

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 7th day of February 2019.

PRESENT: **Jerome D. Schad, Chairman**
Mark S. Carney, Vice Chairman
E. Thomas Jones, Treasurer
Terrence D. McCracken, Secretary to the Authority
Margaret A. Murphy, Attorney
H. John Mye, Executive Director
Robert J. Lichtenthal, Jr., Deputy Director
Karen A. Prendergast, Comptroller
Daniel J. NeMoyer, Director of Human Resources
Steven V. D'Amico, Business Office Manager
Russell J. Stoll, Executive Engineer
Sabrina Figler, Director of Water Quality
Matthew Barrett, Security Officer
Joseph T. Burns, Deputy Administrative Director

ATTENDEES:

CALL TO ORDER AT 9:28 a.m.

PLEDGE TO THE FLAG

I. ROLL CALL

Mr. Schad welcomed Mr. John Mye, the Authority's new Executive Director.

Mr. Mye thanked the Commissioners for vote of confidence in selecting him to become Executive Director of the Erie County Water Authority. He advised he has met many Authority staff over the last few days and is looking forward to a great team. He believes the service the Authority provides the ratepayers is great and this is another step forward in having a good leader.

II. READING OF MINUTES

Motion by Mr. Jones seconded by Mr. Carney and carried to read the Minutes of the Meeting held on Thursday, January 24, 2019.

III. APPROVAL OF MINUTES

Motion by Mr. Jones seconded by Mr. Carney and carried to approve the Minutes of the Meeting held on Thursday, January 24, 2019.

IV. REPORTS

A) SECRETARY

B) LEGAL

C) FISCAL

1. Monthly Financial Report – December D'Amico

Steven D'Amico distributed the December 2018 Monthly Financial report. This report includes operating revenue, investment income, operating expense and net income. Mr. Schad questioned the variance in budget regarding infrastructure. Mr. D'Amico advised that he factored in the Town of Aurora accounts, which did not go through yet. Mr. Jones inquired about the large variance in operating expenses. Ms. Prendergast advised that the adjustments were made in conjunction with the implementation of a new GASB 75, in which the Authority had to accrue a significant amount of sick time that retirees will use to pay for contributions in retirement. Mr. Mye added that GASB 75 had to be implemented this year and came in before the budget was set. Ms. Prendergast advised that the new valuation report should be completed by the end of the week and she hopes to present the report and the implementations of this GASB at the next meeting.

D) OPERATIONS

1. Lead and Copper Study 2019 Timeline Figler

Ms. Figler distributed a timeline for lead and copper study. She advised Water Quality is working with other ECWA departments to collect data to identify homes that meet the criteria. She advised to date there are 50 homes from the 2016 study that the EPA advised to us and are still eligible. Ms. Figler would like to double the study base to 100. She advised the Authority will contact 109 identified homes to see if they would be interested in this study. Margaret Murphy added that the Authority should look into a media blitz to inform people and also have educational information on the ECWA website.

Ms. Figler noted the goal is to have the samples by June of this year and complete the study by the end of August 2019.

Mr. Schad requested that the letters be sent out sooner and suggested that Ms. Figler work with Ms. Murphy and Mr. Mye to make this happen. Ms. Murphy suggested having something on the ECWA website to sign up for this testing. Mr. Carney agreed with Mr. Schad that this needs to be done sooner than later. He has his concerns with the media as if we present them with the material, they could put their own spin on this and perhaps may not be favorable to the Authority. Ms. Prendergast added this in the past reaching the ratepayers by telephone was successful. Ms. Figler added she will be utilizing the meter shop to go door to door.

Mr. Carney advised the timeline should be that phone calls be made within the next two weeks, thereafter, the meter shop should be out in the two weeks after that, then in late March the list will either be complete or the need to go out more.

2. Emergency Declaration – Geiter Done Stoll

Mr. Stoll distributed an emergency declaration. He advised that this was a result of a watermain break on Goodrich Road which resulted in damage to a pipe with asbestos. He advised that ECWA staff cannot do this work and therefore, utilized Geiter Done under their current contract with us. Mr. Stoll advised that he is in the process of preparing bid documents to advertise for a contractor that does asbestos work.

3. Formal Contract Extensions Stoll

- a. Ferguson Electric
- b. Mollenberg-Betz
- c. Simmers Crane

Mr. Stoll advised that the above three contracts are within six months of expiring and that there are provisions in all three to extend for one year. He advised the Authority has the option to renew for one year or go out for bid. He further advised that by extending this, the contract prices remain from the original contract and was looking for guidance from the Board as to how to proceed.

Mr. Carney inquired as to the value of the contracts to which Mr. Stoll advised they are around \$1,000,000, depending on the situation for each year.

