

MINUTES OF THE REGULAR MEETING

OF THE

BUFFALO SEWER AUTHORITY

February 12, 2020

BUFFALO SEWER AUTHORITY

February 12, 2020

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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CALL OF THE ROLL

Present:	<u>Herbert L. Bellamy, Jr.</u>	<u>Chairman</u>
	<u>Christopher Roosevelt</u>	<u>Assistant Vice Chairman</u>
	<u>Eleanor Petrucci</u>	<u>Secretary</u>
	<u>Oluwole A. McFoy, P.E.</u>	<u>General Manager</u>
	<u>Ronald Brown</u>	<u>Executive Secretary</u>
	<u>Thomas Smith</u>	<u>Secretary to the General Manager</u>
	<u>Gelea James</u>	<u>Director of Employee Relations</u>
	<u>Allison Lack</u>	<u>General Counsel (BSA)</u>
	<u>Tracy King</u>	<u>Press Information Officer</u>
	<u>LaToya Cunningham</u>	<u>Special Assistant</u>
	<u>Catherine Knab, P.E.</u>	<u>Principal Sanitary Engineer</u>
	<u>Frank Rafferty</u>	<u>Treatment Plant Superintendent</u>
	<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Administrator</u>
	<u>Paul Harris</u>	<u>Supt. of Mechanical Maintenance</u>
	<u>Delano Dowell, Sr.</u>	<u>Special Assist. to COB Comptroller</u>
	<u>Rebecca Reile</u>	<u>Erie County Dept. of Sewerage</u>
Absent:	<u>none</u>	

The meeting was called to order at 9:04 A.M. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of January 8, 2020

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

Board Meeting of February 12, 2020

ITEM NO. 2

BUFFALO SEWER AUTHORITY**TEMPORARY INVESTMENTS****MARKET VALUE****As of 1/31/2020**

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12		Money Market	\$317,399.32	Key	0.15%	Public NOW
01-Nov-19		Money Market	\$9,256,223.73	Bank On Buffalo	1.75%	
02-Aug-19	03-Feb-20	185	\$5,099,320.02	Key Banc Capital	2.32%	\$60,803.32
22-Aug-19	28-Feb-20	190	\$5,892,657.80	Key Banc Capital	2.25%	\$70,062.50
10-Sep-19	20-Mar-20	192	\$7,912,298.42	Key Banc Capital	2.21%	\$93,468.27
02-Oct-19	02-Apr-20	183	\$4,088,419.76	Key Banc Capital	1.95%	\$40,641.25
01-Nov-19	27-Apr-20	178	\$1,991,928.34	Key Banc Capital	1.86%	\$18,393.34
25-Oct-19	30-Apr-20	188	\$2,235,627.13	Key Banc Capital	1.83%	\$21,454.72
16-Dec-19	29-May-20	165	\$8,015,980.32	JPMorgan Securities	2.18%	\$80,652.73
			<u>\$44,809,854.84</u>			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12		Money Market	\$100,158.12	Key	0.15%	Public NOW
11-Dec-19		Money Market	\$913,472.95	Bank on Buffalo	1.75%	
			<u>\$1,013,631.04</u>			
OPERATING FUND						
31-Jul-12		Super NOW	<u>\$3,007,222.75</u>	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12		Money Market	<u>\$5,746.57</u>	Key	0.20%	Public Savings
SURPLUS FUND						
			\$1,348.50	Wilmington Fund	1.87%	
25-Jun-19	20-Mar-20	269	\$10,003,247.45	Key Banc Capital	2.53%	\$192,752.55
			\$158,359.28	Accrued Income		
			<u>\$10,162,955.23</u>			
NET REVENUE FUND						
			\$0.00	Wilmington Fund		
			\$264.97	Money Market Fund		
26-Nov-19	03-Feb-20	69	\$2,390,294.00	Key Banc Capital	2.11%	\$9,706.00
11-Dec-19	05-Feb-20	56	\$406,984.53	Key Banc Capital	1.60%	\$1,015.47
31-Dec-19	05-Feb-20	36	\$2,495,850.00	Key Banc Capital	1.66%	\$4,150.00
30-Sep-19	25-Feb-20	148	\$5,946,966.67	Key Banc Capital	2.15%	\$53,033.33
25-Oct-19	24-Mar-20	151	\$5,599,241.73	Key Banc Capital	2.10%	\$49,758.27
29-Jan-20	24-Apr-20	90	\$6,898,945.65	Key Banc Capital	1.62%	\$28,054.35
			\$92,047.98	Accrued Income		
			<u>\$23,830,595.53</u>			

DEBT RESERVE FUND**Series J**

02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			\$2,984.73	Accrued Income	
			\$518,863.73		

Series K

02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
			\$4,507.87	Accrued Income	
			\$365,922.87		

Series L

12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$5,654.29	Accrued Income	
			\$695,201.29		

Series M

27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
			\$4,064.57	Accrued Income	
			\$599,677.57		

