

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 24th day of November 2021.

PRESENT: **Jerome D. Schad, Chair**
Peggy A. LaGree, Vice Chair (via teleconference)
Michele M. Iannello, Treasurer
Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, Chief Financial Officer
Russell J. Stoll, Chief Operating Officer
Mark S. Carney, General Counsel
Leonard F. Kowalski, Executive Engineer (via teleconference)
Joyce A. Tomaka, Comptroller (via teleconference)
Daniel J. NeMoyer, Director of Human Resources
Lavonya C. Lester, Director of Administration (via teleconference)
Jeffrey Schlierf, Acting Manager of Information Technology (via teleconference)

ATTENDEES:

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:40 a.m. A quorum was present with three Commissioners.

II. READING OF MINUTES

Motion by Ms. LaGree seconded by Ms. Iannello and carried to waive the reading of the Minutes of the Meeting held on Wednesday, November 10, 2021.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

III. APPROVAL OF MINUTES

Motion by Ms. LaGree seconded by Ms. Iannello and carried. to approve the Minutes of the Meeting held on Wednesday, November 10, 2021.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

IV. REPORTS

A. SECRETARY

1. Board Meeting Schedule

Mr. McCracken distributed a Board Meeting schedule for December 2021 through March 2022. The Commissioners requested that the Board Meeting scheduled for December 9, 2021 be moved to December 7, 2021 and the meeting scheduled for February 24, 2022 be moved to February 23, 2022.

2. RFP Microwave Radio System Maintenance

Jeffrey Schlierf reported that the Authority recently issued a Request for Proposals (RFP) for professional services to maintain, repair and make adjustments to its “Multi Link” and “Single Link” Aviat Eclipse Microwave Radio System or Wide Area Network (WAN). The RFP was issued to three (3) contractors: Transwave Communications Systems, Inc., Mid-State Communications & Electronics, and Airosmith Development Inc. In addition, the RFP was posted to the ECWA website. One (1) contractor submitted a proposal, Transwave Communications Systems Inc. After review by staff, it was determined that with Transwave’s experience, close proximity, extensive knowledge of our current systems and remarkable rates they are more than qualified. The Information Technology Department would like to move forward with negotiating a Professional Service Contract with Transwave Communications Systems, Inc.

B. LEGAL

C. FISCAL

1. Low Income Household Assistance Program

Karen Prendergast informed the Commissioners that there is a resolution on the meeting authorizing the execution of a NYS Low Income Household Water Assistance Program Vendor Agreement. The Office of Disability and Temporary Assistance in New York State has put together a low-income household assistance program to help Authority customers pay for their past due water bills. These customers will be eligible to apply for \$2500 in water assistance through a portal on the New York State website. Paper applications are also available. The Authority is required to submit a Vendor Application in order to participate. The entire application process is handled by NYS, and then if our customers qualify, NYS sends the Authority the money to pay the bill. Additionally, Ms. Prendergast intends to send out fliers informing the customers of this program. Secretary McCracken noted that he will be working with E3 Communications to advise the customers as well.

2. October 2021 Investment Report

Karen Prendergast distributed the October 2021 Investment Report along with a brief explanation of the report.

3. Monthly Financial Report – October 2021

Joyce Tomaka distributed the October 2021 Monthly Financial report which includes operating revenue, investment income, operating expense and net income, and briefly reviewed the data.

D. OPERATIONS

1. RFP Van de Water Delivered Water Transmission Main Improvements (CCII)

Leonard Kowalski reported that the Authority recently issued a Request for Proposal (RFP) for consulting engineering services for the design and construction of Van de Water delivered water transmission main improvements from Colvin Blvd/Twin City Highway to the I-290/I-990 interchange. The RFP was issued to seven consulting engineers: Arcadis, Brown & Caldwell, GHD, Hazen & Sawyer, Michael Baker International, Nussbaumer & Clark, and Wendel. The proposal was not posted to the ECWA Website due to the fact that it pertains to critical infrastructure. Four of the seven firms chose to submit proposals for this project. Proposals were submitted by Arcadis, GHD, Michael Baker International, and Wendel. Nussbaumer & Clarke was included on the Arcadis team and Brown & Caldwell and Hazen and Sawyer elected

to not submit a proposal. After review by staff, it was determined that GHD was the best fit for the job. Engineering will begin negotiations with GHD.

