

**MINUTES OF THE REGULAR MEETING**

**OF THE**

**BUFFALO SEWER AUTHORITY**

**March 6, 2019**

**56633.....56680**

# BUFFALO SEWER AUTHORITY

March 6, 2019

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 January 31, 2019

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	Money Market		\$2,081,114.82	Key	0.15%	Public NOW
23-Aug-18	20-Feb-19	181	\$2,251,893.13	Key Banc Capital	2.61%	\$29,591.24
20-Dec-18	22-Feb-19	64	\$2,507,194.43	M & T Securities	2.52%	\$11,249.28
08-Aug-18	05-Mar-19	209	\$2,418,318.75	JPMorgan Securities	2.47%	\$34,845.52
09-Jul-19	26-Mar-19	260	\$5,976,780.00	Key Banc Capital	2.72%	\$117,866.67
08-Aug-18	24-Apr-19	259	\$5,963,480.04	Key Banc Capital	2.70%	\$116,550.00
22-Jan-19	22-May-19	120	\$7,849,839.76	Key Banc Capital	2.71%	\$71,498.83
31-Jan-19	31-May-19	120	\$4,559,060.00	Key Banc Capital	2.56%	\$39,253.33
15-Oct-18	02-Jul-19	260	\$5,140,500.46	Key Banc Capital	2.90%	\$108,911.11
28-Jan-19	29-Jul-19	260	\$5,889,555.92	Key Banc Capital	2.74%	\$82,697.77
			<b>\$44,637,737.31</b>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
			\$107,351.39	Key	0.15%	Public NOW
14-Jan-19	12-Feb-19	35	\$900,360.29	M & T Securities	2.31%	\$1,676.61
			<b>\$1,007,711.68</b>			
<b>OPERATING FUND</b>						
31-Jul-12	Super NOW		<b>\$4,076,372.86</b>	Key	0.15%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	Money Market		<b>\$4,205.87</b>	Key	0.02%	Public Savings
<b>SURPLUS FUND</b>						
			\$196,734.37	Wilmington Fund	1.77%	
02-Jul-18	29-Mar-19	270	\$9,806,500.00	JP Morgan Securities	2.58%	\$193,500.00
			<b>\$10,003,234.37</b>			
<b>NET REVENUE FUND</b>						
			\$0.00	Wilmington Fund		
27-Dec-18	19-Feb-19	54	\$587,522.00	Key Banc Capital	2.80%	\$2,478.00
27-Dec-18	27-Feb-19	62	\$1,410,012.13	Key Banc Capital	2.35%	\$32,002.50
11-Jul-18	28-Mar-19	260	\$9,195,735.11	Key Banc Capital	2.72%	\$184,264.89
03-Oct-18	01-Apr-19	180	\$7,399,875	Key Banc Capital	2.67%	\$100,681.25
29-Jan-19	29-Jul-19	181	\$5,917,343.34	Key Banc Capital	2.74%	\$82,656.66
			<b>\$24,510,487.58</b>			
<b>DEBT RESERVE FUND</b>						
				<b>Series J</b>		
02-Jul-14	15-Nov-33	7076	<b>\$515,879.00</b>	UST State/Local Govt	2.70%	
				<b>Series K</b>		

02-Jul-14	15-Feb-33	6803	<b>\$361,415.00</b>	UST State/Local Govt	2.70%
				<b>Series L</b>	
12-Nov-15	01-Oct-35	7263	<b>\$689,547.00</b>	UST State/Local Govt	2.44%
				<b>Series M</b>	
27-Jun-14	01-May-44	10901	<b>\$595,613.00</b>	US State/Local Govt	2.70%
				<b>Series N</b>	
15-Nov-12	15-Apr-32	7091	<b>\$2,167,157.00</b>	UST State/Local Govt	2.42%
			<b>\$0.01</b>	<b>DSF PRN &amp; INT</b>	
				Wilmington Fund	

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Board Meeting of March 6, 2019

## 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.

***Engineering Division***

1/15/2019	00600104 ENG Travel Expense	-\$550.00	00650106 ENG Membership Dues	\$550.00
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***Wastewater Treatment Plant***

1/11/2019	00520106 Main Maintenance Contract	-\$710.00	00530105 Yard Janitorial	\$710.00
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***General Financial Charges***