Series N

15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$15,618.93	Accrued Income	
			\$2,182,775.93		

DSF PRIN & INT
Wilmington Fund

\$0.01

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Board Meeting of February 12, 2020

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

1/5/2020	00370105 Centrifuge Equipment Maintenance	\$2,500.00	00330105 FINA Equipment Maintenance	-\$2,500.00
1/7/2020	00370105 Centrifuge Equipment Maintenance	\$6,000.00	00320105 CHEM Equipment Maintenance	-\$6,000.00
1/9/2020	00370105 Centrifuge Equipment Maintenance	\$3,500.00	00520106 MAIN Repairs to Equipment	-\$3,500.00
1/9/2020	00370105 Centrifuge Equipment Maintenance	\$5,000.00	00520105 MAIN Equipment Maintenance	-\$5,000.00
1/10/2020	00370105 Centrifuge Equipment Maintenance	\$500.00	00520106 MAIN Repairs to Equipment	-\$500.00
1/14/2020	00200106 Education, Licenses & Training	\$1,733.87	00820102 Education, Licenses & Training	-\$1,733.87
1/14/2020	00370105 Centrifuge Equipment Maintenance	\$500.00	00320105 CHEM Equipment Maintenance	-\$500.00
1/17/2020	00370105 Centrifuge Equipment Maintenance	\$125.00	00520105 MAIN Chemicals and Gases	-\$125.00
1/17/2020	00370105 Centrifuge Equipment Maintenance	\$27,000.00	00330105 CHEM Equipment Maintenance	-\$27,000.00
1/22/2020	00370105 Centrifuge Equipment Maintenance	\$2,000.00	00520105 MAIN Equipment Maintenance	-\$2,000.00
1/22/2020	00370105 Centrifuge Equipment Maintenance	\$10,000.00	00400105 SOUTH Equipment Maintenance	-\$10,000.00

Sewer Maintenance Division

12/24/2020	00300103 Blow Electric Light & Right Maintenance	\$2,000.00	00680103 ELECTRICITY	-\$2,000.00
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General Financial Charges

1/14/2020	00800183 Fin Contingency	\$750.00	00100103 Board Telephone Charges	-\$750.00
1/14/2020	00800183 Fin Contingency	\$1,122.00	00110103 Admin Telephone	-\$1,122.00
1/14/2020	00800183 Fin Contingency	\$2,000.00	00110104 ADMIN Registration Fees & Dues	-\$2,000.00

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Board Meeting of February 12, 2020

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, 2019	\$1,008,152.99
Interest Earnings	\$9,550.97
Less: Claims Paid	\$3,841.65
Transfer from Operating Fund	\$0.00
Fund Balance as of December 31, 2019	<u>\$1,013,862.31</u>

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, 2019 – December 31, 2019 the B.S.A. settled five (5) claims, resulting in a cash payment from the BSA for \$3,841.65. Six (6) claims were denied in this time period.

Total Active Claims Pending as of December 31, 2019

Bodily Injury	13
Property Damage	20
Auto B.I. & P.D	0
Other Liability	<u>0</u>
Total	33

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Board Meeting of February 12, 2020

ITEM NO. 5

TRAVEL AUTHORIZATION - SYRACUSE, NY

WHEREAS: The New York Water Environment Association (NYWEA) is holding its Executive Committee and Board Meeting in Syracuse, NY from April 15 – 16, 2020; and

WHEREAS: The General Manager serves on the Executive Committee and 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 NYWEA Board Meeting.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to travel to Syracuse, NY from April 15-16, 2020, to attend the NYWEA Executive Committee and Board Meeting 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 MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 6

AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION, MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT

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:

Upstate Valve & Controls, Inc.	Rotork Controls, Inc., sells actuators, valves and process equipment, parts and services.
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; and

WHEREAS: Upstate Valve & Control is Rotork Controls, Inc., exclusive representative covering the Upstate NY municipal market to offer valves, actuators, process equipment, parts and services. This includes all of New York State outside of six (6) counties surrounding the New York City area; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and Purchasing Department 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

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 7

REPORT ON BIDS RECEIVED - NATURAL GAS SUPPLY

WHEREAS: Bids were solicited by United Energy, the Buffalo Sewer Authority's energy consultant, for natural gas supply to the Bird Island Treatment Facility and outlying stations for various terms beginning on January 1, 2020. The following bids were received and opened at the Bird Island Treatment Facility on December 5, 2019:

