

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
May 22, 2019**

BUFFALO SEWER AUTHORITY

May 22, 2019

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

<u>ITEM NO.</u>	<u>CONTENTS</u>	<u>PAGE NO.</u>
	Roll Call	
1	Motion to Adopt the Minutes of May 8, 2019	56748
2	Informative: Temporary Investments	56749-50
3	Informative: Reallocation of Funds	56751-52
4	Travel Authorization – Saratoga Springs, New York	56753
5	Travel Authorization – Minneapolis, Minnesota	56754
6	Authorization for Renewal of Annual Customer Support Plan	56755
7	Authorization to Enter into Agreement with Koester Associates, Inc.	56756
8	Report on Bids Received – BSA Island Roadway Improvements Project	56757
9	Report on Bids Received – Purchase of Pumps for Heating Hot Water Systems and Air Pollution Control Systems	56758
10	Report on Bids Received – Restock Moyno Parts for the Chemical Handling Building	56759
11	Authorization for Purchase of Blackmer Pump Parts for the Filter Feed Area	56760
12	Amendment to Schedule of Job Classification Plan	56761
13	Confirmation of Appointment	56762
14	Tuition Reimbursement	56763
15	Adjournment of Meeting	56764

ITEM NO. 2

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

As of April 30, 2019

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$3,887,274.57	Key	0.15%	Public NOW
22-Jan-19	22-May-19	120	\$7,903,101.06	Key Banc Capital	2.71%	\$71,498.83
31-Jan-19	31-May-19	120	\$4,590,255.64	Key Banc Capital	2.56%	\$39,253.33
26-Mar-19	17-Jun-19	83	\$2,990,040.00	Key Banc Capital	2.53%	\$17,499.17
05-Mar-19	27-Jun-19	114	\$2,400,331.88	Key Banc Capital	2.46%	\$18,773.90
15-Oct-18	02-Jul-19	260	\$5,177,341.00	Key Banc Capital	2.90%	\$108,911.11
28-Jan-19	29-Jul-19	182	\$5,932,538.25	Key Banc Capital	2.74%	\$82,697.77
24-Apr-19	22-Aug-19	120	\$5,884,662.70	Key Banc Capital	2.50%	\$49,433.33
29-Apr-19	25-Oct-19	179	\$2,224,816.23	Key Banc Capital	2.55%	\$28,566.16
			\$40,990,361.33			
LIABILITY AND CASUALTY RESERVE FUND						
			\$112,478.78	Key	0.15%	Public NOW
11-Mar-19	02-May-19	52	\$899,877.01	Key Banc Capital	2.46%	\$3,198.00
			\$1,012,355.79			
OPERATING FUND						
31-Jul-12	Super NOW		\$3,832,411.48	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$6,108.76	Key	0.20%	Public Savings
SURPLUS FUND						
			\$898.67	Wilmington Fund	1.77%	
29-Mar-19	25-Jun-19	88	\$10,003,196.01	Key Banc Capital	2.56%	\$62,992.06
			\$23,623.50	Accrued Income		
			\$10,027,718.18			
NET REVENUE FUND						
			\$30,462.07	Wilmington Fund		
01-Apr-19	31-May-19	60	\$7,370,408.22	Key Banc Capital	2.44%	\$29,466.78
29-Mar-19	25-Jun-19	88	\$9,195,903.72	Key Banc Capital	2.56%	\$57,908.21
29-Jan-19	29-Jul-19	181	\$5,917,343.34	Key Banc Capital	2.74%	\$82,656.66
29-Apr-19	25-Oct-19	179	\$3,199,906.82	Key Banc Capital	2.55%	\$41,093.18
5			\$79,157.50	Accrued Income		
			\$25,793,181.67			

DEBT RESERVE FUND

				Series J	
02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			\$6,425.69	Accrued Income	
			\$522,304.69		
				Series K	
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
			\$2,021.73	Accrued Income	
			\$363,436.73		
				Series L	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$1,379.09	Accrued Income	
			\$690,926.09		
				Series M	
27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
			\$8,040.78	Accrued Income	
			\$603,653.78		
				Series N	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$2,292.69	Accrued Income	
			\$2,169,449.69		

RECEIVE & FILE

Board Meeting of May 22, 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.

