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AGENDA

Meeting of the Niagara Falls Water Board

December 14, 2020 at 5:00 p.m.

*****Meeting to be held via conference call pursuant to Executive Order 202.1 as extended by 202.79 – visit NFWB.org for call-in details.*****

1. Attendance and Preliminary Matters

- a. Brown ___ Forster ___ Larkin ___ Leffler ___ Kimble ___
- b. Letters and Communications
- c. Public Comment (Public comments may be submitted in writing to be read by the Secretary and must be received by 12:00 p.m. on December 14, 2020. Comments may be summarized when read. Email comments to scostello@NFWB.org or mail c/o Sean W. Costello, 5815 Buffalo Ave., Niagara Falls, NY 14304)
- d. Approval of Minutes from November 23, 2020 Meeting

2. Executive Director

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)

3. Superintendent

4. Engineering

5. Personnel Items

6. Information Technology (IT)

7. Finance

- a. Rate Consultant Presentation**
- b. 2021 Budget**
- c. Bank Balance Report**
- d. Budget Performance Report as of November 30, 2020**
- e. Budget Transfers**
- f. Capital Improvement Plan Tracking (Spreadsheet not part of packet)**
- g. Payroll-Based Overtime Log**
- h. 2021 Budget Preparation and Financial Report Calendar**

8. Questions Regarding November 2020 Operations and Maintenance Report

9. Safety

10. General Counsel and Secretary

11. From the Chairman

12. Resolutions

2020-12-001 – 2021 WATER BOARD MEETING SCHEDULE

- a. 2021 Board Meeting Dates**

2020-12-002 – ANNUAL REVIEW OF PROCUREMENT POLICY AND ADOPTION OF REVISED POLICY

- a. Clean Copy of Proposed Revised Policy**
- b. Track Changes Showing Proposed Revisions**

2020-12-003 – CHANGE ORDER 1 AND FINAL FOR 24 INCH VALVE REPLACEMENT AT HYDE PARK BOULEVARD AND WESTON AVENUE

- a. Memorandum Regarding Change Order**

2020-12-004 – ANNUAL AUDIT SERVICES

2020-12-005 – RESIGNATION OF EXECUTIVE DIRECTOR PATRICK FAMA

- a. December 9, 2020 Correspondence from P. Fama to Board**

13. Unfinished/Old Business

- a. Beech Ave. Water Tank Information**
- b. Correspondence from City Regarding PILOT**

14. New Business & Additional Items for Discussion

15. Executive Session (if needed)

16. Adjournment of Meeting



MINUTES

Meeting of the Niagara Falls Water Board November 23, 2020 at 5:00 p.m.

Note: This Meeting was held via conference call pursuant to Executive Order 202.1 as extended by 202.72.

1. Attendance and Preliminary Matters

- a. Brown P Forster P Larkin P Leffler P
Kimble A [Joined at 5:09 p.m.]

Chairman Brown called the meeting to order at 5:02 p.m.

b. Letters and Communications

Mr. Costello noted that there were no letters or communications to discuss at this time.

- c. Public Comment (Public comments may be submitted in writing to be read by the Secretary and must be received by 12:00 p.m. on November 23, 2020. Comments may be summarized when read. Email comments to scostello@NFWB.org or mail c/o Sean W. Costello, 5815 Buffalo Ave., Niagara Falls, NY 14304)

Mr. Costello noted that Sean Spicer submitted a public comment relative to 2710 Pierce Ave. and is seeking a refund or credit equal to \$583.29 relative to a high bill in September. Gross plumbing came to Mr. Spicer's residence to check for leaks and dye tested the toilet but no leaks were found. Mr. Spicer's next water bill was \$114. Mr. Spicer questions how a leak could repair itself and notes that his water meter still is flashing to indicate a leak. He suspects the water meter electronics are faulty or the meter was misread. Ms. Walker states that an adjustment was given to Mr. Spicer per Water Board policy – Mr. Spicer did not think the adjustment that was given was substantial enough given the circumstances. The meter shop removed and tested the meter, and it is functioning properly. The \$100 meter testing fee was waived. In total the Water Board has adjusted \$127 for Mr. Spicer. Mr. Spicer states it cost him \$100 for plumber services and he also received a \$27 late fee. Mr. Spicer has since paid his water bill in full and asks that the board consider an additional adjustment.

d. Approval of Minutes from October 26, 2020 Meeting

Motion by Mr. Forster and seconded by Ms. Larkin to approve the October 26, 2020 meeting minutes.

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion carried, 5-0

2. Executive Director

- a. WWTP Project Budget Tracker (CPL)**
- b. WWTP Construction Schedule Tracker (CPL)**
- c. Financial Award Summary (CPL)**

Ted Donner from CPL reviewed the status of the ongoing capital projects at the WWTP, having provided written project status updates that were included in the Board's agenda packets.

Mr. Donner states that despite the delays due to Covid-19, he is pleased to report that most of the capital projects are now in the construction phase and/or nearing completion. Additionally, capital work continues to track well under the CIP budget, allowing for additional work as needed.

Mr. Forster requests an update on the FEMA project.

Mr. Donner states that Mr. Williamson has been working with GHD on this project and CPL has not has any involvement, but he is aware they are looking into some potential solutions to utilize the grant funding.

Mr. Williamson states he had a conference call with GHD earlier this month to discuss their redesign concept; better cost-to-benefit ratio. GHD is drafting a design memo with cost estimates that will be given to the NFWB by November 30, 2020 that should be available for the December work session.

Seth Krull from CPL reviewed the financial award summary with the board members.

Mr. Forster questions the status of the WWTP project budget tracker as well as the WWTP construction schedule tracker. Mr. Forster would also like any potential cost overruns to be identified. Mr. Forster understands that a matrix has been provided – but states that it is just a bunch of numbers to the board members.

Mr. Donner explains that CPL has tracked the separate authorizations that have gone through for each capital project. Mr. Donner refers to the Capital Project Budget Summary and identifies the amounts identified in green indicate projects that are currently under budget, versus the amounts identified in red are currently over budget.

Mr. Forster asks if CPL is also handling the RFP for sludge hauling.

Jay Meyers from CPL states that he has a walk-through at the WWTP scheduled with all the consultants tomorrow (11/24/2020) at 9:30 a.m.

Mr. Meyers states that the RFP is to be returned by December 21, 2020.

3. Superintendent

Mr. Wright states that he is working with Mr. Eagler (Supervisor of Outside Maintenance), Mr. Janzen (Senior Engineering System Technician) and Mr. Rowe (WTP Chief Operator) to draft an RFP for smart leak detection services. Once the RFP is drafted, Mr. Wright states he will send it to Mr. Fama and Mr. Costello for review, prior to seeking proposals.

Mr. Forster states that as encouraging as that sounds, it has been reported from the NFWB that 71% of our water is unaccounted for. Mr. Forster mentions that he looks forward to an updated report on the RFP for a leak detection program that would provide early leak detection throughout the city.

Mr. Forster also seeks an update regarding the 18th St. water main slip line between Whitney Ave. and Ontario Ave.

Mr. Wright met with Mr. Buzzelli from City Engineering last week and was notified that the next step in the process is to seek approval from the County, then it will go out to bid.

Mr. Forster states that he received correspondence from Mayor Restaino and the City Administrator regarding the NFWB's assistance with the large fire that took place at Cascades Packaging on November 20, 2020. Mayor Restaino and the City Administrator could not have been more pleased with the outside crew's response and their assistance with traffic control.

4. Engineering

Mr. Williamson states that under the Military Road reconstruction project, Urban Engineering will be including the replacement of the watermain along Military Road from Cayuga Drive to Bollier Avenue. The engineering work will be performed for the City of Niagara Falls with no cost to the NFWB. There will be a substantial cost savings due to the restoration work associated with the waterline replacement work that will be included in the Military Road Reconstruction project.

Mr. Forster references his question from the October 2020 board meeting regarding Urban Engineering who was retained by the City, with the scope of their work to reconstruct Military Road. Mr. Forster is seeking clarification if there will be grant funding available to replace that waterline.

Mr. Williamson states that the NFWB has already applied for and been awarded that grant. 60% of the waterline construction costs will be covered under the 2018 NYS EFC WIIA grant the NFWB received.

Mr. Forster states that great strides have been made with the outside sewer/water crew and without any objection from the other board members, he would like to see the NFWB's outside crew replace that watermain and would like clarification as to whether or not the NFWB would be able to be directly reimbursed directly from those grant funds if we were to complete our own work.

Mr. Krull from CPL states that the NFWB can be directly reimbursed.

Mr. Forster asks that Mr. Fama along with staff members that he sees fit convene a meeting to evaluate the possibility of our outside crew completing that work with the potential inclusion of a project manager and equipment rentals if needed. Chairperson Brown agrees.

Mr. Fama states that he will review the scope of the work, convene a meeting and report back to the board.

5. Personnel Items

a. November 23, 2020 Personnel Actions and Reports

Mr. Fama states that the NFWB's Safety Specialist has accepted another position and he is seeking board approval to fill that position as soon as possible.

Ms. Larkin questions the process of filling that position since in the past that position has been partially funded by the City and is inquiring if the funding will remain available.

Mr. Fama states that he plans to speak with Mr. Accardo and ask that he contact the City for further clarification regarding the funding for the Safety Specialist position.

Ms. Senia states that much of the Safety Specialist's attention needs to be paid to the WTP/WWTP.

Mr. Brown inquires the percentage split for funding the Safety Specialist position between the City and the NFWB.

Ms. Walker states that the NFWB contributes 40% and the City of Niagara Falls contributes 60% of the funding.

6. Information Technology (IT)

Mr. Fama notes that the New World project is progressing into the testing phase this week. The NFWB has a tentative date between December 7 and 14 for the project to “go live.”

7. Finance

a. 2021 Budget

Mr. Brown suggests postponing the budget discussion for further detailed discussion at the December 7 work session due to the inability to properly review the information that was provided based on the date when the board members received this information. Mr. Brown had hoped that the board members would have been engaged in the budget discussion much sooner than they were and still is waiting on some previously requested information regarding projections for the 2020 budget. Ms. Larkin agrees.

Mr. Costello notes that if a rate increase is necessary, the public hearing for a potential rate increase must be published in the paper not fewer than 10 days prior to the public hearing.

Mr. Brown states the board received the budget information very late will not be pushed to adopt a budget with rate increases prior to the end of the year if the Board is not provided the information and time needed to evaluate the budget.

8. Questions Regarding October 2020 Operations and Maintenance Report

No questions were asked.

9. Safety

Ms. Senia, attending her last meeting, was thanked for her service to the NFWB.

10. General Counsel and Secretary

a. April 14, 2019 Lightning Strike Insurance Claim Update

Mr. Costello provided an update on this claim, which now is nearly complete and totals approximately \$635,000.

11. From the Chairman

Mr. Brown states he has nothing new.

