

MINUTES OF THE REGULAR MEETING

OF THE

BUFFALO SEWER AUTHORITY

June 24, 2020

5718557228

BUFFALO SEWER AUTHORITY

June 24, 2020

REGULAR MEETING **9:00 A.M.** **VIA TELECONFERENCE**
+ 1 929-229-5044 United States, New York City (Toll)
Conference ID: 332 932 725#

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Attachment A Capital Asset Guide

Attachment B Fund Balance Policy

Attachment C Investment Guidelines

Attachment D Credit Card Policy

Easement and Stormwater Facility Maintenance Agreement

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>LaToya Cunningham</u>	<u>Special Assistant</u>
	<u>Tracy King</u>	<u>Press Information Officer</u>
	<u>David Rossney</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>Malcolm Ertha</u>	<u>Council Chief of Staff</u>
	<u>Delano Dowell</u>	<u>Special Asst. to the Comptroller</u>
	<u>Laura Surdej</u>	<u>Erie County Dept. of Sewerage</u>
	<u>Courtney Phelps</u>	<u>Rain for Rent</u>
Absent:	<u>none</u>	

The meeting was called to order at 9:09 AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of May 27, 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 June 24, 2020

ITEM NO. 2

DECLARATION OF JUNETEENTH AS A BUFFALO SEWER AUTHORITY HOLIDAY

WHEREAS: President Abraham Lincoln's Emancipation Proclamation went into effect on January 1, 1863; and after two (2) years, it was necessary for sending a force led by Major General Gordon Granger, who issued an Order on June 19, 1865 to inform the people of Texas of the end of the Civil War and that enslaved Africans in the United States were emancipated; and

WHEREAS: Juneteenth, a combination of the words June and nineteenth, commemorates the end of slavery in the United States and is celebrated throughout the country each year; and

WHEREAS: On June 17, 2020, New York Governor Andrew Cuomo signed an executive order making Juneteenth a holiday for state employees and will propose legislation to make it an official state holiday in 2021; and

WHEREAS: On June 19, 2020 Honorable Byron W. Brown, Mayor of the City of Buffalo, declared that Buffalo will commemorate the end of slavery on June 19th each year in order to focus on racial equality and acknowledge the history of slavery in the United States; and

WHEREAS: The Board of the Buffalo Sewer Authority desires to establish Juneteenth as a holiday for the Buffalo Sewer Authority.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby establishes that beginning 2021, Juneteenth will be recognized on June 19th as an official Buffalo Sewer Authority holiday.

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 June 24, 2020

ITEM NO. 3

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

As of May 31, 2020

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$364,104.20	Key	0.01%	Public NOW
01-Nov-19	Money Market		\$11,759,523.31	Bank on Buffalo	.85%	
20-Mar-20	16-Jun-20	88	\$7,835,569.02	Key Banc Capital	1.80%	\$34,478.40
28-Feb-20	29-Jun-20	122	\$5,862,444.60	Key Banc Capital	1.69%	\$33,578.70
2-Apr-20	2-Jul-20	91	\$4,078,576.23	Key Banc Capital	1.91%	\$19,693.64
27-Apr-20	27-Jul-20	91	\$1,987,511.27	Key Banc Capital	1.31%	\$6,583.04
30-Apr-20	3-Aug-20	95	\$2,229,386.75	Key Banc Capital	1.22%	\$7,179.36
29-May-20	28-Sep-20	122	\$7,987,142.67	Key Banc Capital	.20%	\$5,418.83
			\$42,104,258.05			
LIABILITY AND CASUALTY RESERVE FUND						
31-Jul-12	Money Market		\$102,526.66	Key	0.01%	Public NOW
11-Dec-19	Money Market		\$915,815.27	Bank on Buffalo	0.85%	
			\$1,018,341.93			
OPERATING FUND						
31-Jul-12	Super NOW		\$3,718,822.47	Key	0.01%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Super NOW		\$5,745.65	Key	0.01%	Public NOW
SURPLUS FUND						
				Wilmington US Treasury		
			\$44,616.81	Money Market Fund	0.01%	
20-Mar-20	16-Jun-20	88	\$9,959,982.40	Key Banc Capital	1.80%	\$44,017.50
			\$36,514.92	Accrued Income		
			\$10,041,114.13			
NET REVENUE FUND						
				Wilmington US Treasury		
			\$2,780.89	Money Market Fund		
22-May-20	22-Jun-20	31	\$999,913.89	Key Banc Capital	0.10%	\$86.11
22-May-20	30-Jun-20	39	\$1,099,880.83	Key Banc Capital	0.10%	\$119.17
28-Apr-20	30-Jul-20	93	\$6,899,571.41	Key Banc Capital	1.31%	\$23,428.59
05-May-20	10-Aug-20	97	\$2,901,845.53	Key Banc Capital	1.04%	\$8,154.47
06-May-20	10-Aug-20	96	\$2,389,355.09	Key Banc Capital	1.04%	\$6,644.91
29-May-20	28-Aug-20	91	\$5,372,826.11	J.P. Morgan Securities	0.16%	\$2,173.89
			\$12,766.10	Accrued Income		
			\$19,678,939.85			

