

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY**

April 1, 2020

BUFFALO SEWER AUTHORITY

April 1, 2020

REGULAR MEETING **9:00 A.M.** **VIA CONFERENCE CALL**
+1 929-229-5044 United States, New York City (Toll)
Conference ID# 333 765 208#

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| | | |
|----|---|----------|
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| 26 | Confirmation of Appointments | 57128-30 |
| 27 | Adjournment of Meeting | 57131 |

CALL OF THE ROLL

Present: Herbert L. Bellamy, Jr.
Christopher Roosevelt
Eleanor Petrucci
Oluwole A. McFoy, P.E.
Ronald Brown
Thomas Smith
Gelea James
Allison Lack, Esq.
Catherine Knab, P.E.
David Rossney
Roberta Gaiek, P.E.
Paul Harris
Brian Hargrave
Barbara Miller-Williams

Chairman
Assistant Vice Chairman
Secretary
General Manager
Executive Secretary
Secretary to the General Manager
Director of Human Relations
General Counsel (BSA)
Principal Sanitary Engineer
Treatment Plant Superintendent
Treatment Plant Administrator
Supt. of Mechanical Maintenance
Systems Administrator
City of Buffalo Comptroller

Absent: none

The meeting was called to order at 9:00 AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of March 4, 2020

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

Board Meeting of April 1, 2020

ITEM NO. 2

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

As of March 24, 2020

| ISSUE DATE | MATURITY DATE | TOTAL DAYS | AMOUNT | BANK | RATE | INTEREST AMOUNT |
|--|---------------|------------|------------------------|----------------------|-------|-----------------|
| CONSTRUCTION/CAPITAL IMPROVEMENT FUND | | | | | | |
| 31-Jul-12 | Money Market | | \$61,368.29 | Key | 0.15% | Public NOW |
| 01-Nov-19 | Money Market | | \$13,845,645.85 | Bank on Buffalo | 1.00% | |
| 02-Oct-19 | 2-Apr-20 | 183 | \$4,098,308.75 | Key Banc Capital | 1.95% | \$40,641.25 |
| 01-Nov-19 | 27-Apr-20 | 178 | \$1,996,883.84 | Key Banc Capital | 1.86% | \$18,393.34 |
| 10-Oct-19 | 30-Apr-20 | 188 | \$2,241,192.86 | Key Banc Capital | 1.83% | \$21,454.72 |
| 20-Mar-20 | 16-Jun-20 | 88 | \$7,806,014.21 | Key Banc Capital | 1.80% | \$35,010.13 |
| 16-Dec-19 | 29-May-20 | 165 | \$8,050,488.12 | JP Morgan Securities | 2.18% | \$80,652.73 |
| 28-Feb-20 | 29-Jun-20 | 122 | \$5,839,145.74 | Key Banc Capital | 1.69% | \$33,578.70 |
| | | | <u>\$43,939,047.66</u> | | | |
| LIABILITY AND CASUALTY RESERVE FUND | | | | | | |
| 31-Jul-12 | Money Market | | \$100,802.90 | Key | 0.15% | Public NOW |
| 11-Dec-19 | Money Market | | \$914,279.86 | Bank on Buffalo | 1.00% | |
| | | | <u>\$1,015,082.76</u> | | | |
| OPERATING FUND | | | | | | |
| 31-Jul-12 | Super NOW | | <u>\$5,648,751.49</u> | Key | 0.15% | Public NOW |
| TRUST & AGENCY FUND | | | | | | |
| 31-Jul-12 | Super NOW | | <u>\$5,745.60</u> | Key | 0.20% | Public NOW |
| SURPLUS FUND | | | | | | |
| | | | \$0.00 | Wilmington Fund | | |
| | | | \$44,615.94 | Money Market Fund | 1.87% | |
| 20-Mar-20 | 16-Jun-20 | 88 | \$9,962,683.48 | Key Banc Capital | 1.80% | \$44,017.50 |
| | | | <u>\$10,007,299.42</u> | | | |
| NET REVENUE FUND | | | | | | |
| | | | \$0.00 | Wilmington Fund | | |
| 29-Jan-20- | 28-Apr-20 | 90 | \$6,914,046.51 | Key Banc Capital | 1.62% | \$28,054.35 |
| 3-Feb-20 | 24-May-20 | 91 | \$2,394,720.00 | Key Banc Capital | 1.60% | \$9,706.67 |
| 6-Feb-20 | 5-May-20 | 89 | \$2,907,443.50 | Key Banc Capital | 1.68% | \$11,382.41 |
| 24-Mar-20 | 22-May-20 | 59 | \$3,489,115.00 | Key Bank Capital | 2.15% | \$12,332.64 |
| 25-Feb-20 | 29-May-20 | 94 | \$5,382,558.00 | Key Bank Capital | 1.73% | \$24,393.00 |
| | | | <u>\$21,087,883.01</u> | | | |