12. Resolutions

2020-11-001 – MEMBERSHIP IN WNY STORMWATER COALITION

a. Memorandum of Agreement

Motion by Mr. Forster and seconded by Ms. Leffler to approve

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __A [connection issue]__

Motion carried, 4-0, with one absence.

**2020-11-002 – 2021 CLARK PATTERSON LEE PROFESSIONAL SERVICES
EXTENSION**

a. October 27, 2020 Proposal

Motion by Mr. Forster and seconded by Ms. Larkin to approve

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __A [connection issue]__

Motion carried, 4-0, with one absence.

2020-11-003 – AWARDING 2021 COOPERATIVE CHEMICAL BID

a. November 9, 2020 Memorandum Recommending Awards

Motion by Mr. Forster and seconded by Ms. Leffler to approve

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion carried, 5-0.

**2020-11-004 – DIRECTING PREPARATION OF 2021 BUDGET AND FINANCIAL
REPORT CALENDAR**

Motion by Mr. Forster and seconded by Mr. Brown to approve

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion carried, 5-0.

13. Unfinished/Old Business

Mr. Brown asked for an update on the meeting with Bank on Buffalo and the banking RFP. Ms. Walker stated that some issues were resolved, and staff does not want to change banks because of the associated logistics and public perception issues. For past issues with the Bank, there is nothing the Water Board can do about the vendor the Bank uses for payments, and there now is a greater understanding why cash payments are not accepted.

Mr. Forster inquired about the July letter from the City Administrator regarding the PILOT and asked Ms. Walker if there is anything in writing regarding her questions to the State Comptroller that she wanted answered before responding. Ms. Walker said she spoke with someone and is not sure what she has in writing.

14. New Business & Additional Items for Discussion

Mr. Forster asked about the status of payroll certification. Mr. Fama will ask Mr. Accardo to address this with Civil Service.

15. Executive Session (anticipated)

- a. **Public Officers Law § 105 (f), “matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.”**

Motion by Mr. Forster and seconded by Mr. Brown to enter executive session at 6:13 p.m. to discuss matters possibly leading to the demotion, discipline, suspension, dismissal or removal of particular persons.

Brown __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion carried, 5-0

Mr. Costello explained for the public that was present on the call that when the Board enters executive session, they will be exited out of the call but can dial right back in to be present when the Board returns from executive session.

Whereupon, a five-minute break was taken prior to beginning the executive session.

Motion by Ms. Larkin and seconded by Mr. Forster to exit executive session and enter back into the open meeting at 7:10 p.m.

Brown__Y__Forster__Y__Larkin__Y__Leffler__Y__Kimble__Y__

Motion carried, 5-0

16. Adjournment of Meeting

Motion by Ms. Larkin and seconded by Mr. Forster to adjourn at 7:11 p.m.

Brown__Y__Forster__Y__Larkin__Y__Leffler__Y__Kimble__Y__

Motion carried, 5-0



Niagara Falls Water Board (NFWB) Overall Capital Project Budget Summary (Phase 1 Overall Budget = \$27M)

Last Updated: 12/1/2020

Key	
Proposal currently under review, but not approved	
Preliminary Construction Cost per Engineers Estimate	

Project	Scope of Work	Original Budget	Scope/Vendor	Estimated Task	% of Total Project Budget	Recent Work Update
1	Sedimentation Basin Upgrades	\$10,390,000	Design and Bidding (AECOM - Approved)	\$409,000	4%	Conducted pre-construction meeting with contractors. Construction anticipated to start in early 2021.
			CA/CI (CPL - Approved)	\$470,000	5%	
			GEN Construction (Hohl - Per Bid - Approved)	\$7,422,010	71%	
			ELEC Construction (CIR - Per Bid - Approved)	\$894,100	9%	
			Project Total	\$9,195,110	88%	
	Remaining Budget	\$1,194,890	12%			
2	GPS	\$3,800,000	Design, Bidding, and CA/CI (GHD - Approved)	\$414,930	11%	Construction continues at GPS. GHD continues CA work with MWBE subcontractor CI support.
			GEN Construction (STC - Per Bid - Approved)	\$3,215,000	85%	
			ELEC Construction (CIR - Per Bid - Approved)	\$418,300	11%	
			HVAC Construction (Danforth - Per Bid - Approved)	\$864,400	23%	
			Project 2B Outfall Relocation Cost Share	\$1,666,265	-	
			Project Total (Minus Outfall Relocation Cost Share)	\$3,246,365	85%	
	Remaining Budget	\$553,635	15%			
3	Screens and Grit Transportation Equipment Improvements	\$1,920,000	Design, Bidding, and CA/CI (Arcadis - Approved)	\$314,315	16%	Pre-construction meeting anticipated in next few weeks. Construction anticipated to start in early 2021.
			GEN Construction (Hohl - Per Bid - Approved)	\$1,527,000	80%	
			ELEC Construction (CIR - Per Bid - Approved)	\$140,800	7%	
			Project Total	\$1,982,115	103%	
	Remaining Budget	(\$62,115)	-3%			
4	Granular Activated Carbon and Filter Support Gravel Replacement	\$2,000,000	Design, Bidding, and CA/CI (AECOM - Approved)	\$201,160	10%	Construction Complete, project closeout underway.
			GEN Construction (Carbon Activated - Per Bid - Approved)	\$1,798,840	90%	
			Project Total	\$2,000,000	100%	
			Remaining Budget	\$0	0%	
5	Electrical System Improvements	\$2,610,000	Design/E.I. Team - Approved	\$226,000	9%	50% Design submittal received by EI Team. Design review meeting scheduled in next few weeks.
			Phase 2 Design - Approved	\$133,566	5%	
			CA/CI/TBD - Approved	\$65,374	3%	
			Const. - Per original project budget (EI Team Estimates \$6M)	\$1,845,112	71%	
			Task 1 Construction - Ferguson - Approved	\$339,947	13%	
			Project Total	\$2,610,000	100%	
	Remaining Budget	\$0	0%			
6	Effluent Disinfection	\$3,650,000	Design and Bid/AECOM - Approved	\$116,000	3%	Construction continues. Additional tasks as specified by AECOM are now in construction. Construction completion anticipated in the end of January 2021.
			GEN Construction (M&B - Per Bid - Approved)	\$1,366,000	37%	
			ELEC Construction (Ferguson - Per Bid - Approved)	\$108,000	3%	
			ELEC Construction (Ferguson - Approved Proposal - Network Improvements)	\$400,000	11%	
			CA/In-House - CPL (Included in current CPL term contract)	~ 5% or \$185,000 if by capital project engineer		
			CI (AECOM - Approved)	\$74,000	2%	
	Project Total	\$2,064,000	57%			

			Remaining Budget	\$1,586,000	43%	
			Design, Bidding, and CA/CI (E.I. Team - Approved)	\$140,320	12%	
7	Replacement of Critical Heating and Ventilation Equipment	\$1,160,000	Construction - (Per Engineers 75% Estimate with 10% contingency)	\$1,019,680	88%	EI Team recommends re-bid of project to meet budget. CPL to coordinate re-bid with NFWB and EI-Team
			Running Total	\$1,160,000	100%	
			Remaining Budget	\$0	0%	
8	Replacement of Blower Equipment	\$300,000	Design/In-House AECOM/ CPL (Included in current CPL term contract)	N/A	N/A	
			Const./Various Contractors - Per IDIQ Contract	\$90,118	30%	
			CA/CI/In-House - CPL (Included in current CPL term contract)	N/A	N/A	Construction Complete.
			Running Total	\$90,118	30%	
			Remaining Budget	\$209,882	70%	
9	Replacement of Process Piping	\$640,000	Piping Assessment Report (Ramboll - Approved)	\$58,656	9%	
			Design, Bidding, and CA/CI (JMD - Approved)	\$114,560	18%	
			Construction - (Per Engineers Preliminary Estimate with 15% contingency)	\$466,784	73%	JMD continues design of process piping improvements.
			Running Total	\$640,000	100%	
			Remaining Budget	\$0	0%	
10	SCADA Improvements	\$455,000	Phase 1 Design/ Construction/Kaman - Approved	\$352,450	77%	
			Phase 2 Design/ Construction - Approved (For Project #6)	\$146,200	32%	Kaman continues coordination with Capital Project Engineers.
			Running Total	\$498,650	110%	
			Remaining Budget	(\$43,650)	-10%	
Phase 1 Budget Total =		\$26,975,000	Anticipated Total Cost (Percentage of Total Budget)	\$23,486,358	87%	
			Overall Phase 1 Remaining Budget to Date	\$3,438,642	13%	

Key	
Proposal currently under review, but not approved	
Preliminary Construction Cost per Engineers Estimate	

Niagara Falls Water Board (NFWB) Overall Capital Project Budget Summary (Phase 2 Overall Budget = \$7M)

Project	Scope of Work	Budget	Scope/Vendor	Estimated Task Cost	Percentage of Total Project	Recent Work Update
2B	Outfall	\$1,700,000	Design, Bidding, and CA/CI (GHD - Approved)	\$37,400	2%	(See Project #2 Update)
			Construction Share with Project #2 GPS (Budget - Design Fee) - Approved	\$1,662,600	98%	
			ELEC Construction (CIR - Per Bid - Approved)	Included above	Included above	
			HVAC Construction (Danforth - Per Bid - Approved)	Included above	Included above	
			Running Total	\$1,700,000	100%	
			Remaining Budget	\$0	0%	
11	WWTP Misc. Piping	\$1,200,000	Design, Bidding, and CA/CI (JMD - Approved)	\$68,855	6%	(See Project #9 Summary Above)
			Const./ Estimated Cost - Not Approved	\$1,131,145	94%	
			Running Total	\$1,200,000	100%	
			Remaining Budget	\$0	0%	
99	FEMA (Final Design, Bidding, and construction)	\$5,509,900	(FEMA Phase 1) Preliminary Design - GHD - Previously Approved	\$208,000	4%	On hold, waiting for guidance from NFWB on how to proceed.
			(FEMA Phase 2) Final Design, Bidding, and CA/CI - GHD - Approved	\$325,700	6%	
			(FEMA Phase 2) Construction Cost - Per GHD Estimate w/10% Contingency	\$5,184,200	91%	
			Running Total (Not including preliminary design)	\$5,509,900	96%	
			Total FEMA Funding (\$156,053 for Design and \$2,853,778 for Construction)	\$2,853,778	52%	
			NYS Funding Portion (50% of Remaining)	\$1,328,061	23%	
			NFWB Funding Portion (50% of Remaining)	\$1,328,061	23%	
			Total	\$5,717,900	100%	
			Anticipated Total Cost (Percentage of Total Budget)	\$5,556,122	79%	
			Overall Phase 2 Remaining Budget to Date	\$1,443,878	21%	
Phase 2 Budget Total =	\$7,000,000					



