

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

June 15, 2016

BUFFALO SEWER AUTHORITY

June 15, 2016

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 May 31, 2016

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$22,142,931.18	First Niagara	0.15%	Municipal Premium
			\$46.70	Wilmington Fund		
08-Dec-15	06-Jun-16	181	\$12,539,996.72	M&T Securities	0.55%	\$34,679.35
08-Dec-15	20-Jun-16	195	\$12,534,495.68	M&T Securities	0.43%	\$29,198.43
12-May-16	15-Jul-16	64	\$	M&T Securities	0.30%	\$7,570.67
			\$14,185,240.94			
			\$61,402,711.22			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12	Money Market		\$1,076,981.84	First Niagara	0.15%	Municipal Premium
OPERATING FUND						
31-Jul-12	Super NOW		\$2,623,754.79	First Niagara	0.10%	Municipal Premium
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$36,631.59	First Niagara	0.02%	Municipal Premium
SURPLUS FUND						
			\$782.60	Wilmington Fund		
27-Apr-16	29-Aug-16	124	\$10,003,880.64	M&T Securities	0.50%	\$17,249.78
			\$10,004,663.24			
NET REVENUE FUND						
27-Apr-16	30-June-16	64	\$2,898,159.29	M&T Securities	0.30%	\$1,546.13
27-Apr-16	03-Aug-16	98	\$3,000,417.42	M&T Securities	0.42%	\$3,433.43
26-May-16	26-Aug-16	92	\$2,498,073.83	M&T Securities	0.30%	\$1,917.43
			\$8,396,650.54			

DEBT RESERVE FUND**Series J (1004209)**

02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
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Series K (1004925)

02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
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Series L (3001357)

				Federated Treasury Obligation	
			\$0.12		
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$689,547.12		

Series M (1039308)

27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
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Series N (1002070)

15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
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RECEIVE & FILE

Board Meeting June 15, 2016

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

05/16/2016	00210105 RWWP Equip. Maintenance	-\$1,030.00	00520105 Main Clothing and Safety	\$1,030.00
05/16/2016	00210105 RWWP Equip. Maintenance	-\$500.00	00380105 ICIN Building Materials	\$500.00
05/16/2016	00210105 RWWP Equip. Maintenance	-\$9,635.00	00220105 SCRE Gasoline and Lubricants	\$9,635.00
05/17/2016	00210105 RWWP Equip. Maintenance	-\$5,275.00	00520105 Main Clothing and Safety	\$5,275.00
05/18/2016	00210105 RWWP Equip. Maintenance	-\$2,670.00	00520105 Main Gasoline and Lubricants	\$2,670.00
05/19/2016	00210105 RWWP Equip. Maintenance	-\$50.00	00520105 Main Small Tools	\$50.00
05/20/2016	00380105 ICIN Equip. Maintenance	-\$40,500.00	00520105 Main Equip. Maintenance	\$40,500.00
05/31/2016	00360105 THIC Equip. Maintenance	-\$4,487.00	00520105 Main Small Tools	\$4,487.00
05/31/2016	00210105 RWWP Equip. Maintenance	-\$17,878.00	00340105 THIC Equip. Maintenance	\$17,878.00

Sewer Maintenance

06/1/2016	00660106 SWRR Service and Equip Rent	-\$1,000.00	00690106 AUTO Automotive Repairs-E	\$1,000.00
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Board Meeting of June 15, 2016

ITEM NO. 4

FUND BALANCE POLICY OF THE BUFFALO SEWER AUTHORITY

WHEREAS: The Buffalo Sewer Authority has developed a Fund Balance Policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The Authority's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising sewer rents and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Authority also seeks to maintain the highest possible credit ratings which are dependent, in part, on the Authority's maintenance of a healthy fund balance; and

WHEREAS: The guidelines shall be annually reviewed and approved by the Board of the Buffalo Sewer Authority.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby adopts the following Fund Balance Policy:

Fund Balance Policy**Definitions.**

Fund balance - The excess of assets over liabilities in a governmental fund.

Nonspendable fund balance - Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Restricted fund balance - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

Committed fund balance - Amounts constrained to specific purposes by the Authority itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the Authority takes the same highest-level action to remove or change the constraint.

Assigned fund balance - Amounts the Authority intends to use for a specific purpose; intent can be expressed by the Board or by an official or body to which the Board delegates the authority.

Unassigned fund balance - Amounts that are available for any purpose; these amounts are reported only in the General Fund.

