
07 Sep-18	10-Oct-18	33	\$902,316.74	Key Banc Capital	2.01%	\$1,663.78
			\$1,001,866.31			
OPERATING FUND						
31-Jul-12	Super NOW		\$6,798,861.50	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$2,401.24	Key	0.02%	Public Savings
SURPLUS FUND						
			\$195,692.71	Wilmington Fund	1.35%	
02-Jul-18	29-Mar-19	270	\$9,875,700.00	JP Morgan Securities	2.58%	\$193,500.00
			\$10,071,392.71			
NET REVENUE FUND						
			\$3.53	Wilmington Fund		
06-Aug-18	03-Oct-18	58	\$3,999,560.00	Key Banc Capital	2.04%	\$13,146.67
30-Aug-18	31-Oct-18	62	\$2,604,512.52	Key Banc Capital	2.06%	\$9,256.15
29-May-18	26-Nov-18	181	\$5,669,884.96	Key Banc Capital	2.47%	\$70,649.48
11-Jul-18	29-Mar-19	260	\$9,264,063.20	Key Banc Capital	2.72%	\$184,264.89
			\$21,538,024.21			

DEBT RESERVE FUND

				SERIES J	
02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
				Series K	
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
				Series L	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
				Series M	
27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
				Series N	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%

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Board Meeting of November 7, 2018

ITEM NO. 3

INFORMATIVE: REALLOCATION OF FUNDS

The following budgetary transfers have been made to cover unforeseen shortages. These transfers do not change the total amount of the Buffalo Sewer Authority's operating budget.

Wastewater Treatment Plant

09/20/2018	00520105 MAIN Equipment Maint.	-\$90.00	00520107 MAIN Office Equip	\$90.00
09/26/2018	00520105 MAIN Equipment Maint.	-\$630.00	00520107 MAIN Office Equip	\$630.00
09/28/2018	00300103 BLOW Electric Light & Power	-\$10,000.00	00200103 PLAN Telephone	\$10,000.00
10/05/2018	00520105 MAIN Equipment Maint	-\$2,850.00	00530105 Equipment	\$2,850.00

General Financial Charges

09/20/2018	00800183 Financial Contingency	-\$5,400.00	00110107 Admin Office Equipment	\$5,400.00
10/11/2018	00800183 Financial Contingency	-\$13,640.00	00110106 Admin Membership Dues	\$13,640.00
10/23/2018	00800183 Financial Contingency	-\$270.00	00110106 Admin Membership Dues	\$270.00

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Board Meeting of November 7, 2018

ITEM NO. 4

**INFORMATIVE: INCREASE IN BUFFALO SEWER AUTHORITY'S BOND
AUTHORIZATION LIMIT**

N.Y. Public Authorities Law §1187 provides that the Buffalo Sewer Authority has the power and is authorized to issue negotiable bonds for its corporate purposes.

On August 24, 2018 N.Y. Public Authorities Law §1187 was amended to authorize the Buffalo Sewer Authority to issue bonds in a not to exceed aggregate sum of TWO HUNDRED FIFTY MILLION DOLLARS from its current authorization of one hundred twenty-five million dollars.

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Board Meeting of November 7, 2018

ITEM NO. 5

PAYMENT FROM JUDGMENT AND CLAIMS

WHEREAS: Board approval is required for charges made against the Buffalo Sewer Authority's current budget for services and/or materials received during a prior fiscal year; and

WHEREAS: The following commodities and/or services were received during a prior fiscal year and will be charged to the 2018-2019 budget account no. 00800108-480214:

VENDOR	AMOUNT
GEA Mechanical Equipment US Inc.	\$ 3,460.47

; and

WHEREAS: The Executive Secretary recommends the above payment from the Judgment and Claims account.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above payment from the Judgment and Claims account no. 00800108-480214.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 6

SETTLEMENT TO REPAIR SEWER LINE

WHEREAS: Morgan Services, Inc., located at 325 Louisiana St., is a significant industrial user of Buffalo Sewer Authority facilities, discharging wastewater containing pollutants to the sewerage system of the Authority; and

WHEREAS: There were findings of blocked sewer lines deemed to be caused by rags, clothing, grease and lint at Louisiana St. and Mackinaw St. on October 18, 2016, and October 4, 2017, that impacted the Ohio St. drain; and

WHEREAS: The Authority negotiated a settlement with Morgan Services, Inc., in the amount of three thousand five hundred dollars (\$3,500.00) to cover the associated costs for the remediation of the blockage concerns and replacement of a section of sewer main.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the negotiated settlement with Morgan Services, Inc., for a total amount of three thousand five hundred dollars (\$3,500.00) as full settlement in this matter.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 7

SCHEDULE OF BOARD MEETINGS FOR CALENDAR YEAR 2019

WHEREAS: It is suggested that the new schedule for the calendar year 2019 be approved as follows:

2019

January 9	July 1 (ANNUAL MEETING) and 31
February 13	September 25
March 6	October 9
April 3	November 6
May 8 and 22	December 11
June 19	

All meetings are scheduled for Wednesdays at 9:00 AM at 1038 City Hall except the Annual Meeting scheduled for Monday, July 1, 2019, at 9:00 AM.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above Schedule of Board Meetings for the calendar year 2019.