Description	Amount	Source	Status
AWARDED			
Bollier Avenue Watermain Improvements 2017	\$400,000 total \$240,000 grant	NYS EFC DWSRF 18435	Funding Agreement Signed. Construction completed October 2020. NFWB with assistance from City to submit for reimbursement with EFC.
Various Watermain Improvements 2018	\$5,495,000 total \$3,000,000 grant \$2,495,000 loan	NYS EFC DWSRF 18588	EFC conf call 9/18/20. Agreement not signed. NFWB provided EFC with remaining documents. EFC will then process internally. Anticipated reimbursements can occur spring 2021. City Engineer started design on two streets. NFWB/CPL provided EFC with updated schedule 10/29/20.
Sewer Plant Phase I Improvements	\$13,500,000 grant	NYS DASNY ID #15688	Awarded. Reimbursement requests underway with DASNY and money received.
Sewer Plant Phase I Improvements	\$13,500,000 loan long term \$27,000,000 loan short term	NYS EFC #C9-6603-12-00	NFWB/CPL sent EFC amended engineering agreements 11/3/20. EFC requested financial forms needed for future reimbursement 11/23/20. NFWB responded 11/25/20. EFC finance closing process underway. Anticipated reimbursements can occur spring 2021.
Sewer Plant Consent Order Items 11 & 14	\$500,000 grant	NYS DEC & EFC R9-20170906-129	Paperwork submitted. NFWB provided remaining invoice documents 10/20/20, awaiting response. EFC/DEC will then process internally and disburse grant.
LaSalle Sewer Area Phase 1 system report update & flow monitoring	\$100,000 grant	NYSDEC Engineering Planning Grant EPG #93794	EFC & DEC conf call 9/21/20. EFC accepted Arcadis agreement 10/16/20 and will process internally. Anticipated reimbursements can occur spring 2021.
FUTURE			
2020 Various Watermain & System Improvements	\$5,300,000 total \$3,000,000 grant \$2,300,000 loan	NYS EFC	Submission paperwork prepared. Waiting on State to announce grant sessions. Financial assistance submission to IUP made in Sept 2020. NFWB reviewing possibility of performing Military Road work in house.
LaSalle Sewer Area Phase 2 system report update & flow monitoring	\$180,000 total \$100,000 grant \$80,000 NFWB Match	NYSDEC Engineering Planning Grant	Applications items being prepared in anticipated for submission when State announces next grant session.
LaSalle Sewer Area Phase 2 Construction	\$1,000,000 total \$750,000 grant \$250,000 NFWB match	NYSDEC WQIP	Waiting on State to announce grant sessions. Financial assistance submission to IUP made in Sept 2020.
Local Government Records Management Improvement	Grant, varies. Up to \$150,000 if submit with City	NYS Archives	Next application period ends early 2021. Recommended NFWB partner with City to maximize grant award. CPL investigating required paperwork as submission deadline is typically January-February.



FINANCIAL SERVICES DEPARTMENT
BANK ACCOUNT BALANCES (Ending 10/31/2020)

BANK on BUFFALO
TREASURY INVESTMENT RECONCILIATION

MONTH	STARTING VALUE	ENDING VALUE	CHANGE IN VALUE
Jan 2020	21,587,819.76	21,632,403.94	44,584.18
Feb 2020	21,632,403.94	21,678,437.43	46,033.49
Mar 2020	21,678,437.43	21,793,908.42	115,470.99
April 2020	21,793,908.42	21,792,858.07	(1,050.32)
May 2020	21,792,858.07	21,811,712.29	18,854.22
June 2020	21,811,712.29	21,837,254.67	25,542.38
July 2020	21,837,254.67	21,858,748.94	21,494.27
Aug 2020	21,858,748.94	21,871,514.43	12,765.49
Sep 2020	21,871,514.43	21,882,095.03	10,580.60
*Oct 2020	21,882,095.03	17,553,053.73	(4,329,041.30)
Nov 2020			
Dec 2020			

*Transfer to Capital Construction

BANK on BUFFALO
OPERATING ACCOUNTS

ACCOUNT NAME	ACCOUNT NO.	ENDING 10/31/2020	ENDING 11/30/2020	ENDING 12/31/2020
Board Expense	X4873	91,624.82		
O & M Reserve	X4881	3,528,792.08		
Depository Account	X4899	3,990,903.10		
Payroll	X4906	104,235.06		
Benefits	X4914	14,126.50		
Operating Account	X0643	1,785,680.31		
Grant Funds	X4445	1.00		

\$9,515,362.87



**WILMINGTON TRUST (M&T Bank)
Ending Balances**

ACCOUNT NAME	10/31/2020	11/30/2020	12/31/2020
Debt Service Fund X3250	\$5,537,231.85		
Debt Service Reserve X3252	\$8,683,066.81		
Construction Fund X2722	<u>Opening Value:</u> \$153,160.52 <u>Contributions & Withdrawals:</u> \$3,358,011.90 <u>Ending balance:</u> \$3,511,172.42		

Budget Performance Report

Fiscal Year to Date 11/30/20
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD	
Fund FA - Water Board - Water												
REVENUE												
<i>Departmental Income</i>												
2122.001	Visual Inspections	33,141.00	.00	33,141.00	3,602.50	.00	.00	42,245.00	(9,104.00)	127	38,367.50	
2140.001	District 1	1,808,699.00	.00	1,808,699.00	406.14	.00	.00	1,056,228.22	752,470.78	58	1,088,572.54	
2140.002	District 2	1,881,159.00	.00	1,881,159.00	523,942.30	.00	.00	1,472,718.28	408,440.72	78	1,446,193.36	
2140.003	District 3	1,432,426.00	.00	1,432,426.00	173.17	.00	.00	844,240.19	588,185.81	59	838,198.76	
2140.004	Non-Resident	23,028.00	.00	23,028.00	5,340.85	.00	.00	30,633.20	(7,605.20)	133	22,231.74	
2140.005	Industrial	2,435,455.00	.00	2,435,455.00	129.66	.00	.00	1,532,203.03	903,251.97	63	1,698,153.71	
2140.006	Industrial SIU	2,283,676.00	.00	2,283,676.00	.00	.00	.00	1,713,505.04	570,170.96	75	1,559,558.99	
2140.008	Hydrant Usage	5,029.00	.00	5,029.00	126.48	.00	.00	4,065.64	963.36	81	5,380.98	
2140.599	Miscellaneous Departmental Income	30,000.00	.00	30,000.00	.00	.00	.00	4,250.00	25,750.00	14	11,805.79	
2141.000	Allowance for Unpaid Trfd	(226,685.00)	.00	(226,685.00)	.00	.00	.00	53,921.38	(280,606.38)	-24	87,296.91	
2144.003	Fire Service	88,999.00	.00	88,999.00	.00	.00	.00	303,894.60	(214,895.60)	341	89,703.12	
2144.005	Service Charge	462,329.00	.00	462,329.00	32,487.50	.00	.00	427,164.46	35,164.54	92	424,339.70	
2144.006	Lab Analysis	35,358.00	.00	35,358.00	1,803.00	.00	.00	35,679.28	(321.28)	101	29,047.88	
2144.008	Missing Meter Charge	40,242.00	.00	40,242.00	1,190.00	.00	.00	17,324.00	22,918.00	43	37,674.50	
2144.009	Mtr.Install/Reinstall/Reactivate	20,000.00	.00	20,000.00	550.00	.00	.00	8,175.00	11,825.00	41	3,725.00	
2144.010	Final Meter Read/Inspect	14,500.00	.00	14,500.00	1,550.00	.00	.00	14,700.00	(200.00)	101	1,550.00	
2144.011	Hydrant Testing	66.00	.00	66.00	.00	.00	.00	200.00	(134.00)	303	.00	
2144.012	Backflow Certification	7,500.00	.00	7,500.00	785.00	.00	.00	3,658.48	3,841.52	49	1,315.00	
2144.599	City of NF-Safety Specialist	62,006.00	.00	62,006.00	.00	.00	.00	32,955.71	29,050.29	53	65,855.15	
2148.001	District 1	74,000.00	.00	74,000.00	(20.53)	.00	.00	67,295.89	6,704.11	91	55,562.06	
2148.002	District 2	42,300.00	.00	42,300.00	14,208.16	.00	.00	43,057.84	(757.84)	102	43,367.11	
2148.003	District 3	57,500.00	.00	57,500.00	(18.69)	.00	.00	44,417.72	13,082.28	77	47,257.30	
2148.004	Non-Resident	5,000.00	.00	5,000.00	168.23	.00	.00	791.32	4,208.68	16	9,260.98	
2148.005	Industrial	7,426.00	.00	7,426.00	(10.62)	.00	.00	24,159.65	(16,733.65)	325	13,122.19	
2148.006	Industrial SIU	5,000.00	.00	5,000.00	.00	.00	.00	4,138.05	861.95	83	38.40	
2148.599	Penalty - Miscellaneous	500.00	.00	500.00	.00	.00	.00	3,250.72	(2,750.72)	650	2,005.19	
<i>Departmental Income Totals</i>		\$10,628,654.00	\$0.00	\$10,628,654.00	\$586,413.15	\$0.00	\$0.00	\$7,784,872.70	\$2,843,781.30	73%	\$7,619,583.86	
<i>Intergovernmental Charges</i>												
2230.A	City of Niag Falls-Generl	245,963.00	.00	245,963.00	.00	.00	.00	33,096.98	212,866.02	13	215,064.00	
<i>Intergovernmental Charges Totals</i>		\$245,963.00	\$0.00	\$245,963.00	\$0.00	\$0.00	\$0.00	\$33,096.98	\$212,866.02	13%	\$215,064.00	
<i>Use Of Money & Property</i>												
2401.000	Interest Earnings	105,600.00	.00	105,600.00	.00	.00	.00	44,734.94	60,865.06	42	74,728.03	
2417.000	Cash Short/Over	.00	.00	.00	.00	.00	.00	.00	.00	+++	20.00	
<i>Use Of Money & Property Totals</i>		\$105,600.00	\$0.00	\$105,600.00	\$0.00	\$0.00	\$0.00	\$44,734.94	\$60,865.06	42%	\$74,748.03	
<i>Licenses And Permits</i>												
2550.006	Cellular Towers	205,000.00	.00	205,000.00	18,264.30	.00	.00	202,245.27	2,754.73	99	201,853.63	
2590.004	Hydrant Permits & Rentals	16,800.00	.00	16,800.00	382.00	.00	.00	5,037.93	11,762.07	30	13,197.19	
<i>Licenses And Permits Totals</i>		\$221,800.00	\$0.00	\$221,800.00	\$18,646.30	\$0.00	\$0.00	\$207,283.20	\$14,516.80	93%	\$215,050.82	