2. **CMMS Implementation of Cityworks Server
AMS within WTP's, Pump Stations and WST's (CCII)**

Executive Engineer Kowalski reported that the Authority recently issued a request for Proposal (RFP) for professional services for the implementation and integration of the Cityworks Asset Management System (AMS) within the Authority's water treatment plants (WTPs), pump stations, water storage tanks (WSTs), and associated electrical equipment. RFPs were issued to the following professional service providers, who are all Platinum Partners with Cityworks for implementation services: GIS, Inc., Jacobs CH2M, Jones, Edmunds and Associates, Power Engineers, Timmons Group, and Woolpert. Due to its confidential nature, the project was not posted on our website. Two proposals were received from Timmons Group and Woolpert. After review by staff, it was determined that Woolpert was the best fit for the job. Engineering will begin negotiations with Woolpert. Mr. Kowalski added that this was handled in-house previously.

E. HUMAN RESOURCES

F. AUDIT COMMITTEE

G. GOVERNANCE COMMITTEE

H. FINANCE COMMITTEE

I. ETHICS COMMITTEE

V. COMMUNICATIONS AND BILLS

(Communications may be limited to items that are provided electronically. Every effort will be made to provide all communications at future meetings.)

C-1 NOC: VERIZON V ECWA - RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP

C-2 NOC: DUSTIN SMITH V ECWA - RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP

VI. PERSONS ADDRESSING THE AUTHORITY

The Commissioners will hear the concerns of persons desiring to address the Commissioners on any Water Authority subject.

No member of the public requested the opportunity to speak.

VII. UNFINISHED BUSINESS**VIII. NEW BUSINESS****ITEM 1 - MASTER PURCHASE ORDERS, RELEASES FROM MASTER PURCHASE ORDERS, PURCHASE ORDERS, AND AMENDMENTS OF SAME**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 2 - AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR STURGEON POINT WATER TREATMENT PLANT SHORELINE PROTECTION PROJECT, PROJECT NO. 202100253

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 3 - AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR WATER SYSTEM IMPROVEMENTS UNION ROAD CORRIDOR DISTRIBUTION SYSTEM 2022-2024, TOWNS OF WEST SENECA AND CHEEKTOWAGA , PROJECT NO. 202200006

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 4 - AUTHORIZATION TO EXECUTE A REAL ESTATE BROKERAGE SERVICES AGREEMENT BETWEEN THE ERIE COUNTY WATER AUTHORITY AND J.R. MILITELLO REALTY, INC.

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 5 - RATIFICATION OF TENTATIVE AGREEMENT WITH THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. (CSEA) LOCAL 1000, AFSCME, AFL-CIO AND AUTHORIZATION TO AMEND THE AUTHORITY'S CAREER AND SALARY PLAN RELATIVE TO THE WHITE-COLLAR BARGAINING UNIT (CCII)

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

The Commissioners thanked both negotiating teams for their efforts on coming to an agreement.

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 6 - AUTHORIZATION TO ENTER INTO A NEW YORK STATE LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM VENDOR AGREEMENT

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 7 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR SEDIMENTATION BASIN EFFLUENT IMPROVEMENTS STURGEON POINT WATER TREATMENT PLANT, IDENTIFIED AS CONTRACT NO. GHD-010, PROJECT NO. 202100088

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 8 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES AND RETIREMENT OF EXISTING HYDRANTS AND VALVES - VARIOUS LOCATIONS

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 9 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUEST - \$1,679.64

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 10 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S TARIFF

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

IX. ADJOURNMENT

Motion by Ms. LaGree seconded by Ms. Iannello carried that the meeting adjourned at 10:02 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None



Terrence D. McCracken
Secretary to the Authority

PG