Policy Statement

The fund balance of the Authority's General Fund has been accumulated to meet this purpose, to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The target is to maintain an unrestricted fund balance of not less than 15% of annual operating expenditures for the fiscal year.

The Authority's basic goal is to maintain annual expenditure increases at a growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The decision to retain an unrestricted fund balance of not less than 15% of operating expenditures stems from the following:

- This amount provides adequate funding to cover approximately two (2) months of operating expenses.
- This amount provides the liquidity necessary to accommodate the Authority's uneven cash flow, which is inherent in its periodic sewer rent collection schedule.
- This amount provides the liquidity to respond to contingent liabilities.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted fund balance to be maintained should be no less than either two (2) months of regular operating revenues or expenditures.

The Board will set aside certain amounts for capital projects as committed fund balance. Amounts to be determined by the General Manager based on the amounts available, the planned projects and other financing sources.

The Board will set aside committed fund balances to cover the amount of outstanding purchase orders or encumbrances that have been approved by the Board.

The Board will set aside certain amounts for future insurance claims. Amounts to be determined by the General Manager based on availability of fund balance, claim trends and potential for future claims.

The Board will allow the General Manager to determine the proper amounts to be assigned for purposes as they determine necessary.

The Board will allow the General Manager to determine the amount to be assigned for capital asset replacements (or other issue).

Beginning in the year ending June 30, 2011, unassigned fund balance shall be any remaining amounts.

This policy may be amended from time to time per the Board.

The Authority will spend the most restricted dollars before less restricted in the following order:

- a) Nonspendable (if funds becomes spendable)
- b) Restricted
- c) Committed
- d) Assigned
- e) Unassigned

MOTION TO	_____	APPROVE	_____
MADE BY	_____	MS. PETRUCCI	_____
2 ND BY	_____	MR. KENNEDY	_____
AYES	_____	4	NOES _____
			0

Board Meeting of June 15, 2016

ITEM NO. 5

INVESTMENT GUIDELINES OF THE BUFFALO SEWER AUTHORITY

WHEREAS: In Accordance with Title 7, Section 2925 of the Public Authorities Law, every public authority and every public benefit corporation, whether or not such corporation is otherwise governed by this chapter, shall by resolution adopt comprehensive investment guidelines which detail the corporation's operative policy and instructions to officers and staff regarding the investing, monitoring, and reporting of funds of the corporation; and

WHEREAS: The guidelines so approved shall be annually reviewed and approved by the corporation.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby adopts the following investment guidelines that reflect the updated Bond Resolution adopted May 3, 1993:

Investment Guidelines**Section 1. Definitions.**

In this Resolution the following terms shall have the following meanings unless the context otherwise requires:

"Authority" shall mean the Buffalo Sewer Authority, a body corporate and politic constituting a public benefit corporation of the State of New York and any body, board, authority, agency, or political subdivision or instrumentality of the State which shall hereafter succeed to the powers, duties, and functions thereof.

"Investment Securities" shall mean and include any of the following securities, if and to the extent the same are at the time legal investments by the Authority of the funds to be invested therein:

(1) Direct obligations of the United States of America and securities fully and unconditionally guaranteed as to the timely payment of principal and interest by the United States of America, provided, that the full faith and credit of the United States of America must be pledged to any such direct obligation or guarantee ("Direct Obligations");

(2) Direct obligations and fully guaranteed certificates of beneficial interest of the Export-Import Bank of the United States; consolidated debt obligations and letter of credit-backed issues of the Federal Home Loan Banks; participation certificates and senior debt obligations of the Federal Home Loan Mortgage Corporation (“FHLMCS”); debentures of the Federal Housing Administration; mortgage-backed securities (except stripped mortgage securities which are valued greater than par on the portion of unpaid principal) and senior debt obligations of the Federal National Mortgage Association (“FNMA”); participation certificates of the General Services Administration; guaranteed mortgage-backed securities and guaranteed participation certificates of the Government National Mortgage Association (“GNMA”); guaranteed participation certificates and guaranteed pool certificates of the Small Business Administration; debt obligations and letter of credit-backed issues of the Student Loan Marketing Association; local authority bonds of the U.S. Department of Housing & Urban Development; guaranteed Title XI financings of the U.S. Maritime Administration; guaranteed transit bonds of the Washington Metropolitan Area Transit Authority; Resolution Funding Corporation securities;