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Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
REVENUE										
<i>Sale Of Prop/Cmp For Loss</i>										
2650.000	Sale Of Prop	.00	20,000.00	.00	.00	1,261.62	18,738.38	6	37,849.91	
2665.000	Sale-Equipment	.00	4,000.00	.00	.00	280.00	3,720.00	7	2,635.00	
2690.001	Damages to WB Property	.00	5,000.00	.00	.00	.00	5,000.00	0	.00	
	<i>Sale Of Prop/Cmp For Loss Totals</i>	\$0.00	\$29,000.00	\$0.00	\$0.00	\$1,541.62	\$27,458.38	5%	\$40,484.91	
<i>Misc Local Sources</i>										
2701.000	Refund Appro Exp Prior Yr	.00	.00	341.97	.00	1,123.54	(1,123.54)	+++	(11,217.63)	
2770.001	NSF Check Charge	3,000.00	3,000.00	805.00	.00	9,135.00	(6,135.00)	304	805.00	
2770.599	Undesignated	4,500.00	4,500.00	.00	.00	2,029.28	2,470.72	45	36,793.07	
	<i>Misc Local Sources Totals</i>	\$0.00	\$7,500.00	\$1,146.97	\$0.00	\$12,287.82	(\$4,787.82)	164%	\$26,380.44	
<i>Interfund Revenues</i>										
2801.GA	Interfd Rev WtrBd-Sewr	810,000.00	810,000.00	.00	.00	.00	810,000.00	0	.00	
	<i>Interfund Revenues Totals</i>	\$0.00	\$810,000.00	\$0.00	\$0.00	\$0.00	\$810,000.00	0%	\$0.00	
<i>Operating Transfers In</i>										
5031.GA	Transfer Fr Sewer Divisn.	786,963.00	786,963.00	.00	.00	.00	786,963.00	0	.00	
	<i>Operating Transfers In Totals</i>	\$0.00	\$786,963.00	\$0.00	\$0.00	\$0.00	\$786,963.00	0%	\$0.00	
	REVENUE TOTALS	\$12,835,480.00	\$12,835,480.00	\$606,206.42	\$0.00	\$8,083,817.26	\$4,751,662.74	63%	\$8,191,312.06	
EXPENSE										
<i>Personnel - Position Control</i>										
0110.000	Biweekly Payroll	2,504,395.00	2,504,395.00	75,632.02	.00	1,912,722.54	591,672.46	76	1,868,910.08	
0153.000	Stipend	.00	.00	230.71	.00	5,402.49	(5,402.49)	+++	7,181.33	
	<i>Personnel - Position Control Totals</i>	\$2,504,395.00	\$2,504,395.00	\$75,862.73	\$0.00	\$1,918,125.03	\$586,269.97	77%	\$1,876,091.41	
<i>Personnel Services</i>										
0111.000	Biwkly Comp Differential	.00	.00	.00	.00	874.00	(874.00)	+++	5,807.99	
0125.000	Insurance OPT Out	72,287.00	72,287.00	2,494.34	.00	52,992.52	19,294.48	73	59,918.44	
0130.000	Temporary Payroll	38,625.00	38,625.00	1,255.42	.00	43,629.84	(5,004.84)	113	49,308.36	
0140.000	Overtime	144,450.00	144,450.00	1,458.48	.00	67,643.79	76,806.21	47	72,768.26	
0150.000	Acting Next-In-Rank Pay	.00	.00	.00	.00	453.00	(453.00)	+++	3,010.45	
0151.A	Sunday Contractual Pay	.00	.00	584.08	.00	13,241.98	(13,241.98)	+++	14,077.99	
0152.000	Shift Premium Pay	.00	.00	4.70	.00	3,699.94	(3,699.94)	+++	3,777.88	
0155.A	Holiday Contractual Pay	.00	.00	871.03	.00	5,125.54	(5,125.54)	+++	6,008.29	
0155.000	Holiday Pay	.00	.00	9,097.39	.00	66,055.78	(66,055.78)	+++	70,196.69	
0165.000	Military Leave	.00	.00	.00	.00	181.98	(181.98)	+++	2,358.57	
0170.000	Overtime Meals	3,900.00	3,900.00	25.50	.00	1,649.50	2,250.50	42	1,959.00	
0181.000	Vacation Pay	.00	.00	5,748.67	.00	126,897.00	(126,897.00)	+++	131,312.95	
0182.000	Personal Time	.00	.00	150.76	.00	4,825.23	(4,825.23)	+++	8,770.00	
0183.000	Compensatory Time Off	.00	.00	(81.74)	.00	2,571.01	(2,571.01)	+++	5,453.35	
0184.000	Funeral Leave	.00	.00	712.32	.00	2,675.44	(2,675.44)	+++	6,539.90	
0185.000	Jury Duty	.00	.00	.00	.00	.00	.00	+++	370.07	



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Fund FA - Water Board - Water											
EXPENSE											
<i>Personnel Services</i>											
0186.000	Call-In Time	.00	.00	.00	139.04	.00	.00	4,710.34	(4,710.34)	+++	6,858.86
0189.000	Sick Leave	.00	.00	.00	2,296.01	.00	.00	55,876.37	(55,876.37)	+++	52,358.90
0190.000	Vacation Cash Conversion	2,340.00	.00	2,340.00	.00	.00	.00	2,407.84	(67.84)	103	3,850.24
		\$261,602.00	\$0.00	\$261,602.00	\$24,756.00	\$0.00	\$0.00	\$455,511.10	(\$193,909.10)	174%	\$504,706.19
<i>Personnel Services Totals</i>											
Capital Outlays											
<i>Contractual Expenses</i>											
389.008	Bad Debt Expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	56,447.59
0411.000	Office Supplies	19,050.00	(1,500.00)	17,550.00	1,503.02	291.66	7,960.31	7,960.31	9,298.03	47	8,573.32
0412.000	Uniforms	1,820.00	1,000.00	2,820.00	1,349.15	353.39	2,087.61	2,087.61	379.00	87	1,057.00
0413.000	Safety Shoes	8,500.00	.00	8,500.00	1,898.99	.00	4,932.83	4,932.83	3,567.17	58	6,061.32
0414.000	Automotive-Gas,Oil,Grease	40,000.00	.00	40,000.00	3,311.55	.00	40,148.60	40,148.60	(148.60)	100	22,641.79
0415.000	Fuel Oil	30,000.00	.00	30,000.00	.00	.00	.00	.00	30,000.00	0	.00
0416.000	Consumable Printed Forms	700.00	1,500.00	2,200.00	.00	.00	280.70	280.70	1,919.30	13	640.17
0417.000	Tool Allowance	150.00	.00	150.00	147.92	.00	147.92	147.92	2.08	99	26.76
0419.001	Automotive Parts	40,000.00	.00	40,000.00	2,735.04	1,965.80	28,568.62	28,568.62	9,465.58	76	15,607.90
0419.003	Cleaning/Sanitary	1,500.00	.00	1,500.00	.00	258.08	909.91	909.91	332.01	78	1,395.56
0419.005	Tools & Machine Parts	85,000.00	.00	85,000.00	8,442.03	11,245.15	61,988.56	61,988.56	11,766.29	86	37,679.38
0419.006	Construction/Repair	174,000.00	.00	174,000.00	9,328.28	4,912.67	158,606.96	158,606.96	10,480.37	94	158,865.25
0419.009	Misc Chemicals	356,000.00	(1,000.00)	355,000.00	20,786.25	3,833.63	308,653.69	308,653.69	42,512.68	88	246,053.54
0419.010	Laboratory	31,000.00	.00	31,000.00	1,087.62	4,000.00	24,791.86	24,791.86	2,208.14	93	23,596.96
0419.599	Undesignated Supplies	11,050.00	.00	11,050.00	1,391.13	1,819.36	5,372.37	5,372.37	3,858.27	65	6,438.82
0421.001	Phone Extension Chgs	5,000.00	.00	5,000.00	1,824.82	.00	19,694.80	19,694.80	(14,694.80)	394	15,683.10
0421.002	Wireless Services	17,500.00	.00	17,500.00	1,173.42	.00	11,765.03	11,765.03	5,734.97	67	12,387.97
0422.000	Light & Power	485,000.00	.00	485,000.00	52,278.37	.00	489,127.76	489,127.76	(4,127.76)	101	418,208.09
0423.000	Water/Sewer	514,000.00	.00	514,000.00	.00	.00	519,633.51	519,633.51	(5,633.51)	101	490,477.54
0424.000	Gas	20,000.00	.00	20,000.00	70.96	.00	10,168.68	10,168.68	9,831.32	51	13,436.97
0432.000	Property Insurance	100,000.00	.00	100,000.00	.00	.00	.00	.00	100,000.00	0	.00
0433.000	Liability Insurance	75,000.00	.00	75,000.00	.00	.00	193,664.21	193,664.21	(118,664.21)	258	40,481.06
0440.003	Motor Vehicle Equipment	84,000.00	.00	84,000.00	6,302.80	.00	71,676.24	71,676.24	12,323.76	85	53,170.27
0440.599	Undesignated Leases	2,400.00	.00	2,400.00	123.88	.00	1,164.16	1,164.16	1,235.84	49	1,279.30
0441.000	Rental Of Real Property	.00	.00	.00	.00	.00	48.00	48.00	(48.00)	+++	48.00
0442.000	Rental Of Equipment	.00	.00	.00	330.97	.00	3,006.80	3,006.80	(3,006.80)	+++	2,945.65
<i>Capital Outlays Totals</i>		\$78,680.00	\$0.00	\$78,680.00	\$7,877.23	\$9,025.45	\$42,540.04	\$42,540.04	\$27,114.51	66%	\$40,518.35