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 | 5803 | \$361,415.00 | UST State/Local Govt | 2.70% |
|-----------|-----------|------|--------------|----------------------|-------|

Series L

| | | | | | |
|-----------|----------|------|--------------|----------------------|-------|
| 12-Nov-15 | 1-Oct-35 | 7263 | \$689,547.00 | UST State/Local Govt | 2.44% |
|-----------|----------|------|--------------|----------------------|-------|

Series M

| | | | | | |
|-----------|----------|-------|--------------|---------------------|-------|
| 27-Jun-14 | 1-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% |
|-----------|-----------|------|----------------|----------------------|-------|

| | | | | | |
|--|--|--|--------|---|--|
| | | | \$0.01 | DSF PRIN &INT Wilmington Fund | |
|--|--|--|--------|---|--|

RECEIVE & FILE

Board Meeting of April 1, 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

| | | | | |
|-----------|---|-------------|--|--------------|
| 2/27/2020 | 00370105 Centrifuge Equipment Maintenance | \$40,000.00 | 00290105 AER Equipment Maintenance | -\$40,000.00 |
| 2/28/2020 | 00370105 Centrifuge Equipment Maintenance | \$7,700.00 | 00360105 DEWA Equipment Maintenance | -\$7,700.00 |
| 3/6/2020 | 00520106 MAIN Building Repairs | \$31,000.00 | 00340105 PSED Equipment Maintenance | -\$31,000.00 |
| 3/9/2020 | 00370105 Centrifuge Equipment Maintenance | \$5,000.00 | 00420105 AMHE Equipment Maintenance | -\$5,000.00 |
| 3/9/2020 | 00370105 Centrifuge Equipment Maintenance | \$3,500.00 | 00290105 AER Equipment Maintenance | -\$3,500.00 |
| 3/13/2020 | 00200105 PLAN Miscellaneous | \$850.00 | 00550105 IWS Lab Supplies | -\$850.00 |
| 3/13/2020 | 00200107 PLAN Office Equipment | \$300.00 | 00340105 IWS Office Equipment | -\$300.00 |

Sewer Maintenance Division

| | | | | |
|-----------|---|------------|--|-------------|
| 03/4/2020 | 00660107 SWRR Operating Equipment | \$1,200.00 | 00520105 SWRC Equipment Maintenance | -\$1,200.00 |
|-----------|---|------------|--|-------------|

RECEIVE & FILE

Board Meeting of April 1, 2020

ITEM NO. 4

CONSIDERATION OF THE OPERATING FUND BUDGET FOR FISCAL YEAR 2020-2021

BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority does hereby adopt the attached Operating Fund Budget and Five-Year Capital Plan for the fiscal year commencing July 1, 2020.