MOTION TO APPROVE
 MADE BY MR. ROOSEVELT
 2ND BY MR. KENNEDY
 AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 8

TRAVEL AUTHORIZATION - STRATEGIC ENERGY MANAGEMENT PROGRAM

- WHEREAS: On May 24, 2018, The Buffalo Sewer Authority joined NYSERDA's Strategic Energy Management (SEM) Pilot Program. SEM is an active year-long program to help New York's wastewater industry reduce its energy consumption and associated cost through everyday operational changes; and
- WHEREAS: Participating in the SEM Pilot Program will enhance the Authority's ability to monitor, report and track performance of these no and low cost changes and generate an energy flow model for future use; and
- WHEREAS: The SEM is hosting several workshops that allow for information sharing between all participating wastewater treatment plants; and
- WHEREAS: The Buffalo Sewer Authority hosted the first event on July 24, 2018, with 60 members in attendance; and
- WHEREAS: The Onondaga County Treatment Facility hosted the second event, a workshop titled "Saving Energy without Spending Money" in Syracuse, New York, from August 22-23, 2018; and
- WHEREAS: The SEM is hosting several additional workshops that allow for information sharing between all participating wastewater treatment plants from Western New York from August 8, 2018 to April 4, 2019 at several facilities; and
- WHEREAS: Best practices for energy reduction and system efficiency are of special interest to the future goals of the Buffalo Sewer Authority; and
- WHEREAS: The General Manager requests authorization for the Treatment Plant Administrator, Treatment Plant Superintendent, Shift Supervisor(s), Senior Instrument Technician and other rotating staff member(s) to be part of this travel team; and
- WHEREAS: The Board previously authorized \$1,200 for the travel to Syracuse, NY; and
- WHEREAS: The General Manager would now like to request an increase of an additional \$5,000.00 to a total of \$6,200.00 for the travel allowance to accommodate travel through April 2019.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to increase travel costs from \$1,200.00 to \$6,200.00. Costs associated with this travel will be charged to account number 00200104-458010.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 9

TRAVEL AUTHORIZATION - SAN DIEGO, CA

WHEREAS: The National Association of Clean Water Agencies (NACWA) is holding its National Clean Water Law Seminar in San Diego, CA from November 14 – 16, 2018; and

WHEREAS: The Authority, as a publicly owned treatment works, needs to remain current on legal developments affecting enforcement developments, emerging contaminants, combined sewer overflows, and stormwater management regulatory concerns; and

WHEREAS: The Chairman recommends attendance at the NACWA National Clean Water Law Seminar.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board to travel to San Diego, CA from November 13-17, 2018, to attend the National Association of Clean Water Agencies National Clean Water Law Seminar at a total cost not to exceed \$2,500.00. Account nos. 00100104-458010 and 00100104-458012 will be utilized for this travel.

MOTION TO APPROVE
MADE BY MR. ROOSEVELT
2ND BY MR. KENNEDY
AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 10

TRAVEL AUTHORIZATION - ALBANY, NY

WHEREAS: The New York Water Environment Association (NYWEA) is holding its Fall Board meeting in conjunction with New York State American Water Works Association (NYSAWWA) and the joint NYSAWWA/NYWEA Asset Management Specialty Conference being held in Albany, NY from November 14 – 15, 2018; and

WHEREAS: The General Manager serves on the Board of Directors for NYWEA and needs to remain active on the latest regulatory issues and utility best practices innovations; and

WHEREAS: The General Manager recommends attendance to the Fall Board meeting and the joint NYSAWWA/NYWEA Asset Management Specialty Conference.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to travel to Albany, NY from November 13-15, 2018, to attend the Fall Board Meeting and the NYSAWWA/NYWEA Asset Management Specialty Conference at a total cost not to exceed \$700.00. Account nos. 00110104-458010 and 00110104-458012 will be utilized for this travel.