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Fund FA - Water Board - Water										
EXPENSE										
<i>Contractual Expenses</i>										
0442.003	Motor Vehicle Equip Rent	6,000.00	.00	6,000.00	446.50	.00	4,433.87	1,566.13	74	5,111.06
0442.599	Undesignated Rentals	4,300.00	1,000.00	5,300.00	60.00	810.93	2,127.61	2,361.46	55	1,580.44
0444.000	Repair Of Equipment	43,200.00	(1,000.00)	42,200.00	4,171.73	13,299.90	19,211.93	9,688.17	77	5,556.10
0446.000	Computer Services	2,000.00	.00	2,000.00	349.97	.00	3,849.71	(1,849.71)	192	3,499.75
0446.007	Software	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
0446.008	Software Maint/Licenses	224,000.00	.00	224,000.00	5,668.48	4,468.00	165,120.59	54,411.41	76	129,343.76
0449.000	Billing & Collection	40,500.00	.00	40,500.00	3,370.43	.00	39,272.22	1,227.78	97	37,074.73
0449.001	Sludge Removal	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00	0	.00
0449.003	Waste Disposal	11,000.00	.00	11,000.00	.00	.00	427.78	10,572.22	4	.00
0449.500	Safety-Contractual	1,500.00	.00	1,500.00	936.00	.00	1,927.50	(427.50)	128	1,862.50
0449.599	Undesignated Services	814,000.00	.00	814,000.00	17,472.61	13,688.58	773,975.90	26,335.52	97	841,203.27
0451.000	Consultants	72,000.00	.00	72,000.00	7,915.64	4,611.00	49,473.60	17,915.40	75	203,460.26
0454.000	Attorney Services	50,000.00	.00	50,000.00	.00	.00	42,649.42	7,350.58	85	54,614.11
0461.000	Postage	30,000.00	.00	30,000.00	310.60	.00	17,957.75	12,042.25	60	18,118.93
0463.000	Travel & Training Expense	24,250.00	.00	24,250.00	.00	.00	6,099.99	18,150.01	25	10,914.72
0463.500	Safety Training	.00	.00	.00	.00	.00	.00	.00	+++	1,103.58
0464.000	Local Mtrng Cost/Mileage	50.00	.00	50.00	.00	.00	.00	50.00	0	.00
0466.000	Books, Mags. & Memberships	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	685.50
0467.000	Advertising	500.00	.00	500.00	9.82	.00	189.22	310.78	38	382.71
0471.000	Recruitment Expenditures	2,000.00	.00	2,000.00	.00	.00	458.98	1,541.02	23	1,147.00
<i>Contractual Expenses Totals</i>		\$3,514,470.00	\$0.00	\$3,514,470.00	\$154,797.98	\$65,558.15	\$3,091,575.20	\$357,336.65	90%	\$2,948,861.73
<i>Employee Benefits</i>										
0801.000	NYS E.R.S. Retirement	230,500.00	.00	230,500.00	.00	.00	47,479.67	183,020.33	21	46,385.83
0820.000	Worker's Compensation	240,000.00	.00	240,000.00	.00	.00	5,215.39	234,784.61	2	6,120.10
0830.000	Life Insurance	8,215.00	.00	8,215.00	.00	.00	6,593.14	1,621.86	80	7,002.74
0840.000	Unemployment Ins. NYS	8,000.00	.00	8,000.00	.00	.00	24,139.82	(16,139.82)	302	10,367.40
0860.000	Medical Insurance	1,516,379.00	.00	1,516,379.00	.00	.00	1,072,593.00	443,786.00	71	1,290,514.43
0861.000	Dental Insurance	55,057.00	.00	55,057.00	.00	.00	.00	55,057.00	0	.00
0863.000	Vision Care Insurance	3,861.00	.00	3,861.00	.00	.00	2,843.40	1,017.60	74	3,276.85
0865.000	Chiropractic Insurance	.00	.00	.00	.00	.00	960.00	(960.00)	+++	2,000.00
<i>Employee Benefits Totals</i>		\$2,062,012.00	\$0.00	\$2,062,012.00	\$0.00	\$0.00	\$1,159,824.42	\$902,187.58	56%	\$1,365,667.35
<i>Employee Benefit - FICA</i>										
0810.000	Social Security	197,213.00	.00	197,213.00	7,493.07	.00	176,981.65	20,231.35	90	177,838.01
<i>Employee Benefit - FICA Totals</i>		\$197,213.00	\$0.00	\$197,213.00	\$7,493.07	\$0.00	\$176,981.65	\$20,231.35	90%	\$177,838.01
<i>Interfund Transfers</i>										
0900.GA	Transfer To Sewer Divisn.	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	.00
0900.FGA	Transfer To Authority Bd	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
0900.FGB	Transfer To Water Board	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	40,708.16



Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	FA - Water Board - Water									
	EXPENSE									
	<i>Interfund Transfers</i>									
0900.O&M	Transfer to Capital - Coverage	947,321.00	.00	947,321.00	.00	.00	1,347,321.20	(400,000.20)	142	1,248,300.00
0900.VFG	Transfer To Debt Service	2,945,486.00	.00	2,945,486.00	.00	.00	.00	2,945,486.00	0	2,727,626.00
	<i>Interfund Transfers Totals</i>	\$4,052,807.00	\$0.00	\$4,052,807.00	\$0.00	\$0.00	\$1,347,321.20	\$2,705,485.80	33%	\$4,016,634.16
	EXPENSE TOTALS	\$12,671,179.00	\$0.00	\$12,671,179.00	\$270,787.01	\$74,583.60	\$8,191,878.64	\$4,404,716.76	65%	\$10,930,317.20
Fund	FA - Water Board - Water Totals									
	REVENUE TOTALS	12,835,480.00	.00	12,835,480.00	606,206.42	.00	8,083,817.26	4,751,662.74	63%	8,191,312.06
	EXPENSE TOTALS	12,671,179.00	.00	12,671,179.00	270,787.01	74,583.60	8,191,878.64	4,404,716.76	65%	10,930,317.20
Fund	FA - Water Board - Water Totals	\$164,301.00	\$0.00	\$164,301.00	\$335,419.41	(\$74,583.60)	(\$108,061.38)	\$346,945.98		(\$2,739,005.14)

Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund FGA - Water Authority										
REVENUE										
<i>Operating Transfers In</i>										
5031.FA	Transfer Fr Water Divisn.	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
5031.GA	Transfer Fr Sewer Divisn.	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	<i>Operating Transfers In Totals</i>	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$0.00
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$0.00
EXPENSE										
<i>Contractual Expenses</i>										
0451.000	Consultants	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
0454.000	Attorney Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
	<i>Contractual Expenses Totals</i>	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.00
	EXPENSE TOTALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.00
Fund FGA - Water Authority Totals										
	REVENUE TOTALS	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0%	.00
	EXPENSE TOTALS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0%	.00
	Fund FGA - Water Authority Totals	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00	(\$10,000.00)		\$0.00

Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund FGB - Water Board										
REVENUE										
<i>Operating Transfers In</i>										
5031.FA	Transfer Fr Water Divisn.	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	40,708.16
5031.GA	Transfer Fr Sewer Divisn.	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	40,708.16
	<i>Operating Transfers In Totals</i>	\$140,000.00	\$0.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	0%	\$81,416.32
	REVENUE TOTALS	\$140,000.00	\$0.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	0%	\$81,416.32
EXPENSE										
<i>Personnel Services</i>										
0140.000	Overtime	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
	<i>Personnel Services Totals</i>	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
<i>Contractual Expenses</i>										
0419.599	Undesignated Supplies	5,200.00	.00	5,200.00	154.76	22.06	3,924.42	1,253.52	76	4,629.64
0449.000	Billing & Collection	.00	11,894.00	11,894.00	.00	.00	.00	11,894.00	0	.00
0449.599	Undesignated Services	.00	.00	.00	.00	.00	.00	.00	+++	74.41
0451.000	Consultants	45,000.00	(11,894.00)	33,106.00	10,160.25	.00	15,266.50	17,839.50	46	27,972.75
0454.000	Attorney Services	55,000.00	.00	55,000.00	247.50	.00	196,878.95	(141,878.95)	358	9,156.54
0459.000	Auditors	27,500.00	.00	27,500.00	.00	.00	31,785.32	(4,285.32)	116	20,250.00
0466.000	Books, Mags. & Memberships	3,000.00	.00	3,000.00	.00	.00	4,014.00	(1,014.00)	134	3,896.00
	<i>Contractual Expenses Totals</i>	\$135,700.00	\$0.00	\$135,700.00	\$10,562.51	\$22.06	\$251,869.19	(\$116,191.25)	186%	\$65,979.34
<i>Employee Benefit - FICA</i>										
0810.000	Social Security	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
	<i>Employee Benefit - FICA Totals</i>	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%	\$0.00
	EXPENSE TOTALS	\$140,000.00	\$0.00	\$140,000.00	\$10,562.51	\$22.06	\$251,869.19	(\$111,891.25)	180%	\$65,979.34
Fund FGB - Water Board Totals										
	REVENUE TOTALS	140,000.00	.00	140,000.00	.00	.00	.00	140,000.00	0%	81,416.32
	EXPENSE TOTALS	140,000.00	.00	140,000.00	10,562.51	22.06	251,869.19	(111,891.25)	180%	65,979.34
	Fund FGB - Water Board Totals	\$0.00	\$0.00	\$0.00	(\$10,562.51)	(\$22.06)	(\$251,869.19)	\$251,891.25		\$15,436.98



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Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund GA - Water Board - Sewer												
REVENUE												
<i>Departmental Income</i>												
2120.001	District 1	2,294,082.00	.00	2,294,082.00	2,294,082.00	480.32	.00	1,413,403.77	880,678.23	62	62	1,447,931.12
2120.002	District 2	2,499,963.00	.00	2,499,963.00	2,499,963.00	695,705.28	.00	1,950,651.25	549,311.75	78	78	1,950,998.05
2120.003	District 3	1,901,440.00	.00	1,901,440.00	1,901,440.00	230.82	.00	1,133,871.51	767,568.49	60	60	1,102,374.69
2120.005	Industrial CSIRU	3,876,656.00	.00	3,876,656.00	3,876,656.00	(14.51)	.00	2,040,103.26	1,836,552.74	53	53	2,551,963.39
2120.006	Industrial SIU	8,332,214.00	.00	8,332,214.00	8,332,214.00	1,124,292.11	.00	7,458,642.92	873,571.08	90	90	5,037,064.48
2120.007	Waste Hauler Fees	125,000.00	.00	125,000.00	125,000.00	.00	.00	3,809.29	121,190.71	3	3	.00
2120.008	Hydrant Usage	5,000.00	.00	5,000.00	5,000.00	167.27	.00	6,210.84	(1,210.84)	124	124	6,407.78
2120.102	Town Of Niagara	792,800.00	.00	792,800.00	792,800.00	.00	.00	792,882.19	(82.19)	100	100	674,623.44
2122.001	Visual Inspections	.00	.00	.00	.00	(60.00)	.00	(60.00)	60.00	+++	+++	(300.00)
2122.002	Dye Tests	33,141.00	.00	33,141.00	33,141.00	3,662.50	.00	42,305.00	(9,164.00)	128	128	38,667.50
2128.001	District 1	70,000.00	.00	70,000.00	70,000.00	(27.95)	.00	88,413.65	(18,413.65)	126	126	73,746.70
2128.002	District 2	55,000.00	.00	55,000.00	55,000.00	18,641.47	.00	56,334.79	(1,334.79)	102	102	58,915.10
2128.003	District 3	71,125.00	.00	71,125.00	71,125.00	(24.42)	.00	58,463.46	12,661.54	82	82	62,612.74
2128.005	Industrial	7,500.00	.00	7,500.00	7,500.00	(16.96)	.00	33,639.22	(26,139.22)	449	449	16,292.08
2128.006	Industrial SIU	13,448.00	.00	13,448.00	13,448.00	(9,793.02)	.00	7,287.99	6,160.01	54	54	24,903.91
2128.599	Penalty - Miscellaneous	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	0	.00
2141.000	Allowance for Unpaid Trfd	(235,000.00)	.00	(235,000.00)	(235,000.00)	.00	.00	70,540.98	(305,540.98)	-30	-30	76,263.98
<i>Departmental Income Totals</i>		\$19,843,369.00	\$0.00	\$19,843,369.00	\$19,843,369.00	\$1,833,242.91	\$0.00	\$15,156,500.12	\$4,686,868.88	76%	76%	\$13,122,464.96
<i>Use Of Money & Property</i>												
2401.000	Interest Earnings	158,400.00	.00	158,400.00	158,400.00	.00	.00	33,104.41	125,295.59	21	21	55,299.65
<i>Use Of Money & Property Totals</i>		\$158,400.00	\$0.00	\$158,400.00	\$158,400.00	\$0.00	\$0.00	\$33,104.41	\$125,295.59	21%	21%	\$55,299.65
<i>Licenses And Permits</i>												
2590.006	SIU 5-Yr Permits	993.00	.00	993.00	993.00	2,000.00	.00	7,500.00	(6,507.00)	755	755	550.00
<i>Licenses And Permits Totals</i>		\$993.00	\$0.00	\$993.00	\$993.00	\$2,000.00	\$0.00	\$7,500.00	(\$6,507.00)	755%	755%	\$550.00
<i>Fines And Forfeits</i>												
2620.000	Forfeitures Of Deposits	596.00	.00	596.00	596.00	.00	.00	450.00	146.00	76	76	800.00
<i>Fines And Forfeits Totals</i>		\$596.00	\$0.00	\$596.00	\$596.00	\$0.00	\$0.00	\$450.00	\$146.00	76%	76%	\$800.00
<i>Sale Of Prop/Cmp For Loss</i>												
2650.000	Sale Of Scrap	5,000.00	.00	5,000.00	5,000.00	.00	.00	1,253.51	3,746.49	25	25	.00
2680.000	Insurance Recoveries	.00	.00	.00	.00	.00	.00	(26,979.30)	26,979.30	+++	+++	.00
2690.001	Damages to WB Property	5,000.00	.00	5,000.00	5,000.00	.00	.00	131,580.10	(126,580.10)	2632	2632	250,000.00
<i>Sale Of Prop/Cmp For Loss Totals</i>		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$105,854.31	(\$95,854.31)	1059%	1059%	\$250,000.00
<i>Misc Local Sources</i>												
2701.000	Refund Appro Exp Prior Yr	.00	.00	.00	.00	.00	.00	1,520.03	(1,520.03)	+++	+++	(11,822.62)
2770.599	Undesignated	100,000.00	.00	100,000.00	100,000.00	50.00	.00	50.00	99,950.00	0	0	56,271.00
<i>Misc Local Sources Totals</i>		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$50.00	\$0.00	\$1,570.03	\$98,429.97	2%	2%	\$44,448.38
<i>Operating Transfers In</i>												
5031.FA	Transfer Fr Water Divisn.	80,000.00	.00	80,000.00	80,000.00	.00	.00	.00	80,000.00	0	0	.00



