

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 28th day of February 2020.

PRESENT: **Jerome D. Schad, Chairman**
Mark S. Carney, Vice Chairman
Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, Chief Financial Officer
Margaret A. Murphy, General Counsel
Russell J. Stoll, Chief Operating Officer
Leonard F. Kowalski, Executive Engineer
Daniel J. NeMoyer, Director of Human Resources
Joyce A. Tomaka, Comptroller
Lavonya C. Lester, Director of Administration
Sabrina A. Figler, Director of Water Quality
Jeffrey Schlierf, Acting Manager of Information Technology
Matthew W. Barrett, Security Officer
Richard J. Deren, Network Specialist

ATTENDEES: **Brian Gould**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:30 a.m. A quorum was present with two Commissioners.

II. READING OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to waive the reading of the Minutes of the Meeting held on Thursday, February 13, 2020.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

III. APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to approve the Minutes of the Meeting held on Thursday, February 13, 2020.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

IV. REPORTS**A) SECRETARY****1. Civil Service Approvals**

Secretary McCracken explained to the Board that the PO-1Ms attached have been approved by Erie County Civil Service. He further explained that the County's PO-1M system has been down since last May. The Secretary's office has since been notified that the system is working, and at that time submitted all the outstanding PO-1Ms. The attached is what has been approved to date. This now puts us in compliance with our employment policy. Mr. McCracken informed Chairman Schad that this does not have any adverse effect on anyone on our list.

Secretary McCracken announced a change in the Board meeting schedule. The meeting on March 26th will now be March 24th. The meeting on April 23rd will now be April 30th which will also be the annual meeting. May 21st will be the only meeting in May.

B) LEGAL

No Report

C) FISCAL**1. Retention of Rate Consultant**

Karen Prendergast reported that the Authority's current rate model was developed by Raftelis Financial Consultants in 2016 and was implemented in 2017. Ms. Prendergast would like to retain Raftelis to update the cost of service study and rate model. Since the rate study is detailed and extensive, Raftelis would train Authority personnel to maintain the rate model. Based on our strategic plan, Raftelis would ensure that we are where we should be with respect to rate structure and cost of service. In addition, the Authority's Bond Resolution requires the retention of a rate consultant be available to advise the Authority upon request, and this would fulfill this requirement. Vice Chairman Carney commented that since Raftelis will be consulting on the rates that we are charging and making sure that we are moving forward as they anticipated and satisfying our bond contract, it shouldn't be as extensive as what we paid them in 2016. Chairman Schad would like to continue even if the cost is the same.

2. GFOA's Certificate of Achievement Award

Karen Prendergast informed the Board that the Authority received a Certificate of Achievement for Excellence in Financial Reporting awarded to the Authority by the Government Finance Officers Association (GFOA) for the Authority's 2018 Comprehensive Annual Financial Report (CAFR). The preparation of the CAFR is a team effort by the entire Finance Department with the assistance of our independent auditors. It is Karen's intention to continue to submit a CAFR for 2019 for consideration in May 2020. This is submitted not only for the recognition, but it is a thorough evaluation of our financial reports and demonstrates transparency.

3. Actuarial Valuation of Other Post-Employment Benefits

Karen Prendergast distributed a report prepared by Benefits Plan Administrative Services, Inc. (BPAS) in compliance with Government Accounting Standards Board (GASB) Statement 75 – Accounting and Financial Reporting for Postemployment Other than Pensions (OPEB).

4. January 2020 Investment Report

Karen Prendergast distributed the January 2020 Investment Report along with a brief explanation of the report.

2. Monthly Financial Report – January 2020

Joyce Tomaka distributed the January 2020 Monthly Financial report. This report includes operating revenue, investment income, operating expense and net income.

D) OPERATIONS

Russell Stoll distributed a memo relative to training and conference attendance with the intention of providing a little bit of organization in how we might approach attendance for seminars going forward. He explained the importance of why staff should attend certain conferences. Chairman Schad agrees that staff should be going to conferences not only to stay current but also to get exposed to ideas that staff should be utilizing. He asked Mr. Stoll if any staff presents at these conferences. Mr. Stoll replied that at times our consultants have co-presented with Authority staff. Chairman Schad feels that having staff present at these types of conferences has the benefit of developing a higher level of professionalism when people find they have to stand up for a group and explain why something was done the correct way, but it also helps us focus on being on the cutting edge of good practices.

