

MINUTES
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS
ADMINISTRATIVE BOARD MEETING
NOVEMBER 1, 2022

PRESENT

Karen Rine-Chair
Pierre Chagnon
William Chandler
Thomas Erlandson – arrived @ 12:08 pm
Andrea McLean
Thomas Walsh
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE

Steve Abdella
Paul McGarvey - GHD

EXCUSED

Robert Yates
William Ortman

Chair Karen Rine called the meeting to order at 12 noon.

Mr. Paul McGarvey of GHD gave a brief update related to the status of the Phase 1 Sewer Extension. He reported that the Contractor has continued work on Route 394 and as of yesterday, they had 2 more grinders to install and this work should be finished today. More laterals and some electrical work has continued over the past couple of weeks, as well. Site restoration, cleanup and preparations for the winter weather are almost complete on 394.

The pumps and the control panels for the two larger pump stations (BOCES and Hadley Bay) have arrived on site and we continue to wait on the control panel for the Sunrise Cove Station.

Looking out over the next couple of weeks, the Contractor will be finishing up the grinders and site restoration on 394. The Contractor has further indicated that they intend to move on to Chautauqua Avenue and continue installing grinders as weather allows.

Mr. McGarvey reported that the generators for the two (larger) pump stations have not arrived on site yet, although they are due in this month and this has not affected anything as of yet.

Paul McGarvey indicated that GHD was going to be meeting with Director Walsh and Project Manager Bryan Wilson tomorrow to review the overall schedule of how they are situated now that the summer construction season has (effectively) come to a close.

It was agreed by all that the next update meeting with Mr. McGarvey would be held Tuesday, November 15, 2022 @ 9:30 am. Mr. McGarvey exited the meeting at this juncture.

Andrea McLean moved to approve the Board Meeting Minutes of October 4, 2022 as written and distributed. Mr. Chagnon seconded the motion and the motion carried unanimously.

ACTIONS BEFORE THE BOARD

Next Director Walsh spoke about the Phase 2 Engineering Solicitation Request for Qualifications. He outlined the steps (already taken) thus far and provided the corresponding dates as follows: Public Announcement of the solicitation – 09/21/22; Evaluation and ranking of the submitted qualifications statements based on established, publically available criteria. Evaluation criteria based on demonstrated competence and qualification for the type of professional services required – 09/27/22; Discussion with three firms to consider anticipated concepts and compare alternative methods for furnishing services – 10/13/22; and Selection of at least three firms considered to be the most highly qualified to provide the required services – 10/13/22. With the above requirements pursuant to the provisions of 40 U.S.C. Chapter 11 met, the motion put before the Administrative Board of the Sewer Districts is to proceed with contract negotiation with the most highly qualified firm, taking into consideration several factors.

After some discussion amongst Board members, **Pierre Chagnon moved that the Board proceed with contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract cannot be negotiated with the most highly qualified firm, negotiations will continue in order of qualification in accordance with 40 U.S.C. Chapter 11. William Chandler seconded the motion and the motion carried unanimously.**

Following the vote there was some conversation related to the contract negotiation itself. Mr. Chagnon noted that we already have the Map and Plan (albeit conservative) in hand from this firm and Mr. Walsh added that there is a meeting scheduled tomorrow to start the process. Bryan Wilson noted that they have provided us with hourly rates of their staff members and we can use the Phase 1 discussions as a template starting out (enumerating task by task). Director Walsh stated it would be a “mirror image” of the Phase 1 stages. Attorney Abdella interjected that as long as everyone was comfortable with the format used on the first contract, this firm could start by making a proposal (using that same structure) and attaching a dollar amount to those specific tasks. All seemed comfortable with this approach for beginning the negotiations. Based on the experience with Phase 1, the acquiring of required easements may or may not be part of the contract. This will be decided at a later point according to Project Manager Bryan Wilson.

With no further business to conduct for the good of the Districts, **Andrea McLean moved to adjourn the meeting @12:40 p.m. Mr. Chagnon seconded the motion and the motion carried unanimously.**

Respectfully submitted,

Lou Ann Peterson
Recording Secretary

c: Thomas Walsh, Director SCCLSD
Steve Abdella, Chautauqua County and Districts' Attorney
Board
File