MOTION TO APPROVE
MADE BY MR. KENNEDY
2ND BY MR. ROOSEVELT
AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 11

TRAVEL AUTHORIZATION - UTICA, NY

WHEREAS: The 2019 American Public Works Association (APWA) New York State Chapter Annual Conference is being held in Utica, NY from March 20 – 23, 2019; and

WHEREAS: The Principal Sanitary Engineer is an active member of the Western branch of the New York State Chapter of APWA and needs to remain current on state-of-the-art practices and the latest regulatory issues; and

WHEREAS: The General Manager recommends that the Principal Sanitary Engineer attend the 2019 Annual State Conference.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Principal Sanitary Engineer to travel to Utica, NY from March 20-23, 2019, to attend the 2019 American Public Works Association New York State Chapter Annual Conference at a total cost not to exceed \$800.00. Account nos. 00600104-458010 and 00600104-458012 will be utilized for this travel.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 12

AUTHORIZATION TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY RESPONSE PLAN FOR THE BIRD ISLAND TREATMENT FACILITY

- WHEREAS: The Buffalo Sewer Authority operates the second largest wastewater treatment facility in New York State. The General Manager and staff have identified the need for the development of an emergency response plan (ERP) that can be used for standardizing response and recovery protocol if and when unforeseen, catastrophic events or incidents occur; and
- WHEREAS: An Emergency Response Plan Selection Committee from the Authority has done extensive investigation with other wastewater facilities to research the needs and actions of an ERP; and
- WHEREAS: The Authority conducted a Formal Request for Proposal process and solicited packages from numerous professional services providers that would be able to develop an ERP for the Buffalo Sewer Authority; and
- WHEREAS: The Consultant Selection Committee obtained and reviewed proposals from two (2) professional providers and also conducted follow up interviews with these firms; and
- WHEREAS: Based upon proposal review and interviews with these two firms, the Consultant Selection Committee recommends retaining Ernst & Young for the development of the ERP for the Buffalo Sewer Authority.

**NOW THEREFORE
BE IT RESOLVED:**

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute a contract with Ernst & Young to provide an Emergency Response Plan for the Buffalo Sewer Authority per the scope of Professional Services submitted at a total cost not to exceed \$350,000.00. These services will be charged to account no. 00200106-434000.

MOTION TO APPROVE
MADE BY MR. KENNEDY
2ND BY MR. ROOSEVELT
AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 13

CHANGE ORDER NO. 1 – CONTRACT NO. 81500013

CONSULTANT:	ORIGINAL CONTRACT COST	\$710,000.00
ARCADIS of New York, Inc.	PREVIOUS CHANGE ORDER	N/A
50 Fountain Plaza, Suite 600	THIS CHANGE ORDER	<u>\$17,290.00</u>
Buffalo, NY 14202	ADJUSTED CONTRACT COST	\$727,290.00

PROJECT: Combined Heat and Power Project

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Demolition of Blower No. 1 and relocation of new Bird Island Low-Pressure Air Blowers from Blower No. 2 to Blower No. 1

REASON FOR CHANGE OR EXTRA WORK:

Item #1 The BSA requested to revise the bid documents to also include the demolition of Blower No. 1 and relocation of the new Bird Island Low-Pressure Air Blowers to Blower No. 1 location.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$17,290.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$17,290.00

The total INCREASE to the contract as a result of this Change Order is \$17,290.00

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 1 to Contract No. 81500013 as written in the above Agenda Item, increasing the contract cost in the amount of \$17,290.00, making the adjusted contract cost \$727,290.00.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of November 7, 2018

ITEM NO. 14

CHANGE ORDER NO. 2 – CONTRACT NO. 81700006

CONSULTANT:	ORIGINAL CONTRACT COST	\$ 86,379.00
AECOM	PREVIOUS CHANGE ORDER	\$124,166.00
257 West Genesee St., Suite 400	THIS CHANGE ORDER	<u>\$ 75,112.00</u>
Buffalo, NY 14202	ADJUSTED CONTRACT COST	\$285,657.00

PROJECT: Digester 5 Rehabilitation

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Engineering Services for inspection and administration needed to complete project.

REASON FOR CHANGE OR EXTRA WORK:

Item #1 The consultant will perform construction administration and engineering services needed to complete the course of the construction project.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$75,112.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$75,112.00

The total INCREASE to the contract as a result of this Change Order is \$75,112.00

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 2 to Contract No. 81700006 as written in the above Agenda Item, increasing the contract cost in the amount of \$75,112.00, making the adjusted contract cost a not to exceed amount of \$285,657.00.

MOTION TO APPROVE
MADE BY MR. KENNEDY
2ND BY MR. ROOSEVELT
AYES 3 NOES 0