MOTION TO APPROVEMADE BY MS. PETRUCCI2ND BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of April 1, 2020

ITEM NO. 8

**AUTHORIZATION FOR EMERGENCY PURCHASES OF CRITICAL SUPPLIES,
EQUIPMENT AND SERVICES**

- WHEREAS: The Honorable Governor Andrew M. Cuomo issued a State of Emergency declaration for the state of New York on March 7, 2020 in response to the COVID-19 (novel coronavirus) pandemic. The Executive order shall be in effect for New York State until September 7, 2020. Additionally, The Honorable Mayor Byron W. Brown announced a State of Emergency declaration for the City of Buffalo effective March 15, 2020 in response to the COVID-19 outbreak; and
- WHEREAS: The Buffalo Sewer Authority (BSA) is actively monitoring the COVID-19 situation and, with guidance from the Centers for Disease Control, State & Local Government, is taking all necessary and proactive steps to ensure the health and safety of BSA staff and any third-party on-site support personnel; and
- WHEREAS: The availability of critical supplies, services and equipment has either already been or may potentially be disrupted due to Federal, State, Local or vendor/contractor restrictions that have been imposed in response to the COVID-19 pandemic. Disruption of key supplies, equipment and services creates a significant risk to overall treatment plant availability and the health and safety of Buffalo Sewer Authority personnel due to the potential disruption of supply chains and services. This leaves the Buffalo Sewer Authority highly exposed to the possible inability to safely and effectively treat water, satisfy permit requirements and maintain overall system operation; and
- WHEREAS: Given the potential disruption of supply chains and services, the General Manager, Treatment Plant Superintendent, Treatment Plant Administrator, Superintendent of Mechanical Maintenance and staff request the Authority to allocate a total cost not to exceed \$400,000.00 for all purchases, as needed under the State of Emergency, without being subjected to either the required informal or formal bid process. This temporary provision is requested through the remainder of the 2019-2020 fiscal year; and
- WHEREAS: The General Manager, Treatment Plant Superintendent, Treatment Plant Administrator, Superintendent of Mechanical Maintenance and staff have classified this as a matter of exigent circumstances.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to waive the required informal or formal bid process for any critical supply, equipment or service that is impacted due to the COVID-19 pandemic, at total cost not to exceed \$400,000.00.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of April 1, 2020

ITEM NO. 9

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 to the following manufacturer:
- | | |
|---|--|
| ComputerSearch Time and Parking Systems | Amano McGann, Inc. sells parking access and revenue control systems. |
|---|--|
- ; and
- WHEREAS: ComputerSearch Time and Parking Systems is the sole authorized reseller of Amano McGann, Inc. Parking Access and Revenue Control Systems within Buffalo, Rochester, Corning and Ithaca Metro Areas; and
- WHEREAS: The Treatment Plant Superintendent, Safety Officer 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 April 1, 2020

ITEM NO. 10

AUTHORIZATION TO ENTER INTO THREE (3) YEAR PROFESSIONAL ENGINEERING SERVICES TERM AGREEMENTS

WHEREAS: There is a need to retain the services of six (6) engineering firms on an as needed and as directed basis for capital improvement projects; and

WHEREAS: A total of fourteen (14) engineering firms responded to a request for qualifications; and

WHEREAS: A consultant selection committee appointed by the General Manager reviewed and ranked the proposals received; and

WHEREAS: Based upon the proposal review, the consultant selection committee recommends retaining the following firms for three (3) year Engineering Services Term Agreements:

1. Arcadis CE, Inc. (Arcadis)
2. CHA Consulting, Inc. (CHA)
3. Erdman Anthony and Associates, Inc. (Erdman Anthony)
4. GHD Consulting Services, Inc. (GHD)
5. Greeley and Hansen, LLC (Greeley and Hansen);
6. Jacobs Engineering New York, Inc. (Jacobs); and

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute agreements with Arcadis, CHA, Erdman Anthony, GHD, Greeley and Hansen, and Jacobs. The cost of these contracts will be funded equally at not to exceed amount of \$250,000 from account nos. 02000508-432004, 02000509-432004, 02000510-432004, 02000511-432004, 02000512-432004, 02000513-432004 subsequently assigned in an aggregate amount not to exceed \$1,500,000.00

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of April 1, 2020