

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 4th day of March 2021.

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

ATTENDEES:

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:33 a.m. A quorum was present with three Commissioners.

II. READING OF MINUTES

Motion by Mr. Carney seconded by Ms. LaGree and carried to read the Minutes of the Meeting held on Thursday, February 18, 2021.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

III. APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Ms. LaGree and carried to approve the Minutes of the Meeting held on Thursday, February 18, 2021.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

IV. REPORTS

A) SECRETARY

No Report

B) LEGAL

No Report

C) FISCAL

1. January 2021 Investment Report

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

2. Monthly Financial Report – January 2021

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

D) OPERATIONS

1. SEQR Requirements

Executive Engineer Kowalski informed the Commissioners that every capital project that the Authority performs is subject to the State Environmental Quality Review Process, commonly known as SEQR. Mr. Kowalski reported on the Type II determination for Gunther Pump Station so there's a public record of the determination. The addition to Guenther Pump Station is 2,300 square feet which is less than the 4,000 square feet allowed under SEQR for the project to remain Type II. He added that the project bids

were received on February 9, 2021, and they have been reviewed by legal and the engineering departments. He is hoping to have a recommendation for award on the March 25, 2021 meeting.

2. RFP Van de Water Raw Water & High Service Pumping System Improvements

Mr. Kowalski reported that a Request for Proposal (RFP) for the development of a Basis of Design Report was recently issued. The RFP was issued to five consulting engineers: Arcadis, Barton & Loguidice, Brown & Caldwell, GHD, and Hazen & Sawyer as well as posted to the ECWA website. Four of the five firms chose to submit proposals for this project, Barton & Loguidice elected to not submit a proposal. The proposals were reviewed and discussed among the Engineering and Production staff. Brown & Caldwell provided an experienced project team to perform the work and demonstrated direct experience with recent work at similarly sized facilities as well as other facilities of comparable complexity and capacity to the Van de Water Water Treatment Plant and Van de Water Raw Water Pump Station. The Engineering Department would like to move forward with negotiations with Brown & Caldwell to develop a professional services contract for the referenced project. Chairman Schad asked if there is any risk that this study could result in recommendations to reduce the size of pumping capacity and then six years down the road, if we finish the efforts to expand the Authority's capacity toward Genesee County that they will become insufficient to meet the new demand? Mr. Kowalski replied that the current Hazen project is looking at the expansion of the Van de Water Plant if it's required or not required. So, right now, we're getting results from that study that are projecting demands in the year 2050 to be around 75 mgd. That also includes demands from Genesee County and other potential customers. This system can be designed to meet the Authority's existing demand and also the future demand which will be taken into account during this process. Vice Chairman asked Mr. Kowalski if this study only looks at Van de Water. The Executive Engineer replies yes.

3. RFI Dig Safely NY Ticket Management System

Mr. Kowalski reported that the Authority has recently received responses to an RFI that was issued for a Dig Safely Ticket Management System. The Ticket Management System is a web-based program that allows the Authority to manage the call before you dig, both for the Authority's facilities and for other utilities. The Authority has been using this same type of format since 2006. Last year, the company used by the Authority was acquired by another firm, so we decided to go out with an RFI to see what other companies were out there. The RFI was sent to four firms, three of them chose to submit. After review by staff, it was determined that Irth Solutions was the best choice. The UFPO department would like to move forward with Irth Solutions to procure the service.

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

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

C-1 FOIL FROM THE DOLCE FIRM RE SHUT OFF WORK AT HUNT AND EAST PROSPECT IN THE VILLAGE OF HAMBURG - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP

C-2 RETIREMENT LETTER – JEFFREY SYLVESTER- RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP

Chairman Schad thanked Mr. Sylvester for his work at the Authority.

C-3 RETIREMENT LETTER – JOHN MERCER- RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP

Chairman Schad thanked Mr. Mercer for his work at the Authority.

