

**Canandaigua Town Board
Meeting Agenda Addendum
July 17, 2017
6:00pm**

RESOLUTION NO. 2017 – 272: AUTHORIZATION OF BUDGET TRANSFER RELATING TO WATER FUND EXPENDITURES

WHEREAS, the Water Superintendent is requesting a Budget Transfer for the Water fund; and

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') wishes to consider the budget transfer request relating to expenditures in the Water Fund (F.8310.450); and

WHEREAS, an agreement for expenditures relating to the Water Master Plan were previously approved by the Town Board in July 2016 in the amount of \$ 32,500.00 and need to be accounted for in the Water Fund (F.8310.450); and

NOW THEREFORE BE IT RESOLVED, the Budget Officer is directed to make the following budget transfer journal entries:

Increase F.8310.450, Engineering by \$ 32,500.00

Increase F.0914, Appropriated Fund Balance by \$ 32,500.00.

Date Prepared: 07/11/2017 01:19 PM
 Report Date: 07/11/2017
 Account Table:
 All Sort Table:

TOWN OF CANANDAIGUA

Expense Ledger

Fiscal Year: 2017 Period From: 1 To: 12 Trans. Date From: To:

Account No.	Vendor Code	Description	PO No. / Trans No. Req (*)	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
F.8310.450		ENGINEERING				15,000.00			
01/01/17		REVERSAL OF JE# 2016 - TO ACCRUE	2019				0.00	(2,297.44)	
		MRB INVOICES FOR 2016 SERVI							
		MRB GROUP - Great Bush PAV Abandonment					0.00	1,737.50	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	1,737.50	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	3,749.90	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	5,050.24	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	395.00	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	515.00	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	(1,737.50)	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	(3,749.90)	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	(5,050.24)	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	(395.00)	
02/07/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	(515.00)	
02/13/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	1,737.50	
02/13/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	3,749.90	
02/13/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	5,050.24	
02/13/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	395.00	
02/13/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	515.00	
03/14/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	2,999.78	
03/14/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	1,750.10	
04/11/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	4,114.47	
05/09/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	7,000.01	
05/09/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	7,000.01	
05/15/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	7,000.01	
06/09/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	9,785.49	
06/09/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	9,785.49	
06/19/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	9,785.49	
07/06/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	875.00	
07/06/17	MRB	MRB GROUP - Great Bush PAV Abandonment					0.00	300.00	
Grand Total						15,000.00	0.00	35,975.05	(20,975.05)

TOWN OF CANANDAIGUA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 1 To: 12

Account No.	Description	Original Budget	YTD Adjusted Budget	Curr. Month Total Rev / Exp	YTD Actual Rev / Exp	YTD Available Balance	Percent Rem. Balance
Fund F	WATER FUND						
Type E	Expense						
Function 1380							
F.1380.400	FISCAL AGENT FEES, CONTRACTUAL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
Total Function 1380		1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
Function 1990							
F.1990.400	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	100.00
Total Function 1990		0.00	0.00	0.00	0.00	0.00	100.00
Function 8310							
F.8310.110	WATER ADMINISTRATOR, WAGES	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.120	SUPERINTENDENT, SALARY	15,606.00	15,606.00	0.00	7,802.99	7,803.01	50.00
F.8310.131	MOTOR EQUIPMENT, OPERATOR	155,306.00	155,306.00	0.00	48,042.98	107,263.02	69.07
F.8310.132	MOTOR EQUIPMENT, OPERATOR	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.133	CLERK, WAGES	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.134	LABORER, WAGES	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.200	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.201	PUMP STATION, CAPITAL	12,000.00	12,000.00	0.00	5,345.00	6,655.00	55.46
F.8310.400	MAINTENANCE, THOPPELL	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.410	LEGAL SERVICES	2,000.00	2,000.00	0.00	529.90	1,470.10	73.50
F.8310.420	METER READING, CONTRACTUAL	1,500.00	1,500.00	0.00	1,000.00	500.00	33.33
F.8310.422	OVERHEAD	16,000.00	16,000.00	70.00	588.10	15,411.90	96.32
F.8310.423	VEHICLE & REPAIR	0.00	0.00	0.00	0.00	0.00	100.00
F.8310.424	TRAINING & MEMBERSHIP DUES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
F.8310.450	ENGINEERING	1,500.00	1,500.00	0.00	143.00	1,357.00	90.47
Total Function 8310		15,000.00	15,000.00	1,175.00	35,975.05	(20,975.05)	(139.83)
Function 8320							
F.8320.400	WATER PURCHASES	223,912.00	223,912.00	1,245.00	99,427.02	124,484.98	55.60
F.8320.420	UTILITIES	425,000.00	425,000.00	0.00	61,727.72	363,272.28	85.48
Total Function 8320		51,000.00	51,000.00	1,041.30	21,540.01	29,459.99	57.76
Function 8340							
Total Function 8340		476,000.00	476,000.00	1,041.30	83,267.73	392,732.27	82.51

July 18, 2016

James Fletcher, Highway/Water Superintendent
Town of Canandaigua
5440 5 & 20 West
Canandaigua, New York 14424

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
WATER SYSTEM MASTER PLAN**

Dear Jim,

Based on our previous discussions with the Public Works Committee, I am pleased to present our proposal for professional services for preparation of a Water Master Plan. This letter proposal describes our understanding of the scope of the project and provides an estimate of our compensation.