DEBT RESERVE FUND

				SERIES J	
02-Jul-14	15-Nov-33	7076	\$150,939.99	UST State/Local Govt	2.70%
			\$643.45	Accrued Income	
			<u>\$151,583.44</u>		
				Series K	
02-Jul-14	15-Feb-33	5803	\$223,109.43	UST State/Local Govt	2.70%
			\$2,868.48	Accrued Income	
			<u>\$225,977.91</u>		
				Series L	
12-Nov-15	01-Oct-35	7263	\$615,754.94	UST State/Local Govt	2.44%
			\$2,804.16	Accrued Income	
			<u>\$618,559.10</u>		
				Series M	
27-Jun-14	01-May-44	10901	\$501,833.04	US State/Local Govt	2.70%
			\$1,354.70	Accrued Income	
			<u>\$503,187.74</u>		
				Series N	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$6,734.77	Accrued Income	
			<u>\$2,173,891.77</u>		
			\$0.01	DSF PRIN & INT Wilmington Fund	

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Board Meeting of June 24, 2020

ITEM NO. 4

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

5/14/2020	00520106 MAIN Building Repairs	\$500.00	00520105 MAIN Equipment Maintenance	-\$500.00
5/14/2020	00520106 MAIN Building Repairs	\$1,800.00	00520105 MAIN Equipment Maintenance	-\$1,800.00
5/14/2020	00520106 MAIN Building Repairs	\$2,100.00	00360105 DEWA Equipment Maintenance	-\$2,100.00
5/19/2020	00520106 MAIN Building Repairs	\$4,000.00	00200105 PLAN Clothing Safety	-\$4,000.00
5/19/2020	00520106 MAIN Building Repairs	\$3,000.00	00220105 SCRE Equipment Maintenance	-\$3,000.00
5/19/2020	00520106 MAIN Building Repairs	\$350.00	00530105 Yard Janitorial and Operating	-\$350.00
5/21/2020	00520106 MAIN Building Repairs	\$500.00	00370105 Centrifuge Equipment Maintenance	-\$500.00
5/26/2020	00520106 MAIN Building Repairs	\$550.00	00550105 IWS Spill Hazard Supplies	-\$550.00
5/26/2020	00520106 MAIN Building Repairs	\$1,800.00	00520105 MAIN Equipment Maintenance	-\$1,800.00
5/28/2020	00200104 Plan Travel Expenses	\$970.00	00200104 Plan Registration Fees & Dues	-\$970.00
5/29/2020	00450106 KELF Building Repairs	\$2,250.00	00520105 PRIM Equipment Maintenance	-\$2,250.00
5/29/2020	00450106 KELF Building Repairs	\$800.00	00200105 PLAN Clothing Safety	-\$800.00
5/29/2020	00450106 KELF Building Repairs	\$83,000.00	00520105 MAIN Equipment Maintenance	-\$83,000.00
5/29/2020	00280106 SWWP Repairs to Equipment	\$20,000.00	00520105 MAIN Equipment Maintenance	-\$20,000.00
5/29/2020	00370106 Centrifuge Repairs to Equipment	\$110,000.00	00520106 MAIN Maintenance Contract	-\$110,000.00
5/29/2020	00520105 SWWP Equipment Maintenance	\$54,000.00	00520106 MAIN Maintenance Contract	-\$54,000.00
5/29/2020	00240106 PSED Repairs to Equipment	\$35,000.00	00520106 MAIN Maintenance Contract	-\$35,000.00
5/29/2020	00450106 KELF Building Repairs	\$12,000.00	00520106 MAIN Maintenance Contract	-\$12,000.00