E) HUMAN RESOURCES

No Report

F) AUDIT COMMITTEE

No Report

G) GOVERNANCE COMMITTEE

No Report

H) FINANCE COMMITTEE

No Report

I) ETHICS COMMITTEE

No Report

V. COMMUNICATIONS AND BILLS**C-1 FOIL FROM TPS RE WATERMAIN MATERIALS PURCHASE CONTRACT - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP****Discussion**

Vice Chairman Carney commented that TPS is not only asking for information but also why and how we made decisions. He doesn't believe they are entitled to this information. Ms. Murphy explained that TPS has submitted five FOIL requests all trying to find out why they weren't listed on bid tabulations for certain clamps. Three requests have been responded to, and the FOIL Officer has referred the remaining two requests to Legal.

C-2 FOIL FROM SPADAFORA & VERRASTRO, LLP RE CLARION HOTEL, 6700 TRANSIT ROAD, WILLIAMSVILLE, NY - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**C-3 FOIL FROM DOLCE PANEPINTO RE MAPLE AND TRANSIT ROAD - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP****C-4 CUSTOMER LETTER: CRETТА JOVАНOVSKI - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP****Discussion**

Secretary McCracken reported that Karen Prendergast is working on a response.

C-5 CUSTOMER LETTER: JEAN BACCHETTI - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP

C-6 CARL STECHENFINGER RETIREMENT LETTER**Discussion**

Chairman Schad thanked Mr. Stechenfinger for his service.

C-7 E. THOMAS JONES RESIGNATION LETTER**Discussion**

Chairman Schad commented that it was a pleasure working with Mr. Jones, and both Commissioners wished him well. Secretary McCracken noted that a message was posted on the website thanking Commissioner Jones for his service.

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

None

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

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

**ITEM 2 - AUTHORIZATION TO ACCEPT THE CONSTRUCTION AND
INSTALLATION OF 4 LF OF SIX (6") INCH DIP, 1160 LF OF EIGHT (8")
INCH C-900 WATERMAIN, TWO (2) HYDRANTS, THREE (3) VALVES
AND APPURTENANCES IN SHERWOOD MEADOWS SUBDIVISION
PART 4, PHASE 1, TOWN OF HAMBURG, PROJECT NO. 201600216, EC
NO. 7022**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 3 - RESOLUTION GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM THE ADJUSTMENT FOR THE OWNER AND AGREEING TO MAINTAIN FACILITIES ADJUSTED VIA STATE-LET CONTRACT IN CONNECTION WITH PIN NO. 5038.17, PROJECT NO. 202000099

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 4 - AWARD OF CONTRACT TO APPLIED SPECIALTIES, INC. FOR THE FURNISHING AND DELIVERING OF LIME SLURRY TO THE ERIE COUNTY WATER AUTHORITY FOR USE IN THE TREATMENT OF WATER TREATMENT PLANT RESIDUALS FOR TWO YEARS FROM FEBRUARY 1, 2020 THROUGH JANUARY 31, 2022, PROJECT NO. 202000006 - \$129,600.00

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 5 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES AND RETIREMENT OF EXISTING HYDRANTS AND VALVES - VARIOUS LOCATIONS

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

**ITEM 6 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUEST -
\$4,189.17**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

**ITEM 7 - AUTHORIZATION FOR RUSSELL STOLL, CHIEF OPERATING
OFFICER TO ATTEND THE 2020 NEW YORK WATER EVENT
CONFERENCE IN SARATOGA SPRINGS, NEW YORK**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

Vice Chairman Carney asked if any other staff will be attending this event. Mr. Stoll replied that there will be, and it will be on the next meeting.

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

**ITEM 8 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2020**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

**ITEM 9 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2020**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

Vice Chairman Carney asked where the cameras will be located. Matthew Barrett replied there will be cameras in the front and back entrances along with the interior of the building. The look back time is beyond 90 days.

VOTE

Ayes: Two; Commrs. Schad and Carney
Noes: None

**ITEM 10 - JOHN DELMONTE - APPOINTMENT AS ASSOCIATE ATTORNEY
(PART-TIME)**

Motion by Mr. Carney and seconded by Mr. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney
Noes: None

IX. ADJOURNMENT

Motion by Mr. Carney seconded by Mr. Schad carried that the meeting adjourn

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney
Noes: None



Terrence D. McCracken
Secretary to the Authority

PF