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Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD % Used/ Transactions	Rec'd	Prior Year YTD
Fund GA - Water Board - Sewer									
REVENUE									
<i>Operating Transfers In Totals</i>									
		\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0%	\$0.00
	REVENUE TOTALS	\$20,193,358.00	\$20,193,358.00	\$1,835,292.91	\$0.00	\$15,304,978.87	\$4,888,379.13	76%	\$13,473,562.99
<i>Personnel - Position Control</i>									
0110.000	Biweekly Payroll	2,797,811.00	2,797,811.00	99,327.23	.00	2,404,719.78	393,091.22	86	2,402,921.38
0153.000	Stipend	.00	.00	.00	.00	96.15	(96.15)	+++	2,307.60
	Personnel - Position Control Totals	\$2,797,811.00	\$2,797,811.00	\$99,327.23	\$0.00	\$2,404,815.93	\$392,995.07	86%	\$2,405,228.98
<i>Personnel Services</i>									
0111.000	Biweekly Comp Differential	.00	.00	.00	.00	1,815.45	(1,815.45)	+++	484.11
0125.000	Insurance OPT Out	89,463.00	89,463.00	4,649.98	.00	94,882.56	(5,419.56)	106	109,074.26
0130.000	Temporary Payroll	78,750.00	78,750.00	7,153.75	.00	133,445.08	(54,695.08)	169	117,902.22
0140.000	Overtime	278,500.00	278,500.00	6,185.14	.00	185,133.14	93,366.86	66	168,164.42
0150.000	Acting Next-In-Rank Pay	.00	.00	544.50	.00	14,810.25	(14,810.25)	+++	21,920.94
0151.A	Sunday Contractual Pay	.00	.00	1,863.34	.00	42,588.83	(42,588.83)	+++	40,710.26
0152.000	Shift Premium Pay	.00	.00	3.45	.00	8,699.75	(8,699.75)	+++	8,566.20
0155.A	Holiday Contractual Pay	.00	.00	3,429.71	.00	22,275.71	(22,275.71)	+++	24,656.94
0155.000	Holiday Pay	.00	.00	8,945.54	.00	65,849.13	(65,849.13)	+++	74,740.07
0165.000	Military Leave	.00	.00	.00	.00	3,056.61	(3,056.61)	+++	4,951.20
0170.000	Overtime Meals	11,950.00	11,950.00	161.00	.00	4,923.00	7,027.00	41	4,542.50
0181.000	Vacation Pay	.00	.00	5,366.22	.00	131,785.32	(131,785.32)	+++	165,471.08
0182.000	Personal Time	.00	.00	150.75	.00	4,492.96	(4,492.96)	+++	9,907.75
0183.000	Compensatory Time Off	.00	.00	374.25	.00	4,802.78	(4,802.78)	+++	3,699.44
0184.000	Funeral Leave	.00	.00	390.79	.00	7,250.41	(7,250.41)	+++	7,011.40
0185.000	Jury Duty	.00	.00	.00	.00	.00	.00	+++	736.24
0186.000	Call-In Time	.00	.00	750.06	.00	16,355.37	(16,355.37)	+++	18,655.11
0189.000	Sick Leave	.00	.00	2,275.95	.00	65,833.49	(65,833.49)	+++	85,006.60
0190.000	Vacation Cash Conversion	.00	.00	.00	.00	.00	.00	+++	4,373.41
	Personnel Services Totals	\$458,663.00	\$458,663.00	\$42,244.43	\$0.00	\$807,999.84	(\$349,336.84)	176%	\$870,574.15
<i>Capital Outlays</i>									
0210.000	Furniture & Furnishings	.00	.00	.00	.00	.00	.00	+++	2,045.65
0220.000	Office Equipment	500.00	500.00	.00	500.00	.00	.00	100	.00
0230.000	Motor Vehicle Equipment	25,000.00	25,000.00	6,668.00	.00	7,178.78	17,821.22	29	.00
0250.500	Safety Equipment	28,770.00	28,770.00	1,537.17	.00	20,403.72	8,366.28	71	24,133.78
	Capital Outlays Totals	\$54,270.00	\$54,270.00	\$8,205.17	\$500.00	\$27,582.50	\$26,187.50	52%	\$26,179.43
<i>Contractual Expenses</i>									
389.008	Bad Debt Expense	.00	.00	.00	.00	.00	.00	+++	5,323.06
0411.000	Office Supplies	5,700.00	5,700.00	525.67	441.96	2,502.56	2,755.48	52	1,678.74
0412.000	Uniforms	3,305.00	3,305.00	1,973.00	.00	1,973.00	1,332.00	60	1,776.00
0413.000	Safety Shoes	11,400.00	11,400.00	1,101.94	.00	5,229.50	6,170.50	46	5,043.71



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Fund GA - Water Board - Sewer											
EXPENSE											
<i>Contractual Expenses</i>											
0414.000	Automotive-Gas,Oil,Grease	40,000.00	.00	40,000.00	2,215.54	795.66	30,650.56	8,553.78	79	79	18,490.10
0415.000	Fuel Oil	.00	.00	.00	.00	.00	.00	.00	+++	+++	45,308.12
0416.000	Consumable Printed Forms	.00	.00	.00	.00	.00	280.70	(280.70)	+++	+++	640.17
0417.000	Tool Allowance	300.00	.00	300.00	.00	.00	300.00	.00	100	100	148.63
0419.001	Automotive Parts	40,000.00	.00	40,000.00	3,579.11	2,309.45	38,138.74	(448.19)	101	101	20,705.28
0419.003	Cleaning/Sanitary	5,000.00	.00	5,000.00	589.16	854.60	4,121.22	24.18	100	100	2,232.45
0419.004	Agricultural/Botanical	40,000.00	.00	40,000.00	40,000.00	.00	40,000.00	.00	100	100	22,811.40
0419.005	Tools & Machine Parts	205,100.00	(16,882.00)	188,218.00	24,112.86	14,840.67	168,725.62	4,651.71	98	98	169,323.35
0419.006	Construction/Repair	135,000.00	.00	135,000.00	11,700.54	12,521.47	123,891.32	(1,412.79)	101	101	116,385.08
0419.008	Signals/Communication	3,500.00	.00	3,500.00	1,602.30	1,498.20	1,602.30	399.50	89	89	3,316.80
0419.009	Misc Chemicals	19,000.00	.00	19,000.00	2,085.49	3,325.61	13,846.84	1,827.55	90	90	10,044.17
0419.010	Laboratory	23,000.00	.00	23,000.00	2,343.40	5,817.85	14,862.15	2,320.00	90	90	17,330.06
0419.012	Carbon	440,000.00	(330,000.00)	110,000.00	.00	8,754.50	97,587.50	3,658.00	97	97	.00
0419.014	Ferric Chloride	385,000.00	.00	385,000.00	31,472.30	37,544.70	352,240.71	(4,785.41)	101	101	297,761.73
0419.016	Primary Polymer	110,000.00	.00	110,000.00	18,348.00	29,956.00	55,044.00	25,000.00	77	77	160,752.00
0419.017	Sludge Polymer	110,000.00	.00	110,000.00	24,960.00	25,000.00	54,080.00	30,920.00	72	72	.00
0419.018	Pebble Lime	210,000.00	.00	210,000.00	12,129.14	40,541.87	143,981.28	25,476.85	88	88	104,119.66
0419.024	Hypochlorite Solution	1,550,000.00	530,000.00	2,080,000.00	516,342.39	.00	2,484,979.26	(404,979.26)	119	119	1,530,098.39
0419.028	Hydrogen Peroxide	200,000.00	(200,000.00)	.00	.00	.00	.00	.00	+++	+++	68,552.99
0419.599	Undesignated Supplies	53,500.00	(1,950.00)	51,550.00	4,139.59	7,077.13	41,244.17	3,228.70	94	94	41,622.11
0421.001	Phone Extension Chgs	19,300.00	.00	19,300.00	3,647.25	.00	39,454.87	(20,154.87)	204	204	35,099.17
0421.002	Wireless Services	6,000.00	.00	6,000.00	810.74	.00	8,058.46	(2,058.46)	134	134	7,676.98
0422.000	Light & Power	607,500.00	.00	607,500.00	54,754.72	.00	533,319.87	74,180.13	88	88	465,165.19
0423.000	Water/Sewer	296,000.00	.00	296,000.00	.00	.00	447,123.35	(151,123.35)	151	151	324,349.65
0424.000	Gas	20,000.00	.00	20,000.00	728.79	.00	19,236.49	763.51	96	96	18,589.51
0432.000	Property Insurance	155,000.00	.00	155,000.00	.00	.00	.00	155,000.00	0	0	.00
0433.000	Liability Insurance	85,000.00	.00	85,000.00	.00	.00	108,641.80	(23,641.80)	128	128	59,954.59
0440.003	Motor Vehicle Equipment	84,000.00	.00	84,000.00	6,302.80	.00	68,436.86	15,563.14	81	81	47,262.37
0440.599	Undesignated Leases	525.00	.00	525.00	72.98	.00	761.64	(236.64)	145	145	306.96
0441.000	Rental Of Real Property	70.00	.00	70.00	.00	.00	41.00	29.00	59	59	41.00
0442.000	Rental Of Equipment	16,750.00	.00	16,750.00	3,662.88	.00	15,935.70	814.30	95	95	13,669.71
0442.003	Motor Vehicle Equip Rentl	.00	.00	.00	446.50	.00	4,433.87	(4,433.87)	+++	+++	11,018.83
0442.599	Undesignated Rentals	6,500.00	.00	6,500.00	.00	.00	1,714.78	4,785.22	26	26	692.88
0443.000	Repair Of Real Property	48,155.00	.00	48,155.00	350.00	7,434.32	10,305.09	30,415.59	37	37	29,572.61
0444.000	Repair Of Equipment	153,000.00	.00	153,000.00	43,138.87	7,988.26	117,691.73	27,320.01	82	82	138,253.98
0446.000	Computer Services	.00	.00	.00	349.98	.00	3,849.74	(3,849.74)	+++	+++	3,499.75
0449.000	Billing & Collection	.00	.00	.00	3,370.42	.00	39,272.16	(39,272.16)	+++	+++	37,074.62
0449.002	Sludge Disposal	1,550,000.00	.00	1,550,000.00	83,353.66	250,095.46	1,296,791.23	3,113.31	100	100	1,209,441.18