Wastewater Treatment Plant

4/29/2019	00280105 SWWP Equipment Maintenance	-\$3,500.00	00400105 SOUT Equipment Maintenance	\$3,500.00
4/29/2019	00280105 SWWP Equipment Maintenance	-\$5,300.00	00380105 INCIN Equipment Maintenance	\$5,300.00
4/30/2019	00280105 SWWP Equipment Maintenance	-\$4,200.00	00320105 CHEM Equipment Maintenance	\$4,200.00
5/1/2019	00280105 SWWP Equipment Maintenance	-\$7,000.00	00290105 AER Equipment Maintenance	\$7,000.00
5/1/2019	00280105 SWWP Equipment Maintenance	-\$2,000.00	00340105 THIC Equipment Maintenance	\$2,000.00
5/1/2019	00280105 SWWP Equipment Maintenance	-\$10,000.00	00290105 AER Equipment Maintenance	\$10,000.00
5/1/2019	00280105 SWWP Equipment Maintenance	-\$1,000.00	00380105 INCIN Equipment Maintenance	\$1,000.00
5/1/2019	00280105 SWWP Equipment Maintenance	-\$2,000.00	00320105 CHEM Equipment Maintenance	\$2,000.00
5/2/2019	00240105 BLOW Electric Light & Power	-\$20,844.00	00380105 INCIN Equipment Maintenance	\$20,844.00
5/3/2019	00280105 SWWP Equipment Maintenance	-\$4,000.00	00320105 CHEM Equipment Maintenance	\$4,000.00
5/3/2019	00280105 SWWP Equipment Maintenance	-\$10,000.00	00320105 FILT Equipment Maintenance	\$10,000.00
5/3/2019	00280105 SWWP Equipment Maintenance	-\$2,000.00	00520105 MAIN Small Tools	\$2,000.00
5/3/2019	00280105 SWWP Equipment Maintenance	-\$8,500.00	00340105 SWWP Equipment Maintenance	\$8,500.00
5/6/2019	00280105 SWWP Equipment Maintenance	-\$6,000.00	00290105 AER Equipment Maintenance	\$6,000.00
5/6/2019	00280105 SWWP Equipment Maintenance	-\$1,500.00	00510105 AMHE Equipment Maintenance	\$1,500.00
5/6/2019	00280105 SWWP Equipment Maintenance	-\$6,000.00	00390105 HAMB Drain Floatable Control	\$6,000.00

Sewer Maintenance Division

4/30/2019	00650106 SWRM Maintenance Contract	-\$510.00	00660106 SWRR Service and Equipment Rental	\$510.00
4/30/2019	00650106 SWRM Maintenance Contract	-\$13,535.00	00660105 SWRR Road and Highway Maintenance	\$13,535.00
4/30/2019	00650106 SWRM Maintenance Contract	-\$10,000.00	00670105 SWRC Equipment Maintenance	\$10,000.00
5/1/2019	006900105 Auto Gasoline and Lubricants	-\$100.00	00660105 SWRR Small Tools	\$100.00
5/2/2019	00650107 SWRM Office Equipment	-\$12,400.00	00650107 SWRM Special Structures	\$12,400.00

General Financial Charges

4/30/2019	00800183 Fin Contingency	-\$30.00	00600103 Engineering Telephone	\$30.00
05/2/2019	00800183 Fin Contingency	-\$724.75	00110105 Admin Office Supplies	\$724.75

RECEIVE & FILE

Board Meeting of May 22, 2019

ITEM NO. 4

TRAVEL AUTHORIZATION - SARATOGA SPRINGS, NEW YORK

WHEREAS: The New York Water Environment Association (NYWEA) is holding its Spring Technical Conference and Exhibit in Saratoga Springs, New York from June 9 - 12, 2019; and

WHEREAS: As a Utility Member of NYWEA, several Authority staff members serve on the organization's committee and task forces that hold their semi-annual meetings at this conference. In addition, this conference provides an important opportunity for ongoing training and peer-learning with other water professionals across New York State; and

WHEREAS: The General Manager recommends attendance at this conference for the Treatment Plant Administrator, Assistant Principal Engineer, Junior Sanitary Engineer and two (2) Shift Superintendents.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Treatment Plant Administrator, Assistant Principal Engineer, Junior Sanitary Engineer and two (2) Shift Superintendents to travel to Saratoga Springs, New York, to attend the NYWEA Spring Technical Conference and Exhibit from June 9 - 12, 2019, for a total cost not to exceed \$8,000.00. Account nos. 00200104-458010, 00200104-458012, 00600104-458010 and 00600104-458012 will be utilized for this travel.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. ROOSEVELT</u>
2 ND BY	<u>MR. KENNEDY</u>
AYES	<u>3</u> NOES <u>0</u>

Board Meeting of May 22, 2019

ITEM NO. 5

TRAVEL AUTHORIZATION - MINNEAPOLIS, MINNESOTA

WHEREAS: The Buffalo Sewer Authority is continuing strategic efforts, focused on effective utility management approach endorsed by the US Environmental Protection Agency, Water Environment Federation (WEF), American Water Works Association (AWWA) and National Association of Clean Water Agencies (NACWA); and