Sewer Maintenance Division

6/01/2020	00650106 SWRM ED, Licenses & Training	\$3,000.00	00670105 SWRC Equipment Maintenance	-\$3,000.00
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Industrial Waste

6/01/2020	00200105 Plan Office Supplies	\$408.00	00550105 IWS Laboratory Supplies	\$408.00
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General Financial Charges

6/01/2020	00800183 FIN Contingency	\$764.60	00110104 Board Travel Expenses	\$764.60
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Board Meeting of June 24, 2020

ITEM NO. 5

INFORMATIVE: CONSTRUCTION IN PROGRESS TRANSITION

The Buffalo Sewer Authority's Capital Asset Guide, states that Construction in Progress reflects project construction costs for buildings and other structures, infrastructure additions, alterations, reconstruction, and installations that are incomplete.

In accordance with the Capital Asset Guide the Board of the Buffalo Sewer Authority shall approve the Certificate of Occupancy, or an informational item indicating that the project is complete.

The date the Certificate of Occupancy or informational item is approved by the Board shall be the date that a project is moved from Construction in Progress to Fixed Asset Infrastructure Inventory for accounting purposes.

As such the attached schedule represents the relative costs which are deemed complete to be assigned to a fixed asset category.

This item is presented to the Board for their information to be acknowledged and received and filed.

RECEIVE AND FILE

Board Meeting of June 24, 2020

Buffalo Sewer Authority
Analysis of Construction in Progress
Completed Projects as of 6/1/2020

The following projects are deemed complete, and should be added to fixed assets.

Contract or Account Number	Description	Amount	Sewer System	Treatment Plant
02000205- 452000	SCADA Upgrades Ins. Surety Bond	21,600.00		21,600.00
84600007	Erie Canal Harbor Project	3,089,792.78	3,089,792.78	
84800008	Incinerator Refractory Rehab	1,083,532.36		1,083,532.36
84800009	Incinerator Refractory Rehab	220,901.19		220,901.19
81300002	GIS Implement Eng & Tech Svc	132,500.00	132,500.00	
84900010	GIS Implement Eng & Tech Svc	41,150.00	41,150.00	
84900012	GIS Implement Eng & Tech Svc	69,300.00	69,300.00	
84900006	CSO 2008 PH II Study Eng & Tech	4,932,933.48	4,932,933.48	
85100006	CSO 2008 PH II Study Eng & Tech	127,739.87	127,739.87	
85000022	CSO 2008 PH II Study Other Serv	180,471.35	180,471.35	
85100004	Sludge Mixing Tank Eng Serv	335,000.00		335,000.00
85000015	Sludge Mixing Tank Eng Serv	39,500.00		39,500.00
02000296- 432004	Sludge Mixing Tank Eng Serv	173,025.20		173,025.20
84900014	Prim Bypass Hydraulics Eng & Tech	229,749.49		229,749.49
85000006	Swan Trunk Sys Imp Eng & Tech	1,420,750.00	1,420,750.00	
81500021	Swan Trunk Imp Eng & Tech	394,750.00	394,750.00	
02000306- 431001	Hambrg Float Ctrl Fac Finl Con	10,000.00	10,000.00	
02000306- 432003	Hambrg Float Ctrl Legal Sv	11,421.72	11,421.72	
85000020	Scajaq Crk Swr Seprtn Eng & Tech	517,069.98	517,069.98	
85100035	CSO 026 Grm Inf Eng & Tech Svcs	810,785.54	810,785.54	
81600005	CSO 026 Grm Inf Eng & Tech Svcs	528,213.62	528,213.62	
81500019	RTC Scaj Dis Bird Hagen Eng Tech	323,750.00	323,750.00	