	<u>Bird Island Treatment Facility</u> (/Dth +NYMEX)			<u>STBA Satellite Stations</u> (/Dth+NYMEX)		
	<u>6-Month</u>	<u>1-Year</u>	<u>2-Year</u>	<u>6-Month</u>	<u>1-Year</u>	<u>2-Year</u>
<u>EnergyMark, LLC</u>	<u>Non-Responsive to RFP Conditions</u>					
<u>New Wave Energy Corp.</u>	<u>\$0.194</u>	<u>\$0.098</u>	<u>\$0.098</u>	<u>\$0.510</u>	<u>\$0.520</u>	<u>\$0.520</u>
<u>NOCO Energy</u>	<u>Non-Responsive to RFP Conditions</u>					
<u>Crown Energy of WNY</u>	<u>N/A</u>	<u>\$0.000</u>	<u>\$0.050</u>	<u>N/A</u>	<u>\$0.900</u>	<u>\$1.000</u>

plus the monthly closing price on the NYMEX; and

WHEREAS: Upon review of the bids received United Energy recommends that the Buffalo Sewer Authority enter into an agreement with Crown Energy of WNY for a one-year period, January 1, 2020 through December 31, 2020; and

WHEREAS: The General Manager, Treatment Plant Superintendent, and Treatment Plant Administrator concur with United Energy and recommend awarding a one-year contract to Crown Energy of WNY for natural gas supply for the Bird Island Treatment Facility and outlying stations.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into a contract with Crown Energy of WNY for natural gas supply for the Bird Island Treatment Facility and outlying stations for a one-year period, January 1, 2020 through December 31, 2020, at a cost of \$0.00/Dth for the Bird Island Treatment Facility and a cost of \$0.900/Dth for the outlying stations, plus the monthly closing price on the New York Mercantile Exchange (NYMEX). The purchase of this commodity will be charged to various Treatment Facility accounts.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 8

AUTHORIZATION FOR PURCHASE OF CLINKER GRINDER PARTS

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Diamond Power/Allen Sherman Hoff/Beaumont Birch, the original equipment manufacturer, and/or their authorized local service representative, as a sole source for replacement parts, supplies and services for Diamond Power brand parts installed at the Bird Island Treatment Facility; and

WHEREAS: The Principal Chief Stationary Engineer has determined a need for Diamond Power brand parts; and

WHEREAS: Upon request, the local representative, Babcock & Wilcox, submitted a quote in the amount of \$36,079.59 for the needed clinker grinder parts; and

WHEREAS: The Treatment Plant Superintendent, Principal Chief Stationary Engineer and staff reviewed the quotes received and recommend this purchase; and

WHEREAS: Board approval is required on purchases over \$20,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the needed Beaumont Birch clinker grinder parts from Diamond Power International, Inc., in the amount of \$36,079.59. This purchase will be charged to account no. 00380105-466107.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 9

AUTHORIZATION FOR PURCHASE OF GRIT SYSTEM PARTS FOR THE GRIT BUILDING

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Smith and Loveless, Inc., the original equipment manufacturer, as a sole source vendor for replacement parts, supplies and services for Smith and Loveless brand parts installed at the Bird Island Treatment Facility; and

WHEREAS: The Superintendent of Mechanical Maintenance has determined a need for Smith and Loveless brand replacement parts (including, but not limited to, augurs, gear reducers, stub shafts & motors) for the Preventative Maintenance of the Bird Island Treatment Facility's Grit Removal System; and

WHEREAS: Upon request, Smith and Loveless, Inc., submitted a quote in the amount of \$42,876.02 for the needed Smith and Loveless brand replacement parts; and

WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed the quote and recommend this purchase; and

WHEREAS: Monies payable to date to Smith and Loveless, Inc., in the twelve (12) month aggregate period are \$118,079.82. This purchase will bring the total monies payable for purchases to \$160,955.84; and

WHEREAS: Board approval is required on purchases over \$20,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the needed Smith and Loveless parts from Smith and Loveless, Inc., at a total cost of \$42,876.02. This purchase will be charged to account no. 00230105-466107. The Board further authorizes total monies payable to Smith and Loveless, Inc., of \$160,955.84 for the current aggregate year.

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

Board Meeting of February 12, 2020

ITEM NO. 10

AUTHORIZATION FOR PURCHASE - SYNTHETIC OIL FOR THE BLOWERS

- WHEREAS: Royal Purple is the original equipment manufacturer for the purchase of Synfilm GT 32 Oil used in the Dresser Roots Blowers located at the Bird Island Treatment Facility; and
- WHEREAS: The Superintendent of Mechanical Maintenance has determined a need to purchase Synfilm GT 32 Oil as the stock has been depleted; and
- WHEREAS: Upon request, Calkins Technical Products, Inc., the authorized local representative, submitted a quote in the amount of \$22,616.76 for the needed Synfilm GT 32 Oil; and
- WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed the quote and recommend this purchase; and
- WHEREAS: There are no monies payable to date to Calkins Technical Products, Inc., the authorized local representative of Royal Purple, in this current aggregate year. This purchase will bring the total monies payable for purchases to \$22,616.76; and
- WHEREAS: Board approval is required on purchases over \$20,000.00.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the needed Synfilm GT 32 Oil from Calkins Technical Products, Inc., the authorized local representative, at a total cost of \$22,616.76. This purchase will be charged to account no. 00300105-462600.

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

Board Meeting of February 12, 2020