1/3/2019	00800183 Fin Contingency	-\$500.00	00100104 Board Reg and Dues	\$500.00
1/15/2019	00800183 Fin Contingency	- \$72,146.82	00200107 Plan Office Equipment	\$72,146.82
1/16/2019	00800183 Fin Contingency	-\$858.73	00200107 Plan Office Equipment	\$858.73
1/22/2019	00800183 Fin Contingency	-\$2,600.00	00110104 Admin Travel Expenses	\$2,600.00
1/23/2019	00800183 Fin Contingency	-\$1,138.50	00200107 Plan Office Equipment	\$1,138.50
1/23/2019	00800183 Fin Contingency	- \$15,401.62	00200107 Admin Office Equipment	\$15,401.62

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Board Meeting of March 6, 2019



## ITEM NO. 4

**INFORMATIVE: REPORT ON THE CONDITION OF THE LIABILITY AND CASUALTY RESERVE FUND**

The Resolution that created the Liability and Casualty Reserve Fund provides that:

“The General Manager shall regularly and not less than semi-annually render to the Board a detailed report of the operation and condition of the Liability and Casualty Reserve Fund.”

Fund Balance as of June 30, 2018	\$1,003,642.64
Interest Earnings	\$8,086.71
Claims Paid	\$7,278.00
Transfer from Operating Fund	\$0.00
Fund Balance as of December 31, 2018	<b>\$1,004,451.35</b>

The Resolution that created the Liability and Casualty Reserve Fund provides that:

“When the amount of the Liability and Casualty Reserve Fund reaches the sum of \$1,000,000.00, no further additions shall be made thereto until the Fund has been reduced below \$1,000,000.00”.

During the period of July 1, 2018 – December 31, 2018 the B.S.A. settled three (3) claims, resulting in a cash payment from the BSA for \$7,278.00. No claims were denied in this time period.

**Total Active Claims Pending as of December 31, 2018**

Bodily Injury	11
Property Damage	20
Auto B.I. & P.D	0
Other Liability	<u>0</u>
Total	31

**RECEIVE & FILE**

Board Meeting of March 6, 2019

## ITEM NO. 5

**PRELIMINARY OUTLINE OF OPERATING BUDGET FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2019**

A proposed Operating Budget, with full details, for the fiscal year beginning July 1, 2019, will be presented for formal consideration by your Honorable Body at the next scheduled meeting on April 3, 2019. This proposed budget will be in an amount not to exceed \$57,950,000 which is a \$2,200,000 (4%) increase from the current budget of \$55,750,000.

At this time, an outline of the proposed budget is submitted for your tentative approval. Once approved, we will proceed in the preparation of a formal budget document complete with comparison charts and exhibits. Attached to this outline are the following exhibits:

A Revenue Estimate and comparison for the years 2016-2017 to 2019-2020 Proposed;

A comparison of Appropriation by Division for the years 2016-2017 to 2019-2020 Proposed;

Capital Budget Projects for 2019-2020.

Sewer rents based on assessed valuation and Sewer Rents based on water usage will not be increased to fund this proposed budget.

The final rate for sewer rent will be dependent upon the final City assessed valuation.

WHEREAS: The preliminary budget presented herein reflects a balanced plan to fund the necessary operations of the Buffalo Sewer Authority for the fiscal year beginning July 1, 2019.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to proceed in preparing a detailed budget not to exceed \$57,950,000 to be submitted to this Body at the meeting of April 3, 2019.

MOTION TO	_____	APPROVE	_____
MADE BY	_____	MR. ROOSEVELT	_____
2 <sup>ND</sup> BY	_____	MS. PETRUCCI	_____
AYES	_____	3	NOES _____ 0

Board Meeting of March 6, 2019

BUFFALO SEWER AUTHORITY**REVENUE ESTIMATE  
2019-2020 PRELIMINARY BUDGET**

<b>Revenue</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Budget</b>	<b>2019-2020 Budget</b>
Assessment Sewer Rents	\$12,108,674	\$12,217,483	\$12,082,600	\$12,087,600
Water Use Sewer Rents	26,993,253	27,173,917	25,400,000	26,925,000
Outside City-Sewer Connection	15,708,267	13,832,219	13,250,000	11,550,000
Industrial Waste	1,944,290	3,030,640	1,822,000	3,120,000
Interest Income	1,829,294	2,287,444	2,249,000	3,020,000
Miscellaneous	1,668,217	1,486,448	946,400	1,247,400
<b>Total Revenues</b>	<b><u>\$60,251,995</u></b>	<b><u>\$60,028,151</u></b>	<b><u>\$55,750,000</u></b>	<b><u>\$57,950,000</u></b>