Contract or Account Number	Description	Amount	Sewer System	Treatment Plant
81300009	RTC Scaj Dis Bird Hagen Eng Tech	750,850.00	750,850.00	
81300021	Plant Services '13 Reconstruction	2,312,290.56		2,312,290.56
81300022	Plant Services '13 Reconstruction	814,113.84		814,113.84
81300024	Plant Services '13 Reconstruction	998,915.68		998,915.68
81300029	Hamburg Storage Eng & Tech	427,255.76	427,255.76	
81600006	Hamburg Storage Eng & Tech	302,343.84	302,343.84	
81300001	Ash Handl Syst Eng & Tech Sv	44,982.00		44,982.00
81400005	Ash Handl Syst Eng & Tech Sv	326,851.03		326,851.03
81400006	Medical Park High St Eng & Tech	10,600.00	10,600.00	
81400009	SPP163 Sewer Reg Fillmore Eng	72,900.00	72,900.00	
81400010	Kenmore Ave Recon Stdy Eng Tech	42,530.18	42,530.18	
81400011	GI Betterment Genesee	86,800.00	86,800.00	
81500009	Term Eng GPI Eng & Tech	210,454.74	54,985.79	155,468.95
81500007	Term Eng Watts Eng & Tech	153,296.26	94,731.40	58,564.86
81500008	Term Eng Erdman Eng & Tech	180,760.00	180,760.00	
81500016	MH Furnace Equip & Controls	933,300.00		933,300.00
81500017	Centrifuge Dewatering System	313,325.00		313,325.00
81500014	Incin #1 Refract Rehab Recon	288,475.00		288,475.00
81500024	South Park Stormwater Outfall	10,000.00	10,000.00	
81600004	Plant Elec Reconstruction	2,603,910.80		2,603,910.80
81600003	Plant Mech Reconstruction	3,334,490.05		3,334,490.05
81600002	Plant Steam Reconstruction	1,177,143.93		1,177,143.93
02000395- 474100	Rain Barrels Equipment Co	366,683.49	366,683.49	
Total to remove from CIP G/L #08000000-165000		30,456,208.74	14,991,068.80	15,465,139.94
<u>Add to Fixed Assets:</u>				
Sewer System G/L #08000000-166070			14,991,068.8	
Treatment Plant Improvements G/L #08000000-162010				15,465,139.94

ITEM NO. 6

CONSTRUCTION FUND AMENDMENT

WHEREAS: The Buffalo Sewer Authority desires to fund the Five Year Capital Plan in order to continue its program of improving the sewer system; and

WHEREAS: There is \$13,275,656 available from the 2018-2019 Fund Balance designated for Capital Projects; and

WHEREAS: The General Manager recommends approval of these transfers.

NOW THEREFORE

BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the transfer of funds from the Fund Balance Designated for Capital Projects to the Construction Fund Budget Amendment for 2019-2020 for the funding of the listed projects as designated by the Amendment.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of June 24, 2020

**BUFFALO SEWER AUTHORITY
CONSTRUCTION FUND BUDGET AMENDMENT #1
2019-2020 FISCAL YEAR**

This Amendment to the Construction Fund utilizes funds from prior years to provide improvements to the infrastructure of the Buffalo Sewer Authority as designated by the Five Year Capital Plan.

The funds will be added to the various appropriation accounts as listed below:

REVENUES & RESOURCES

FUND BALANCE DESIGNATED FOR CAPITAL PROJECTS FOR 2018-2019	\$13,275,656
TOTAL REVENUE & RESOURCES	<u>\$13,275,656</u>

APPROPRIATIONS

TREATMENT FACILITY:

Grit System Upgrade	\$2,000,000
Facility Controls/Fiber Optic/SR IO/RWW IO(Ovation Upgrade)	750,000
Harbor Gates/Inlet Gates (3) Rehabilitation	1,250,000
Structural Rehabilitation of Facilities	1,500,000
Rww/Sww Pump and Motor Rehabilitation/Discharge Valve	525,656

COLLECTION SYSTEM:

Sewer Cleaning, Inspection, and Analysis - Preventative	\$ 1,500,000
Sewer Cleaning, Inspection, and Analysis - Corrective	2,750,000
Sewer Repair and Replacement	3,000,000

TOTAL APPROPRIATIONS	<u>\$13,275,656</u>
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ITEM NO. 7

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 commodity and/or service was received during a prior fiscal year and will be charged to the 2019-2020 budget account no. 00800108-480214:

VENDOR	AMOUNT
O'Connell Electric	\$ 1,072.08

; and

WHEREAS: The Executive Secretary recommends the above payment from the Judgments 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. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of June 24, 2020