I. BACKGROUND:

The Town has maintained a working hydraulic model of the water system since 1994, which was updated in 2002 and then most recently updated in 2011. The hydraulic analysis has generally only considered the water system known as The Canandaigua Consolidated Water District or the water system served by the Cramer Road Tank. Recent advancements in software combined with modeling of adjacent water systems has allowed for inclusion of all of the water systems in the Town of Canandaigua into one "comprehensive" model, including the Canandaigua-Farmington Water District, Canandaigua-Hopewell Water District, Canandaigua-Bristol Water District and the City of Canandaigua's water system. The "comprehensive" model allows for more system wide understanding of the complete water network.

Similar to the Sewer Master Plan nearing completion this year, the Town has a need to develop a Water Master Plan. The Water Master Plan would consider the needs of the water system (including the system's integrity and water quality) and the future growth of the Town with respect to the Town's Comprehensive Plan. The Water Master Plan will consider all the system improvements completed by the Town since 2011, identify system deficiencies, reevaluate and prioritize remaining systems improvements identified in the Hydraulic Analysis Update (2011) as well as consider additional improvements identified by the Public Works Committee.

II. SCOPE OF SERVICES:

MRB Group proposes to provide the following services:

A. Data Gathering and Water System Mapping

A proper analysis of the water system will require the assembly of the data and information described below and preparation of an updated water system map which will form the basis for a hydraulic analysis of the system. MRB has a working hydraulic model of the Town's water system; however, the model needs to be updated with the data and information outlined below to ensure that the model reflects current conditions.

1. Collect and review existing maps, documents and technical reports, including plans and available condition assessment reports, Comprehensive Plan and Updates.
2. Inventory watermain sizes, ages, and material types based on available information and input from the Town.
3. Review system interconnections as well as adjacent system operating hydraulics as it relates to potential improvements to the Canandaigua Water District.
4. Prepare updated water system map including a schematic layout of the water system, pipe sizes, storage tanks, control valves, master meters, well pump stations, etc.
5. Review of recent (past 2 years) system operational data to further define the dynamics of the water system. Information to be provided to MRB for review includes:
 - a. Water billing data in a sortable, EXCEL compatible file by address and master meter reading data, broken down by residential and non-residential use. This will allow the assignment of appropriate demands to various areas of the water system.
 - b. Daily pump runtime data including number of starts and stops per day and daily run time per pump.
 - c. Pump curves for the pumps.
 - d. Most recent ISO system evaluation with identified needed fire flows.
 - e. Control valve settings including any system pressure reducing valves and tank altitude valves.
 - f. Record drawings of the water storage tanks, including site plans and elevations, to the extent available.

6. Coordinate with the Town for any additional required hydrant flow tests. The Town will need to provide personnel to assist during the testing (anticipated to be one day of testing).
 7. Review existing water rate and capital debt structures.
- B. Update the Water System Hydraulic Analysis
1. Update and adjust the existing hydraulic model of the water system to simulate current observed field conditions (i.e. working pressures and fire flows).
 2. Review and update water demands at various points in the system based on the information collected in the data gathering phase.
 3. Model system performance under estimated demand conditions including the ability to maintain adequate working pressures and fire flows.
 4. Confirm, based on contemporary conditions, that adequate storage volume is still available in the existing system.
 5. Review the current zoning of the Town and assess limitations based on anticipated available fire flows.
 6. Identify and/or confirm hydraulic limitations and constraints within the existing system.
- C. Assessment of Existing Conditions
1. Coordinate with the Town to review and assess water quality in various parts/sections of the water system. The Town will perform testing for up to 10 locations in the system.
 2. Coordinate with the Town to verify the age of various sections of the water system. Information to be provided by the Town.
 3. Coordinate with the Town to review the history of water main breaks and related system maintenance problems to identify known areas of consistent maintenance issues. Information provided by the Town.
 4. Coordinate with the Town to assess and record the condition of valves, hydrants, pressure reducing valves, altitude valves, etc. The Town will provide information regarding the condition for MRB to compile and document.
 5. Site visit to water storage tank site to assess general exterior condition of storage tank (from ground level) including paint thickness and condition, AWWA compliance, and general condition of tanks and related infrastructure. The Town will provide any relative interior inspection data.
 6. Prepare a summary of water system deficiencies based on the updated hydraulic analysis and the assessment of existing conditions.

