

MINUTES  
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS  
ADMINISTRATIVE BOARD MEETING  
NOVEMBER 18, 2021

PRESENT

Karen Rine  
Pierre Chagnon  
William Chandler  
Tom Walsh  
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE (ZOOM)

Thomas Erlandson  
Andrea McClean – joined @ 9:35 am  
William Ortman – joined @ 9:40 am  
Steve Abdella  
Kristen Wright  
Brad Bentley – DPF  
Paul Mc Garvey – GHD

EXCUSED

Robert Yates

Chair Karen Rine called the meeting to order @ 9:32 am.

Mr. McGarvey of GHD began with a quick update pertaining to the construction progress. It was noted that they are hopeful the grinder packages will be delivered by next week and this is considered “encouraging news.” There was some discussion surrounding supply-chain issues and concern that this could affect the project progress. It was mentioned that as of right now, none of the shipping issues have impacted the planned timetable adversely and, we are closely monitoring the situation as it comes. Mr. McGarvey did acknowledge that some of the supply-chain issues have resulted in the contractor “doing things in a different manner” and this is in an effort to mitigate any adverse effects late arriving materials could cause.

Overall, everything is on schedule at this juncture. Further, it was decided that Project Manager Bryan Wilson will put together a Facebook Post (to acknowledge any of the Public’s concerns) related to the possible supply-chain issues that we may experience going forward. We plan to keep the public apprised if and when there is anything to report.

## ACTIONS BEFORE THE BOARD

Next, Paul McGarvey reviewed, explained and answered questions pertaining to the Motion to approve Change Order No. 2 for Contractor J.D. Northrup. The Board was provided a written summary outlining the three (3) Change items and overall, there was no change in contract pricing.

After some discussion regarding the particulars of Change Order No. 2, **Pierre Chagnon moved to approve Contractor J.D. Northrup's proposed Change Order No. 2, for reasons cited. William Ortman seconded the motion and the motion carried unanimously via roll call.**

Attorney Abdella noted that the "additional buffer" in the Contingency Account for this Project (due to Change Orders No. 1 and No. 2) is certainly good news. That said, he further asked if these changes may result in the Contractor initiating an "additional ask", since there may be added mobilization costs, etc. Mr. McGarvey stated that this was "all considered" in the Change Order and there will be no additional requests associated with this change.

Mr. Chagnon posed a question to our Legal Counsels, asking if we had the "legal authority or the contractual obligation to increase the reimbursement to the Contractor as a result of the schedule change that they elected to make." Mr. Abdella responded by first stating he felt the change (relating to the supply issue) was a "mutually beneficial" change for both sides in an effort to keep the project moving forward and on schedule. He stated that this is certainly legally allowable and seemingly of benefit to the Districts overall. More discussion followed and Mr. Chagnon acknowledged that although *not* a "contractual obligation", the Districts are taking the position that this change is in our best interests and definitely a benefit to the project, overall. He thanked both Mr. Abdella and Kristen Wright for weighing in on this topic.

Chair Karen Rine thanked Brad Bentley for all his help related to this Project and wished him well in future endeavors.

Chair Karen Rine noted that the next regular scheduled Board Meeting is Tuesday, December 7, 2021 @ noon.

With no further business to discuss for the good of the Districts, **Mr. Chandler moved to adjourn the meeting at 10:15 am. Pierre 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