Ms. Murphy confirmed that the Simmers Crane contract allowed for two one-year extensions but would like to confirm that the Authority does still have a one-year extension available.

4. GPS Base Station Town of Tonawanda Stoll

Mr. Stoll distributed memo and proposed letter agreement with Town of Tonawanda regarding accessing survey equipment to locate assets. He advised that the Authority has a base station that provides accurate survey data and that the Authority has partnered with other municipalities over the last decade to allow them access to help obtain better data. He also added that the Authority has access to other municipalities survey equipment, such as the DOT. He would like to get the Board's input on this matter.

Ms. Murphy advised that this should be signed by the Chairman. She also asked whether the Authority entered into an agreement with the DOT, to which Mr. Stoll advised that there is an agreement.

Ms. Murphy advised this matter should go through the Authority's risk manager to confirm whether or not the Authority gives access whether it will compromise the Authority's system. Once the Authority's risk manager reviews this, she requested reviewing the agreement with the DOT and will thereafter prepare an agreement for the March 7, 2019 meeting.

Mr. Schad expressed that he is in favor of agreement and advised Mr. Stoll to work with Legal on this matter.

E) HUMAN RESOURCES

F) AUDIT COMMITTEE

G) GOVERNANCE COMMITTEE

H) FINANCE COMMITTEE

I) ETHICS BOARD

V. COMMUNICATIONS AND BILLS

ITEM 1 - Creation and/or Amendment of Master Purchase Orders:

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 2 - Master Purchase Order Releases, Purchase Orders and Purchase Order Amendments:

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 3 – D. Warren FOIL – RECEIVED AND FILED

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 4 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR FURNISHING NECESSARY LABOR AND MATERIALS FOR THE PICKUP, HAULING, AND DISPOSAL OF ALUMINUM-BASED RESIDUALS, ZEBRA MUSSELS, AND OTHER DEBRIS AND WASTE LOCATED AT DIFFERENT PROPERTIES BELONGING TO THE ERIE COUNTY WATER AUTHORITY FOR TWO YEARS FROM MAY 1, 2019 THROUGH APRIL 30, 2021 PROJECT NO. 201900012

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 5 - AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION FOR RAW WATER TRANSMISSION MAIN, VAN DE WATER RAW WATER TO VAN DE WATER TREATMENT PLANT AND ROUTING STUDY FOR DELIVERED WATER TRANSMISSION MAIN, VAN DE WATER TREATMENT PLANT TO BALL PUMP STATION, PROJECT NO. 201900011

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 6 - FINAL ACCEPTANCE OF PROJECT WITH KANDEY COMPANY INC.
FOR EMERGENCY WATERMAIN REPAIR CONTRACT, PROJECT NO.
201500031 - \$21,444.45**

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 7 - AUTHORIZATION TO REFUND SERVICE CONNECTION FEE TO
ALLIANCE CONSTRUCTION OF WNY, INC. - \$2,000.00**

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 8 - AUTHORIZATION TO REFUND SERVICE CONNECTION FEE TO
KAREN MCCORMICK - \$2,000.00**

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 9 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES
AND RETIREMENT OF EXISTING HYDRANTS AND VALVES - VARIOUS
LOCATIONS**

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 10 - MEMBERS, OFFICERS AND EMPLOYEES REQUIRED TO FILE ANNUAL FINANCIAL DISCLOSURE STATEMENTS WITH THE ERIE COUNTY BOARD OF ETHICS

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

DISCUSSION

Mr. Schad thanked the staff for all the work put into this matter.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 11 - AUTHORIZATION TO AMEND POLICY NO. 8.0 TRAVEL AND TRAINING EXPENSES, POLICY NO. 29.0, TIMEKEEPING, AND POLICY NO. 42.0 – BEREAVEMENT LEAVE, OF THE ERIE COUNTY WATER AUTHORITY’S EMPLOYEE POLICIES AND PROCEDURES MANUAL

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

DISCUSSION

Mr. Schad thanked the staff for all the work put into updating the policies.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 12 - AUTHORIZATION FOR LEONARD F. KOWALSKI, SR. DISTRIBUTION ENGINEER, MICHAEL HAENDIGES, PRODUCTION ENGINEER, SCOTT KLUBEK, PUMP MECHANIC CREW CHIEF AND DAVID PATTON, SR. PRODUCTION ENGINEER, TO ATTEND THE AMERICAN WATER WORKS ASSOCIATION NEW YORK SECTION 2019 NEW YORK WATER EVENT CONFERENCE IN SARATOGA SPRINGS, NEW YORK

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

ITEM 13 - Service Connection Work Order List

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

IX. ADJOURNMENT

Motion by Mr. Jones and seconded by Mr. Carney and carried that the meeting adjourn at 10:04 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None



Terrence D. McCracken
Secretary to the Authority

SLZ