(3) Direct obligations of any state of the United States of America or any subdivision or agency thereof whose unsecured, uninsured, and unguaranteed general obligation debt is rated, at the time of purchase, "A" or better by Moody's Investors Service and "A" or better by Standard & Poor's Corporation, or any obligation fully and unconditionally guaranteed by any state, subdivision, or agency whose unsecured, uninsured, and unguaranteed general obligation debt is rated, at the time of purchase "A" or better by Moody's Investors Service and "A" or better by Standard & Poor's Corporation;

(4) Federal funds, unsecured certificates of deposit, time deposits, or bankers acceptances (in each case having maturities of not more than 365 days) of any domestic bank including a branch office of a foreign bank which branch office is located in the United States, provided legal opinions are received to the effect that fully and timely payment of such deposit or similar obligation is enforceable against the principal office or any branch of such bank, which, at the time of purchase, has a short-term "Bank Deposit" rating of "P-1" by Moody's and a "Short-Term CD" rating of "A-1" or better by S&P;

(5) Deposits of any bank or savings and loan association which has combined capital, surplus, and undivided profits of not less than \$3 million, provided such deposits are continuously and fully insured by the Bank Insurance Fund or the Savings Association Insurance Fund of the Federal Deposit Insurance Corporation;

(6) Investments in money-market funds rated "AAAm" or "AAAm-G" by Standard & Poor's Corporation;

(7) Repurchase agreements collateralized by Direct Obligations, GNMMAs, FNMMAs, or FHLMMCs with any registered broker/dealer subject to the Securities Investors' Protection Corporation jurisdiction or any commercial bank insured by the FDIC, if such broker/dealer or bank has an uninsured, unsecured and unguaranteed obligation rated "P-1" or "A3" or better by Moody's Investors Service, and "A-1" or "A-" or better by Standard & Poor's Corporation, provided:

- (a) master repurchase agreement or specific written repurchase agreement governs the transaction.
- (b) the securities are held free and clear of any lien by the Trustee or an independent third party acting as agent ("Agent") for the Trustee, and such third party is (i) a Federal Reserve Bank, (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has combined capital, surplus and undivided profits of not less than \$50 million or (iii) a bank approved in writing for such purpose by Financial Guaranty Insurance Company, and the Trustee shall have received written confirmation from such third party that it holds such securities, free and clear of any lien, as agent for the Trustee; and
- (c) a perfected first security interest under the Uniform Commercial Code, or book entry procedures prescribed at 31 C.F.R. 306.1 et seq. or 31 C.F.R. 350.0 et seq. in such securities, is created for the benefit of the Trustee; and
- (d) the repurchase agreement has a term of 10 years or less, and the Trustee or the Agent will value the collateral securities no less frequently than weekly and will liquidate the collateral securities if any deficiency in the required collateral percentage is not restored within two business days of such valuation; and
- (e) the fair market values of the securities in relation to the amount of the repurchase obligation, including principal and interest, is equal to at least 103%.

(8) Commercial paper (having original maturities of not more than 270 days) rated, at the time of purchase, "P-1" by Moody's Investors Service and "A-1" or better by Standard & Poor's Corporation;

"Trustee" shall mean Manufacturers and Traders Trust Company, Buffalo, New York, and its successor or successors and any other person which may at the time be substituted in its place.

Section 2. Collateral

Certificates of Deposit (CD), Time Deposit Accounts (TDA), and Negotiable Order of Withdrawal Accounts (NOW) shall be fully secured by insurance of the Federal Deposit Insurance Corporation, obligations of New York State, obligations of the United States, obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments.

The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit, time deposits, or NOW accounts. Market value shall mean the bid or closing price as quoted in the Wall Street Journal

or as quoted by another recognized pricing service. The Supervising Accountant shall monitor the collateral no less frequently than monthly.

Securities purchased through a Repurchase Agreement shall be valued to market once during the tenure of the agreement and no less than once a month.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

Section 3. Funds

In accordance with the Authority's Sewer System Revenue Bond Resolution adopted June 29, 1977, and as amended May 3, 1993, the following special trust funds were established:

1. Construction Fund
2. Net Revenue Fund
3. Debt Reserve Fund
4. Redemption Fund
5. Surplus Fund
6. Rebate Fund

All of said Funds are held by the Trustee.

In addition to the Funds held by the Trustee, the Authority established an Operating Fund and a Construction and Capital Improvement Fund held by a Depository designated by and under the supervision of the Authority.