WHEREAS: The NACWA Utility Leadership Conference will be held in Minneapolis, Minnesota from July 16 - 19, 2019, covering latest approaches, practices, peer-to-peer developments, case studies and research in various areas of utility leadership; and

WHEREAS: The General Manager serves on the NACWA Board representing Environmental Protection Agency Region 2; and

WHEREAS: The Chairman of the Board and General Manager are leading the efforts in exploration of best industry performance practices; and

WHEREAS: The General Manager recommends attendance at the NACWA Utility Leadership Conference.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board and General Manager to travel to Minneapolis, Minnesota from July 16 – 19, 2019, to attend the NACWA Utility Leadership Conference at a total cost not to exceed \$6,000.00. Account nos. 00110104-458010, 00110104-458012, 00100104-458010 and 00100104-458012 will be utilized for this travel.

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

Board Meeting of May 22, 2019

ITEM NO. 7

AUTHORIZATION TO ENTER INTO AGREEMENT WITH KOESTER ASSOCIATES, INC.

WHEREAS: The Board of the Buffalo Sewer Authority authorized the installation of a fine bubble diffusion system on 16 aeration tanks at the Bird Island Treatment Facility in 1995. Sanitaire, the original equipment manufacturer of the diffuser and the holder of the patent on the gas cleaning procedure, recommends annual gas cleaning of the diffuser elements; and

WHEREAS: Performance reports have proven that the continued cleaning and maintenance of these diffusers lowers electrical usage and improves oxygen-transfer efficiency; and

WHEREAS: The annual cleaning was last performed in spring 2018 and plant staff recommend that annual cleaning of the aeration tank diffusers be performed at this time; and

WHEREAS: Koester Associates, Inc., a representative for Sanitaire, has submitted a quote in the amount of \$111,299.71 for the cleaning of 14 aeration tanks inclusive of labor and chemicals; and

WHEREAS: The Treatment Plant Superintendent and staff recommend accepting the quote from Koester Associates, Inc., for the cleaning of 14 aeration tanks, including labor and chemicals, at a total cost not to exceed \$111,299.71.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute an agreement with Koester Associates, Inc., for the annual cleaning of 14 aeration tank diffusers at a total cost not to exceed \$111,299.71. Expenses for this agreement will be charged to account no. 00290106-443301.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MR. KENNEDY</u>		
2 ND BY	<u>MR. ROOSEVELT</u>		
AYES	<u>3</u>	NOES	<u>0</u>

Board Meeting of May 22, 2019

ITEM NO. 8

REPORT ON BIDS RECEIVED - BSA ISLAND ROADWAY IMPROVEMENTS PROJECT

WHEREAS: Formal bids were advertised and solicited for the BSA Island Roadway Improvements Project. The following bids were received and publically opened by the Buffalo Sewer Authority on Wednesday, May 5, 2019, at 11:00 AM:

Contractor	Base Bid	Alternate Bid	Total Bid
Louis Del Prince & Sons, Inc.	\$1,618,199.50	\$ 81,213.50	\$1,699,413.00
Nova Site Company	\$1,618,000.00	\$ 90,000.00	\$1,708,000.00
Destro & Brothers	\$1,871,020.00	\$ 76,894.00	\$1,947,914.00
Milherst Construction, Inc.	\$1,969,333.50	\$ 80,021.00	\$2,049,354.50
Accadia Site Contracting, Inc.	\$2,154,661.00	\$113,810.00	\$2,268,471.00
Scott Lawn Yard	\$2,328,206.00	\$106,044.00	\$2,434,250.00

; and

WHEREAS: The proposals were received and the contract will be awarded on the basis of unit bid and lump sum prices. The bids do not reflect the true amount of the contract; and

WHEREAS: The Buffalo Sewer Authority's Engineering consultant, CHA, Inc., reviewed the packages and recommends awarding this contract to the low bidder, Louis Del Prince & Sons, Inc., for the base bid plus alternate bid; and

WHEREAS: The Treatment Plant Administrator, Assistant Principal Engineer and staff have reviewed the consultant's recommendation and concur with the recommendation provided by CHA, Inc., to award the contract to the low bidder, Louis Del Prince & Sons, Inc.

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 Louis Del Prince & Sons, Inc., for the BSA Island Roadway Improvements Project at a cost not to exceed \$1,699,413.00. Expenses for this contract shall be charged to account no. 02000491-490740.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of May 22, 2019