Budget Performance Report

Fiscal Year to Date 11/30/20
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund GA - Water Board - Sewer										
EXPENSE										
<i>Contractual Expenses</i>										
0449.003	Waste Disposal	.00	.00	.00	.00	.00	.00	.00	+++	4,400.50
0449.004	Special Security	5,000.00	.00	5,000.00	.00	50.00	475.00	4,475.00	10	10,510.61
0449.008	Hazardous Waste Displ.	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	774.01
0449.500	Safety-Contractual	5,500.00	.00	5,500.00	936.00	.00	1,927.50	3,572.50	35	1,862.50
0449.599	Undesignated Services	175,500.00	16,782.00	192,282.00	32,186.53	31,020.93	101,976.14	59,284.93	69	140,993.66
0451.000	Consultants	100,000.00	.00	100,000.00	6,430.13	7,200.00	74,471.02	18,328.98	82	281,910.34
0453.000	Engineers & Architects	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	6,665.00
0454.000	Attorney Services	90,000.00	.00	90,000.00	.00	.00	37,591.70	52,408.30	42	58,431.69
0461.000	Postage	15,000.00	.00	15,000.00	310.60	.00	17,989.39	(2,989.39)	120	17,956.20
0463.000	Travel & Training Expense	18,500.00	.00	18,500.00	.00	.00	2,141.50	16,358.50	12	6,166.36
0463.500	Safety Training	3,000.00	.00	3,000.00	.00	.00	700.00	2,300.00	23	1,007.50
0465.000	Laundry & Cleaning	2,500.00	2,050.00	4,550.00	124.70	165.76	6,531.12	(2,146.88)	147	4,942.48
0466.000	Books, Mags. & Memberships	400.00	.00	400.00	.00	.00	1,800.00	(1,400.00)	450	2,213.50
0467.000	Advertising	399.00	.00	399.00	9.82	.00	189.22	209.78	47	382.69
0471.000	Recruitment Expenditures	1,200.00	.00	1,200.00	.00	.00	278.80	921.20	23	1,147.00
<i>Contractual Expenses Totals</i>		\$7,067,604.00	\$0.00	\$7,067,604.00	\$940,207.80	\$495,234.40	\$6,636,421.46	(\$64,051.86)	101%	\$5,584,497.02
<i>Employee Benefits</i>										
0801.000	NYS E.R.S. Retirement	452,000.00	.00	452,000.00	.00	.00	94,959.33	357,040.67	21	92,809.67
0820.000	Worker's Compensation	250,000.00	.00	250,000.00	.00	.00	7,740.81	242,259.19	3	8,859.74
0830.000	Life Insurance	8,825.00	.00	8,825.00	.00	.00	8,650.87	174.13	98	8,979.33
0840.000	Unemployment Ins. NYS	.00	.00	.00	.00	.00	24,139.85	(24,139.85)	+++	10,367.42
0860.000	Medical Insurance	2,414,870.00	.00	2,414,870.00	.00	.00	1,732,810.66	682,059.34	72	2,117,058.02
0861.000	Dental Insurance	81,275.00	.00	81,275.00	.00	.00	.00	81,275.00	0	.00
0863.000	Vision Care Insurance	5,940.00	.00	5,940.00	.00	.00	4,387.84	1,552.16	74	5,384.19
0865.000	Chiropractic Insurance	68.00	.00	68.00	.00	.00	840.00	(772.00)	1235	640.00
<i>Employee Benefits Totals</i>		\$3,212,978.00	\$0.00	\$3,212,978.00	\$0.00	\$0.00	\$1,873,529.36	\$1,339,448.64	58%	\$2,244,098.37
<i>Employee Benefit - FICA</i>										
0810.000	Social Security	261,541.00	.00	261,541.00	10,567.27	.00	240,370.31	21,170.69	92	243,834.59
<i>Employee Benefit - FICA Totals</i>		\$261,541.00	\$0.00	\$261,541.00	\$10,567.27	\$0.00	\$240,370.31	\$21,170.69	92%	\$243,834.59
<i>Interfund Transfers</i>										
0900.FA	Transfer To Water Divisn.	786,963.00	.00	786,963.00	.00	.00	.00	786,963.00	0	.00
0900.FGA	Transfer To Authority Bd	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
0900.FGB	Transfer To Water Board	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	40,708.16
0900.O&M	Transfer to Capital - Coverage	1,420,982.00	.00	1,420,982.00	.00	.00	2,020,981.80	(599,999.80)	142	1,248,300.00
0900.VFG	Transfer To Debt Service	4,418,229.00	.00	4,418,229.00	.00	.00	.00	4,418,229.00	0	4,090,164.00
<i>Interfund Transfers Totals</i>		\$6,716,174.00	\$0.00	\$6,716,174.00	\$0.00	\$0.00	\$2,020,981.80	\$4,695,192.20	30%	\$5,379,172.16
EXPENSE TOTALS		\$20,569,041.00	\$0.00	\$20,569,041.00	\$1,100,551.90	\$495,734.40	\$14,011,701.20	\$6,061,605.40	71%	\$16,753,584.70

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Budget Performance Report

Fiscal Year to Date 11/30/20
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund GA - Water Board - Sewer Totals										
	REVENUE TOTALS	20,193,358.00	.00	20,193,358.00	1,835,292.91	.00	15,304,978.87	4,888,379.13	76%	13,473,562.99
	EXPENSE TOTALS	20,569,041.00	.00	20,569,041.00	1,100,551.90	495,734.40	14,011,701.20	6,061,605.40	71%	16,753,584.70
	Grand Totals	(\$375,683.00)	\$0.00	(\$375,683.00)	\$734,741.01	(\$495,734.40)	\$1,293,277.67	(\$1,173,226.27)		(\$3,280,021.71)
Fund GA - Water Board - Sewer Totals										
	REVENUE TOTALS	33,208,838.00	.00	33,208,838.00	2,441,499.33	.00	23,388,796.13	9,820,041.87	70%	21,746,291.37
	EXPENSE TOTALS	33,430,220.00	.00	33,430,220.00	1,381,901.42	570,340.06	22,455,449.03	10,404,430.91	69%	27,749,881.24
	Grand Totals	(\$221,382.00)	\$0.00	(\$221,382.00)	\$1,059,597.91	(\$570,340.06)	\$933,347.10	(\$584,389.04)		(\$6,003,589.87)



**NIAGARA FALLS WATER BOARD
APPROPRIATION TRANSFER**

TC	DATE	DOCUMENT	FY	FUND
15	9.11.19	2019-014		

FROM: ROBERT DUNN

TO: Director of Financial Services

I hereby request the following budget transfer:

DESCRIPTION	AMOUNT TO BE TRANSFERRED	FUND FA/GA	DEPT	SUB DEPT	MAJOR ACCOUNT	MINOR ACCOUNT	FT
HYDROGEN PEROXIDE	300,000.00	GA	8130	0100	0419	028	F
SLUDGE DISPOSAL	+300,000.00	GA	8130	0100	0449	002	T
CARBON	-20,000.00	GA	8130	0100	0419	012	F
UNDESIGNATED SERVICES	+20,000.00	GA	8130	0100	0449	599	T
TOTALS							

Reason for transfer SURPLUS IN ACCTS. BEING USED TO HELP BETTER BALANCE "OVERALL" BUDGET. MAKING \$ EASILY IDENTIFIABLE	NOTE: F/T: F=From (Debit), T=To (Credit) Do not duplicate account numbers
	Prepared by:
	Approving Director:
	Director of Financial Services:

TD BALANCE "OVERALL" BUDGET - Properly fund accounts

FY 2020 NFWB PAYROLL-BASED OVERTIME LOG
(All Departments)