Section 4. Investments

Moneys in any Fund held by the Trustee or the Authority shall be continuously invested and reinvested or deposited and redeposited on terms which in the judgment of the Authority provide reasonable liquidity, in the highest yield Investment Securities that may be reasonably known, with a view toward maximizing yield (with proper preservation of principal) and minimizing the instances of uninvested funds. The Authority shall consult with the Trustee from time to time as to the investment of amounts in the Funds. The Authority through an Authorized Officer may direct the Trustee to or, in the absence of direction, the Trustee shall invest and reinvest the moneys in any such Fund held by it in Investment Securities so that the maturity date or dates of redemption at the option of the holder thereof shall coincide as nearly as practicable with the times at which moneys are needed to be so expended. The Trustee shall sell at the best price obtainable, or present for redemption, any Investment Securities purchased by it as an investment whenever it shall be necessary in order to provide moneys to meet any payment or transfer from the Fund for which such investment was made.

Investment Securities purchased as an investment of moneys in any Fund shall be deemed at all times to be a part of such Fund but the income or interest earned and gains realized in excess of losses suffered by a Fund due to the investment thereof shall be deposited in the Operating Fund as Revenues or shall be reinvested and credited to the Operating Fund; except that any such excess amount in the Debt Reserve Fund shall be deposited in or credited to the Debt Reserve Fund.

Moneys in any Fund held by the Trustee may be invested in common with the moneys held in any other such Fund.

The Authority may utilize the service of the office of the Comptroller of the City of Buffalo to obtain the highest available investment yield.

Section 5. Deposits

In lieu of Investment Securities, the Trustee shall at the written direction of an Authorized Officer of the Authority deposit amounts or cause amounts to be deposited from any Fund held by the Trustee in interest bearing time deposits or certificates of deposit, or shall make other similar banking arrangements with itself or a member bank or banks of the Federal Reserve System or a bank, the deposits of which are insured by the Federal Deposit Insurance Corporation or its successor, or a savings and loan association, the deposits of which are insured by the Federal Savings and Loan Insurance Corporation or its successor. Each such interest bearing time deposit or certificate of deposit or other similar banking arrangement shall permit the moneys so placed to be available at the times at which moneys are needed to be expended, and, except to the extent that any such deposit shall be less than \$5,000 or be insured by the United States of America or the federal corporations enumerated above, all moneys in each such interest bearing time deposit or certificate of deposit or other similar banking arrangement shall be continuously and fully secured as stated in Section 2.

In order to permit such amounts to be available for use at the time when needed, any amounts held by any Fiduciary, as such, any, if and as directed by an Authorized Officer of the Authority, be deposited in the commercial banking department of such Fiduciary which may honor checks and drafts on such deposit with the same force and effect as if it were not such Fiduciary. Any such Fiduciary shall allow and credit on such amounts at least such interest, if any, as it customarily allows upon similar funds of similar size and under similar conditions or as required by law.

All amounts of more than \$5,000 deposited by any Fiduciary pursuant to the paragraph above shall be continuously and fully secured by lodging with the Trustee as custodian, as collateral security, investment securities having a market value not less than the amount of such deposit plus accrued interest.

Moneys in any fund held by the Authority which are not required for immediate expenditure may also be invested temporarily in deposits insured by the Federal Deposit Insurance Corporation in accordance with the

requirements of Section 2927 of the Public Authorities Law of the State of New York.

All amounts so deposited by any Fiduciary shall be credited to the particular Fund from which such amounts were derived, but any income derived in connection with such deposits shall be credited to, and shall be deposited as received in, the Operating Fund; except that any income derived in connection with deposits in the Debt Reserve Fund shall be credited to and deposited as received in the Debt Reserve Fund. Whenever on any valuation date, as provided in the bond resolution as amended on May 3, 1993, the amount in the Debt Reserve Fund exceeds the Debt Reserve requirement, the Trustee may, if directed by the Certificate of an authorized officer of the Authority, withdraw from the Debt Reserve Fund the amount of any excess therein over the Debt Reserve Requirement as of the date of such withdrawal and deposit the moneys so withdrawn into the Operating Fund.

MOTION TO	<u>APPROVE</u>	
MADE BY	<u>MS. PETRUCCI</u>	
2 ND BY	<u>MR. KENNEDY</u>	
AYES	<u>4</u>	NOES <u>0</u>

Board Meeting of June 15, 2016

ITEM NO. 6

**REVISION TO BUFFALO SEWER AUTHORITY POLICY – CAPITAL ASSETS
(ATTACHMENT A)**

WHEREAS: The Buffalo Sewer Authority has a Capital Asset Guide that establishes the basis for inventory, values of capital and infrastructure assets, and depreciation calculations; and

WHEREAS: The Capital Asset Guide shall be annually reviewed and approved by the Board.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby adopts the following “Capital Asset Guide” (Attachment A), which establishes the basis for inventory, values of capital and infrastructure, and depreciation calculations.