**BUFFALO SEWER AUTHORITY  
APPROPRIATIONS BY DIVISION  
2019-2020 PRELIMINARY BUDGET**

<b>Division</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Budget</b>	<b>2019-2020 Budget</b>
General Offices	\$1,420,367	\$1,457,672	\$1,544,826	\$1,943,476
Wastewater Treatment Facility	16,607,884	17,882,344	24,101,841	26,037,503
Industrial Waste	529,169	538,868	667,499	657,226
Engineering	874,016	1,030,200	1,424,989	1,545,076
Sewer Maintenance	3,103,108	3,907,253	5,512,390	4,736,856
Miscellaneous Financial Chgs	4,990,868	4,208,439	6,224,690	6,559,690
Fringe Benefits	9,128,640	9,325,229	11,139,619	11,363,791
Debt Service & Reserve	3,507,989	3,485,638	5,134,146	5,106,382
<b>Total Appropriations</b>	<b><u>\$40,162,041</u></b>	<b><u>\$41,835,643</u></b>	<b><u>\$55,750,000</u></b>	<b><u>\$57,950,000</u></b>

**CAPITAL PROJECTS  
2019 - 2020 PRELIMINARY BUDGET**

<b><u>PROJECT TITLE:</u></b>	<b>ESTIMATED COST</b>
<b><u>TREATMENT PLANT:</u></b>	
PRIMARY/SECONDARY TREATMENT REHABILITATION	\$1,000,000
HARBOR GATES/INLET GATES (3) REHABILITATION	500,000
DIGESTER 6 REHABILITATION	2,500,000
MAIN FEEDERS ELECTRICAL UPGRADE/13.8KV	500,000
LOCKER ROOM/CONTROLROOM IMPROVEMENTS THROUGHOUT PLANT	700,000
REPLACE AHU'S 7-14	1,200,000
SWW CONTROLS/FACILITY CONTROLS/FIBER OPTIC/SR IO/RWW IO	700,000
SOLAR ENERGY	<u>2,000,000</u>
<b>TREATMENT PLANT TOTAL</b>	<b>\$9,100,000</b>
<b><u>COLLECTION SYSTEM:</u></b>	
NO-DIG SEWER REHABILITATIONS	\$1,000,000
MIDDLE MAIN ST. DESIGN & CONSTRUCTION	150,000
NIAGARA PHASE 4B CONSTRUCTION	1,700,000
BUDC GI PROJECT CONSTRUCTION	200,000
PRIVATE PROPERTY GI GRANT PROGRAM	500,000
MILL RACE RTC CONSTRUCTION	3,250,000
SMITH ST. AT EAGLE RTC CONSTRUCTION	2,500,000
BROADWAY AT OAK RTC CONSTRUCTION	2,500,000
BABCOCK PUMP STATION RTC CONSTRUCTION	500,000
NORTH RELIEF INTERCEPTOR	3,400,000
INTELLIGENT CONNECTION SENSOR SYSTEM	2,000,000
CSO 013 STORAGE PROJECT	500,000

56641

ISLAND ROADS/DRAINAGE/GI ETC PHASE 2 DESIGN &  
CONSTRUCTION

150,000

**COLLECTION SYSTEM TOTAL**

**\$18,350,000**

**GRAND TOTAL**

**\$27,450,000**

## ITEM NO. 6

**"PROPOSED AMENDED "SCHEDULE OF SEWER RENTS AND OTHER CHARGES"  
(ATTACHMENT A)**

WHEREAS: The Buffalo Sewer Authority has hereto adopted a "Schedule of Sewer Rents and Other Charges" pursuant to Section 1180 of Title 8, Article 5 of Chapter 870 of the Laws of 1939 of the State of New York; and

WHEREAS: Such "Schedule of Sewer Rents and Other Charges" now requires adjustments to provide the required revenue to finance our Operating Fund Budget for the fiscal year July 1, 2019 to June 30, 2020.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority does hereby adopt the attached proposed amended "Schedule of Sewer Rents and Other Charges" (Attachment A).

MOTION TO APPROVE  
MADE BY MS. PETRUCCI  
2<sup>ND</sup> BY MR. ROOSEVELT  
AYES 3 NOES 0

Board Meeting of March 6, 2019

## ITEM NO. 7

**AUTHORIZATION TO PUBLISH NOTICE OF PROPOSED AMENDED "SCHEDULE OF SEWER RENTS AND OTHER CHARGES"**

WHEREAS: The Buffalo Sewer Authority requires an amendment to the "Schedule of Sewer Rents and Other Charges."