- D. Develop Recommended System Improvements and Water Master Plan.
1. Coordinate the development Water Master Plan with the Public Works Committee, up to three (3) meetings.
 2. Coordinate and participate in a citizens group evaluation of the water system and its relation to the comprehensive plan with the Citizens Implementation Committee (CIC), up to four (4) meetings.
 3. Perform a water storage tank hydraulic feasibility analysis to provide redundancy to the Cramer Road tank and outline potential service area expansion.
 4. Prepare list of recommended water system improvements and expansion, ranked in priority order. Ranking will be based on a wide variety of factors, with the greatest emphasis being on water quality, and potential impacts on the current and future health of Town Residents. The list would differentiate from system repairs/replacement projects vs. system expansion projects.
 5. Prepare capital cost estimates for the list of recommended water system improvements.
 6. Prepare draft Water Master Plan which will generally include the following sections:
 - i. Introduction/Background
 - ii. Service Area
 - iii. Existing Conditions
 - iv. Water Demand
 - v. Improvements Evaluation
 - vi. CIC Evaluation
 - vii. Project Financing
 - viii. Conclusions
 7. Review draft with Town.
 8. Prepare SEQR documentation.
 9. Assist Town with the adoption of the Water Master Plan
 10. Attend (1) Informational meeting and (1) public hearing.

III. FEE

Our price proposal for the above referenced services is as follows:

<u>Task</u>	<u>Lump Sum Price</u>
Water Master Plan.....	\$32,500.00

The cost figures shown above represent our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the

Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period.

IV. SCHEDULE:

The anticipated schedule to complete the draft of the Water Master Plan and deliver to the Town, is six (6) months.

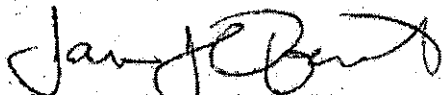
V. ADDITIONAL SERVICES:

The following is a sample list of potential additional services. This list is not meant to be a complete list of potential additional services. If additional services including those listed below do become required or warranted we would discuss the additional fees associated with the services at the appropriate time and would not proceed until so authorized.

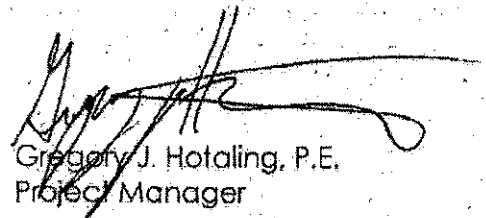
1. Field survey/data collection beyond the scope outlined above.
2. GIS attribute updates or other GIS updates not included in the scope above.
3. Funding applications and accompanying environmental reports.
4. Design of recommended improvements.

If this proposal is acceptable to you, please indicate by your signature in the space provided below. We have included an additional copy for your records. Thank you for the opportunity to provide this proposal for professional services. We are looking forward to working with you on this project and appreciate your consideration.

Sincerely,



James Oberst, P.E., LEED AP
Executive Vice President / COO



Gregory J. Hotaling, P.E.
Project Manager

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PROPOSAL ACCEPTED FOR THE TOWN OF CANANDAIGUA BY:

Pamela A. Kelly

Signature

TOWN SUPERVISOR

Title

7.19.2016

Date

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120
Fax: (585) 394-9476

Established 1789

The following motion was adopted by the Town Board on Monday, July 18, 2016.

RESOLUTION NO. 2016-164: ADOPTION OF MRB PROPOSAL FOR PROFESSIONAL SERVICES TO PREPARE WATER MASTER PLAN

WHEREAS, the Public Works Committee has been tasked with developing a Water Master Plan that will consider the needs of the current water system and the future growth of the Town with respect to the Town's Comprehensive Plan; and

WHEREAS, the Public Works Committee presented a proposal from MRB Group for the preparation of a Water Master Plan; and

WHEREAS, a copy of this document is included with this agenda and is identified as Attachment 5 to the agenda; this information is also on file with the Town Clerk's office; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Canandaigua hereby approves the Proposal for Professional Services submitted by MRB Group and authorized the Public Works Committee to move forward with MRB to develop the Water System Master Plan.

Motion made by Councilman Fennelly, seconded by Councilman Westbrook

4 Ayes: Cutri, Fennelly, Helming, Westbrook 1 Nay: Reynolds

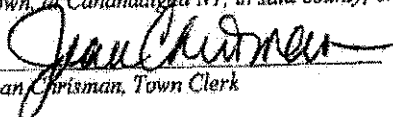
The resolution was adopted for the July 18, 2016, MRB Proposal titled Proposal for Professional Services, Water System Master Plan.

STATE OF NEW YORK)
County of Ontario)
Town of Canandaigua)

I DO HEREBY CERTIFY that I have compared the preceding with the original thereof, on file and on record in the Town Clerk's office, and that the same is a correct copy and transcript therefrom and of the whole of said original; and that said original was duly adopted at a meeting of the Town Board held at Canandaigua, New York, on July 18, 2016.

SEAL

Given under my hand and the official seal of said Town, at Canandaigua NY, in said county, on the July 22, 2016


Jean Chrisman, Town Clerk