MOTION TO	<u>APPROVE</u>	
MADE BY	<u>MS. PETRUCCI</u>	
2 ND BY	<u>MR. ROOSEVELT</u>	
AYES	<u>4</u>	NOES <u>0</u>

Board Meeting of June 15, 2016

ITEM NO. 8

TRAVEL AUTHORIZATION - NEW ORLEANS, LOUISIANA

WHEREAS: The Water Environment Federation's 89th Annual Technical Exhibition and Conference will be held September 24-28, 2016, in New Orleans, Louisiana; and

WHEREAS: The Buffalo Sewer Authority staff annually participates in this international event to keep abreast of the latest technologies, innovations, and research in the wastewater field; and

WHEREAS: The General Manager recommends attendance at the Water Environment Federation's 89th Annual Technical Exhibition and Conference for himself, the Chairman of the Board, and the Treatment Plant Superintendent.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes travel from September 24-28, 2016, for the General Manager, Chairman of the Board, and the Treatment Plant Superintendent to attend the Water Environment Federation's 89th Annual Technical Exhibition and Conference in New Orleans, Louisiana, at a total cost not to exceed \$6,000.00. Funds are available in account nos. 00110104-458010, 00110104-458012, 00100104-458010, 00100104-458012, 00200104-458010, and 00200104-458012.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of June 15, 2016

ITEM NO. 9

CHANGE ORDER NO. 2 – CONTRACT NO. 8160003

CONTRACTOR:	ORIGINAL CONTRACT COST	\$600,000.00
Mollenberg-Betz, Inc.	PREVIOUS CHANGE ORDER	450,000.00
300 Scott Street	THIS CHANGE ORDER	<u>120,000.00</u>
Buffalo, NY 14204	ADJUSTED CONTRACT COST	\$1,170,000.00

CONTRACT: In-Plant Mechanical Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Additional mechanical work related to the ash system upgrade

REASON FOR CHANGE OR EXTRA WORK:

Item #1 High pressure steam plant and condensate system repairs and modification and primary tanks #2 and #3 drive replacements project assistance

COST OF CHANGE OR EXTRA WORK:

Item #1 \$120,000.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK \$120,000.00

The total INCREASE to the contract as a result of this Change Order is \$120,000.00

CONTRACT SUPPLEMENT CONDITIONS:

1. The contract completion date established in the original contract or as modified by previous contract supplements remains unchanged.
2. Any additional work to be performed under this contract supplement shall be carried out in compliance with the specifications included in the preceding description of changes involved with the supplemental contract drawings designated none and under the provisions of the original contract, including compliance with applicable equipment specifications, general specifications, and project specifications for the same type of work.
3. This contract supplement unless otherwise provided herein does not relieve the Contractor from strict compliance with the guarantee provisions of the original contract, particularly those pertaining to performance and operation of equipment.

ITEM NO. 10

CHANGE ORDER NO. 1 - CONTRACT NO. 81600004

CONTRACTOR:	ORIGINAL CONTRACT COST	\$355,000.00
O'Connell Electric	PREVIOUS CHANGE ORDER	n/a
830 Phillips Road	THIS CHANGE ORDER	<u>275,000.00</u>
Victor, New York 14564	ADJUSTED CONTRACT COST	\$630,000.00

CONTRACT: In-Plant Electrical Maintenance Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Additional electrical modification upgrades and repairs to existing equipment

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Daily corrective maintenance, and safety related repairs as required by the infra red camera survey during the term of the contract throughout the Wastewater Treatment Plant and Outlying Stations

COST OF CHANGE OR EXTRA WORK:

Item #1 \$275,000.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK \$275,000.00

The total INCREASE to the contract as a result of this Change Order is \$275,000.00

CONTRACT SUPPLEMENT CONDITIONS:

1. The contract completion date established in the original contract or as modified by previous contract supplements remains unchanged.
2. Any additional work to be performed under this contract supplement shall be carried out in compliance with the specifications included in the preceding description of changes involved with the supplemental contract drawings designated none and under the provisions of the original contract, including compliance with applicable equipment specifications, general specifications, and project specifications for the same type of work.
3. This contract supplement unless otherwise provided herein does not relieve the Contractor from strict compliance with the guarantee provisions of the original contract, particularly those pertaining to performance and operation of equipment.