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes and directs that the proposed amended "Schedule of Sewer Rents and Other Charges" be published as a notice once a week for three (3) successive weeks, in *The City Record*, and the *Buffalo News* on Monday, March 11, March 18, and March 25, 2019. This notice shall state that the proposed amended "Schedule of Sewer Rents and Other Charges" will remain open for inspection in the office of the Authority for thirty (30) days from the date of said notice, and that objections thereto may be filed during said period with said Authority by any person conceiving himself or herself aggrieved thereby, and that the Authority shall hear and examine such complaints and may modify the proposed Schedule and shall adopt the final amended "Schedule of Sewer Rents and Other Charges" within sixty (60) days of such notice.

MOTION TO APPROVE  
MADE BY MS. PETRUCCI  
2<sup>ND</sup> BY MR. ROOSEVELT  
AYES 3 NOES 0

Board Meeting of March 6, 2019





## ITEM NO. 9

**AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION, MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT FOR FISCAL YEAR 2018-2019**

WHEREAS: A Sole Source procurement, in accordance with New York State Procurement Guidelines, is one in which an item is only available from one source due to patents, exclusive franchises, etc. and there is no possibility of competition for the item; and

WHEREAS: The Board of the Buffalo Sewer Authority approves and designates a list of original equipment manufacturers as Sole Sources; and

WHEREAS: An amendment to the Sole Source Listing is requested to add the following manufacturer:

VENDOR	PRODUCT/SERVICE
PCS Pump and Process, Inc.	Pentair Fairbanks Nijhuis Brand (AKA Fairbanks Morse) Municipal products (pump and replacement parts)

; and

WHEREAS: PCS Pump and Process, Inc. is the sole authorized distributor of Pentair Fairbanks Nijhuis Brand (AKA Fairbanks Morse) Municipal products (pump and replacement parts) in New York State; and

WHEREAS: The Superintendent of Mechanical Maintenance, Purchasing Department and staff have reviewed all supporting documentation and recommend this amendment to the Sole Source Listing.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above amendment to the Sole Source Listing.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of March 6, 2019

## ITEM NO. 10

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR THE DEVELOPMENT OF AN ENGINEERING FEASIBILITY REPORT FOR ANAEROBIC DIGESTER WASTE STREAM ADDITION AND CO-DIGESTION FACILITY IMPROVEMENTS**

- WHEREAS: On December 6, 2018, the Buffalo Sewer Authority (BSA) issued a request for qualifications (RFQ) for professional consultation services for the Development of an Engineering Feasibility Report for Anaerobic Digester Waste Stream Addition and Co-Digestion Facility Improvements for the Buffalo Sewer Authority; and
- WHEREAS: A Consultant Selection Committee, consisting of the General Manager, Treatment Plant Administrator, Director of Recycling for the City of Buffalo and other staff reviewed the proposals; and
- WHEREAS: AECOM had the most comprehensive and detailed experience and plan for moving forward with this project; and
- WHEREAS: Based upon the review process and past experience with the BSA, the Consultant Selection Committee recommends retaining AECOM for professional consultation services outlined in the RFQ; and
- WHEREAS: AECOM has submitted a cost proposal to perform the Feasibility Report at a cost not to exceed \$193,357.00.
- NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute an agreement with AECOM at a cost not to exceed \$193,357.00 for professional consultation services as defined in the proposal dated January 15, 2019. The cost of this contract will be funded from account no. 02000430-432004.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of March 6, 2019

## ITEM NO. 11

**AUTHORIZATION TO PURCHASE CAMERAS AND SOFTWARE FOR THE SECURITY SYSTEM UTILIZING NEW YORK STATE CONTRACT PT63104**

WHEREAS: The Buffalo Sewer Authority is in need of new security cameras and updated software for the access control system at the Bird Island Treatment Facility; and

WHEREAS: Upon request, Johnson Controls Fire Protection submitted a quote utilizing NYS contract PT63104, in the amount of \$ 52,240.71 for the purchase of the axis cameras and the access control software; and

WHEREAS: Board approval is required on purchases made over \$20,000.00; and

WHEREAS: The Superintendent of Mechanical Maintenance, the Systems Administrator, and staff have reviewed and recommend this purchase.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the axis cameras and access control software from Johnson Controls Fire Protection in the amount of \$52,240.71. This purchase will be charged to account no. 00200107-474300

MOTION TO APPROVE  
MADE BY MS. PETRUCCI  
2<sup>ND</sup> BY MR. ROOSEVELT  
AYES 3 NOES 0

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