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 Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 2 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NUSSBAUMER & CLARKE, INC. TO PROVIDE TRANSMISSION SYSTEM IMPROVEMENTS IN THE TOWN OF CLARENCE, NEW YORK (CONTRACT A), IDENTIFIED AS CONTRACT NO. NC-042, PROJECT NO. 202100042

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 3 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH GREEMAN PEDERSEN, INC. TO PROVIDE TRANSMISSION SYSTEM IMPROVEMENTS IN THE TOWNS OF HAMBURG AND WEST SENECA AND CITY OF LACKAWANNA, NEW YORK (CONTRACT B), IDENTIFIED AS CONTRACT NO. GP-010, PROJECT NO. 202100035

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 4 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ERDMAN ANTHONY AND ASSOCIATES, INC. TO PROVIDE TRANSMISSION SYSTEM IMPROVEMENTS IN THE CITY OF LACKAWANNA AND TOWN OF CHEEKTOWAGA, NEW YORK (CONTRACT C), IDENTIFIED AS CONTRACT NO. EA-013, PROJECT NO. 202100037

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 5 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH LABELLA ASSOCIATES, D.P.C. TO PROVIDE WATER SYSTEM IMPROVEMENTS IN THE CITY OF TONAWANDA, NEW YORK (CONTRACT A), IDENTIFIED AS CONTRACT NO. LA-005, PROJECT NO. 202100025

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 6 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CHA CONSULTING, INC. TO PROVIDE WATER SYSTEM IMPROVEMENTS IN THE TOWN OF HAMBURG, NEW YORK (CONTRACT B), IDENTIFIED AS CONTRACT NO. CH-014, PROJECT NO. 202100034

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 7 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BARTON & LOGUIDICE, D.P.C. TO PROVIDE WATER SYSTEM IMPROVEMENTS IN THE TOWN OF AMHERST, NEW YORK (CONTRACT C), IDENTIFIED AS CONTRACT NO. BL-002, PROJECT NO. 202100032

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 8 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH WM SCHUTT ASSOCIATES, P.C. TO PROVIDE WATER SYSTEM IMPROVEMENTS IN THE TOWN OF AMHERST AND VILLAGE OF LANCASTER, NEW YORK (CONTRACT D), IDENTIFIED AS CONTRACT NO. WSA-017, PROJECT NO. 202100027

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 9 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH WENDEL WD ARCHITECTURE, ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, PC TO PROVIDE WATER SYSTEM IMPROVEMENTS IN THE CITY OF LACKAWANNA AND VILLAGE OF DEPEW, NEW YORK (CONTRACT F), IDENTIFIED AS CONTRACT NO. W-033, PROJECT NO. 202100033

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 10 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NUSSBAUMER & CLARKE, INC. TO PROVIDE CONSULTING ENGINEERING SERVICES FOR NEW PUMP STATION AT THE NEWSTEAD WATER STORAGE TANK, IDENTIFIED AS CONTRACT NO. NC-043, PROJECT NO. 202100048

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 11 - APPROVAL OF AMENDMENT NO. 1 OF CRM CONTRACTING, INC. FOR FENCING AND GUARDRAIL MAINTENANCE, REPLACEMENT AND ALTERATION CONTRACT FROM APRIL 1, 2020 TO MARCH 31, 2021, PROJECT NO. 202000004, IDENTIFIED AS CONTRACT NO. 20-23-09

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 12 - APPROVAL OF AMENDMENT NO. 1 OF CRM CONTRACTING, INC. FOR GENERAL BUILDING MAINTENANCE, REPLACEMENT AND ALTERATION CONTRACT FROM APRIL 1, 2020 TO MARCH 31, 2021, PROJECT NO. 202000003, IDENTIFIED AS CONTRACT NO. 20-24-09

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 13 - APPROVAL OF AMENDMENT NO. 1 OF NIAGARA COATINGS SERVICES, INC. FOR INDUSTRIAL BLASTING, PAINTING AND ASSOCIATED MAINTENANCE CONTRACT FROM APRIL 1, 2020 TO MARCH 31, 2021, PROJECT NO. 202000005, IDENTIFIED AS CONTRACT NO. 20-20-07

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

IX. ADJOURNMENT

Motion by Mr. Carney seconded by Ms. LaGree carried that the meeting adjourn at 9:55 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None



Terrence D. McCracken
Secretary to the Authority

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