ITEM NO. 15

SUPPLEMENTAL AUTHORIZATION TO THREE-YEAR ENGINEERING SERVICES AGREEMENT WITH ERDMAN ANTHONY & ASSOCIATES, INC.

WHEREAS: At the September 24, 2014, Board Meeting, the Board of the Buffalo Sewer Authority authorized retaining Erdman Anthony & Associates, Inc., for a three-year Engineering Services Agreement for small to medium-sized capital projects; and

WHEREAS: The original amount budgeted for authorized engineering services was \$100,000; and

WHEREAS: There is a need to increase this amount; and

WHEREAS: The Principal Sanitary Engineer recommends increasing the amount for this agreement by \$23,000.00.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves an increase of \$23,000.00, making the total cost not to exceed \$123,000.00, for the three-year Engineering Services Agreement between the Buffalo Sewer Authority and Erdman Anthony & Associates, Inc. Account no. 02000375-432004 will be utilized for these services.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. KENNEDY</u>
2 ND BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of June 15, 2016

ITEM NO. 16

AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES FOR THE PRATT WILLERT GREEN STREETS PROJECT

WHEREAS: The Buffalo Sewer Authority issued a request for proposals (RFP) on April 19, 2016, for professional engineering and landscape architecture services for the Pratt Willert Green Streets Project; and

WHEREAS: The Authority received properly submitted proposals from Wendel Companies, Barton & Loguidice, KHEOPS Architecture, Engineering & Survey, Clark Patterson Lee, Didonato, Hatch Mott MacDonald, Fisher Associates and Nussbaumer & Clarke, Inc.; and

WHEREAS: A Consultant Selection Committee, consisting of the General Manager, Principal Sanitary Engineer, Green Infrastructure Director, and RENEW Fellow reviewed and ranked the proposals received; and

WHEREAS: Based upon the proposal review, the Consultant Selection Committee recommends retaining Wendel Companies for the professional services outlined in the RFP; and

WHEREAS: The Authority negotiated an acceptable, not to exceed cost of \$304,900.00 for the applicable scope of services.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manger to execute an agreement with Wendel Companies, at a cost not-to-exceed \$304,900.00 to complete the professional engineering and landscape architecture services defined in the letter proposal dated May 27, 2016. The cost of this contract will be funded from account no. 02000425-432004.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. KENNEDY</u>
2 ND BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of June 15, 2016

ITEM NO. 17

REQUEST FOR AN UNPAID MEDICAL LEAVE OF ABSENCE

WHEREAS: We have received a request from James Ruffin, a permanent Millwright Helper, for an unpaid medical leave of absence beginning May 16, 2016. Mr. Ruffin has provided required supporting documentation; and

WHEREAS: The General Manager has reviewed this request and recommends approving the request for a unpaid medical leave of absence for a period of six (6) months.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants James Ruffin an unpaid medical leave of absence beginning May 16, 2016 and extending until November 16, 2016.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MR. KENNEDY</u>		
2 ND BY	<u>MS. PETRUCCI</u>		
AYES	<u>4</u>	NOES	<u>0</u>

Board Meeting of June 15, 2016

ITEM NO. 18

CONFIRMATION OF APPOINTMENTS

CHIEF SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)
ADMINISTRATION - ENGINEERING
\$68,682 PER ANNUM
EFFECTIVE: MAY 23, 2016

SALVATORE J. LOTEMPIO JR.
1104 SHEREE
GRAND ISLAND, NY

LABORER II (PERMANENT)
SEWAGE TREATMENT PLANT
\$18.28 PER HOUR
EFFECTIVE: MAY 23, 2016

JARRED J. BARKER
435 STARIN
BUFFALO, NY

CLERK (SEASONAL)
SEWAGE TREATMENT PLANT
\$105.00 PER DAY
EFFECTIVE: MAY 31, 2016

AKEEM FRANCIS
52 BRITTANY DR. (REAR UNIT)
BUFFALO, NY

LABORER II (PERMANENT)
SEWAGE TREATMENT PLANT
\$18.28 PER HOUR
EFFECTIVE: MAY 31, 2016

ALLEN PICKENS
191 LANGFIELD DR.
BUFFALO, NY

ITEM NO. 19

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MS. PETRUCCI2ND BY MR. ROOSEVELTAYES 4 NOES 0

Board Meeting of June 15, 2016