PAYROLL#	PAYROLL RANGE	PAY DATE	TOTAL OT HOURS WORKED	GROSS OT	MONTHLY OT TOTAL	*BUDGETED OT AMOUNT	DIFF	UTILIZATION
2020-01	12/15/19 - 12/28/19	1/3/2020	119.5	\$4,002.07				
2020-02	12/29/19 - 01/11/20	1/17/2020	317.5	\$10,668.56				
2020-03	01/12/20 - 01/25/20	1/31/2020	460	\$15,747.57				
					\$30,418.20	\$35,580.00	\$5,161.80	14.50%
2020-04	01/26/20 - 02/08/20	2/14/2020	200.75	\$6,882.83				
2020-05	02/09/20 - 02/22/20	2/28/2020	254.25	\$8,570.94				
					\$15,453.77	\$35,580.00	\$20,126.23	56.56%
2020-06	02/23/20 - 03/07/20	3/13/2020	350.5	\$ 11,850.89				
2020-07	03/08/20 - 03/21/20	3/27/2020	265.5	\$ 9,824.42				
					\$21,675.31	\$35,580.00	\$13,904.69	39.08%
2020-08	03/22/20 - 04/04/20	4/10/2020	1,169.75	\$ 38,638.86				
2020-09	04/05/20 - 04/18/20	4/24/2020	716.25	\$ 24,048.10				
					\$62,686.96	\$35,580.00	-\$27,106.96	76.20%
2010-10	04/19/20 - 05/02/20	5/8/2020	473.25	\$ 15,777.89				
2020-11	05/03/20 - 05/16/20	5/22/2020	102	\$ 3,580.89				
					\$ 19,358.78	\$35,580.00	\$16,221.22	45.50%
2020-12	05/17/20 - 05/30/20	6/5/2020	145.5	\$ 5,121.72				
2020-13	05/31/20 - 06/13/20	6/19/2020	190.75	\$ 6,593.00				
					\$ 11,714.72	\$35,580.00	\$ 23,865.28	67.00%
2020-14	06/14/20 - 06/27/20	7/3/2020	233	\$ 7,885.72				
2020-15	06/28/20 - 07/11/20	7/17/2020	248.25	\$ 8,511.48				
2020-16	07/12/20 - 07/25/20	7/31/2020	236.75	\$ 8,949.53				
					\$ 25,346.73	\$35,580.00	\$ 12,233.27	34.30%
2020-17	07/26/20-08/08/20	8/14/2020	302.75	10,649.25				
2020-18	08/09/20 - 08/22/20	8/28/2020	176.5	\$ 6,436.28				
					\$ 17,085.53	\$35,580.00	\$ 18,494.47	51.90%
2020-19	08/23/20 - 09/05/20	9/11/2020	251.25	\$ 8,707.11				
2020-20	09/06/20 - 09/19/20	9/25/2020	211	\$ 7,544.19				
					\$ 16,251.30	\$35,580.00	\$ 19,328.70	54.30%
2020-21	09/20/20 - 10/03/20	10/9/2020	219.5	\$7,896.08				
2020-22	10/04/20 - 10/17/20	10/23/2020	92.5	\$3,498.88				
					\$ 11,394.96	\$35,580.00	\$ 24,185.04	32
2020-23	10/18/20 - 10/31/20	11/6/2020	142.75	\$5,107.99				
2020-24	11/1/20 - 11/14/20	11/20/2020	188.5	\$7,081.52				
					\$ 12,189.51	\$35,580.00	\$ 23,390.49	34.2
2020-25								
2020-26								

2021 NFWB Budget Preparation and Financial Report Calendar

	Due Date:
Preliminary Budget	
<ul style="list-style-type: none"> • Budget worksheets distributed to division heads. 	3 rd week July 2021
<ul style="list-style-type: none"> • Budget worksheets due. 	<hr/> 2 nd week Aug 2021
<ul style="list-style-type: none"> • Budget meetings with division heads complete. 	<hr/> By end of Aug 2021
<ul style="list-style-type: none"> • Preliminary budget created and provided to rate consultant. 	<hr/> 2 nd week of Sep 2021
<ul style="list-style-type: none"> • Preliminary budget and rate consultant analysis provided to Executive Director, Board Chairperson, and Finance and Audit Committee Chairperson. 	<hr/> 2 nd week of Sep 2021
<ul style="list-style-type: none"> • Final revisions to preliminary budget made and preliminary budget and proposed changes in rates/fees distributed to Board. 	<hr/> 2 nd week of Sep 2021
<ul style="list-style-type: none"> • Review of preliminary budget. Any adjustments to preliminary budget following work session to be summarized in memorandum to Board submitted along with draft budget as part of September 2021 Board meeting agenda packet. 	<hr/> September 2021 Work Session
Draft Budget	
<ul style="list-style-type: none"> • Review of draft budget. Schedule public hearing for draft budget. Director of Financial Services to distribute final draft budget to Board and Secretary with memorandum summarizing any changes within 36 hours after the September 2021 Board meeting. This draft shall be made available for public inspection online, at Water Board’s administrative offices, and at City libraries. 	<hr/> September 2021 Business Meeting
<ul style="list-style-type: none"> • Public hearing on draft budget. Any further amendments to be by resolution. 	<hr/> October 2021 Work Session
<ul style="list-style-type: none"> • Resolutions for amendments, if any. Anticipated adoption of 2022 budget, rates, and fees. 	<hr/> October 2021 Business Meeting
Adopted Budget	
<ul style="list-style-type: none"> • Posted to Website 	<hr/> Within three days after adoption.
<ul style="list-style-type: none"> • Regulatory filing for rates to be effective January 1, 2022. 	<hr/> December 31, 2021

Annual Audit – Deadline for Distribution to Board of Directors

One Week Prior to
March 2021 Work
Session

PARIS Reports – Drafts or Information to be Included in Reports Submitted for Board Approval

- Audit Report (Filing Deadline April 1)
- Procurement Report (Filing Deadline April 1)
- Investment Report (Filing Deadline April 1)
- Budget Report (Filing Deadline November 1)
- Annual Report (Filing Deadline November 1)

March 2021 Business
Meeting

March 2021 Business
Meeting

March 2021 Business
Meeting

October 2021 Work
Session

October 2021 Work
Session



Monthly O&M Report For the Month of November 2020

1. Treatment & Plant Maintenance

1.1. Water – Robert Rowe, updated 12/01/2020

OPERATIONS AND MAINTENANCE

Total water production for the month of November was 651 million gallons. The average daily water production was 21.7 million gallons. The plant data summary table is included below for your reference.

2020 TOTALS AND AVERAGES

	F/W	PRE CL2	PACL	H2SiF6	PO4	POST CL2	F/W 1000 GAL/ DAY
	PUMPAGE	LBS	LBS	LBS	LBS	LBS	
JAN	691945	7205	131000	16189	1891	4034	22321
FEB	666612	6664	122800	15907	1846	4169	22987
MAR	731884	7609	131400	17442	2053	4478	23609
APR	725504	8039	135500	17675	2121	4428	24183
MAY	738265	8462	130200	18122	2099	4565	23815
JUN	657717	8481	129100	16749	1755	4280	21924
JUL	689194	9709	158000	17736	1912	4492	22232
AUG	689025	10707	156100	18731	1949	3798	22227
SEP	656138	9352	139100	16674	1883	3643	21871
OCT	673130	8665	140100	17134	1910	3389	21714
NOV	651,028	8449	140100	16533	1802	3160	21701
DEC							
TOTAL	7570442	93342	1513400	188892	21221	44436	248584



2020 ANALYTICAL RESULTS

	RAW TURB NTU	RAW pH	PRE Cl2 RES.mg/l	POST Cl2 RES.mg/l	EFF TURB NTU	EFF pH	F. RES mg/l
JAN	13.8	8.1	0.58	1.21	0.022	7.6	0.68
FEB	8.5	8.1	0.55	1.21	0.015	7.6	0.69
MAR	10.5	8.1	0.55	1.22	0.022	7.6	0.69
APR	6.7	8.1	0.55	1.22	0.019	7.7	0.68
MAY	2.4	8.1	0.56	1.23	0.023	7.7	0.67
JUN	1.3	8.0	0.54	1.23	0.019	7.6	0.68
JUL	4.2	8.1	0.51	1.24	0.017	7.6	0.66
AUG	1.5	8.1	0.64	1.24	0.023	7.6	0.68
SEP	0.9	8.1	0.63	1.23	0.026	7.6	0.67
OCT	1.8	8.1	0.66	1.22	0.020	7.7	0.67
NOV	8.3	8.0	0.68	1.22	0.025	7.6	0.67
DEC							
AVG	5.4	8.1	0.59	1.22	0.021	7.6	0.68

Operations and Maintenance Highlights

The need for a booster pump system to aid and back-up our Chlorine dosing into the raw water has been discussed and has become more evident. We have started the process of sourcing equipment and drawing up plans.

We are replacing the outdated Chlorine Detection System in our chlorine area due to lack of support and parts. The unit is currently working but becoming problematic. New units have been ordered and will be installed once on site. New Unit has been received and we are working on scheduling the install.



1.2. Wastewater – Bob Dunn, Chief Operator- updated 12/1/2020

Non-Compliance Violations: NONE

Sampling notes: Currently unavailable

OPERATIONAL and MAINTENANCE- Highlights

Project #6 (Disinfection) continues to be problematic. Minor setbacks and lack of clear communication before electrical maintenance has hampered progress. Dr. Goeddertz was quarantined due to possible Covid-19 exposure and Mr. Tudini has offered his services to help guide the project along.

Both sides of the wet wells at the facility have been cleaned by Nation Vacuum. The scum building is being handled in house by the Outside Water and Sewer Personnel at considerable savings. Winterization of outside equipment has begun with special attention being paid to the Sediment Basins and their specific machinery. Maintenance conducted thorough PM's of the chain & flights and repairs were enacted on screws and mountings as quickly as parts could be obtained.

Operations and Maintenance Personnel were given Chemical Handling Training by Ms. Senia, who has since left the WWTP for a new position. We wish her well in her future adventures. We have been advised that there may be changes in scheduling due to increased Covid-19 cases in the state, but so far are continuing our normal routines.

Mr. Argona has started replacing the filters in the plant with new more efficient ones. He has also purchased air filtration units to hopefully assist in the reduction of airborne particles. The conference room has temporarily been moved to the WWTP Lobby to minimize exposure and allow for distance due to the pandemic.

The plant is in good shape, with repairs completed as soon as the need is identified. Operations personnel were reminded to be physically checking equipment while on shift. Better communication between all parties has been stressed to facilitate less hiccups when power is required to be interrupted.



WASTEWATER TREATMENT PLANT OPERATING DATA														
2020	FLOWS			Chlorine	Rainfall	SLUDGE		Polymer		FeCl3	LIME	H2O2	NaOCl	Grit
	INF/EFF	CBE	GPS	Residual		NET	LANDFILL	BFP	PRIM					
MONTH	MGD	MGD	MGD	PPM	inches	(Tons)		(Lbs)		(gals.)	(Tons)	(gals.)	(gals.)	(Tons)
January	988.96	1280.77	418.58	2.2	0.0	2421.0	643.0	3664.0	4398.0	27380	121.8	0	367350	88.5
February	819.89	1187.62	387.49	2.2	2.2	2407.0	645.0	3502.0	4453.0	25990	110.3	0	382270	63.6
March	940.59	1369.46	439.96	2.2	2.3	2241.0	603.0	3007.0	4577.0	28140	83.2	0	576380	28.3
April	865.22	1294.50	404.40	2.1	2.6	1869.0	520.0	2985.0	4566.0	28647	90.6	0	415530	23.5
May	802.53	1193.30	393.25	2.0	2.3	1520.0	408.0	2758.0	4382.0	26220	75.1	0	445580	15.5
June	660.30	1186.66	439.42	1.9	2.3	1967.0	524.0	3305.0	4115.0	24120	108.4	0	478980	74.6
July	639.88	1142.70	430.00	2.1	1.7	1673.0	457.0	3371.0	3725.0	21800	88.1	0	588800	26.4
August	596.63	1077.83	369.06	2.2	1.5	1753.0	473.0	3920.0	3846.0	23000	113.2	0	692042	6.2
September	569.50	983.64	343.94	2.2	0.0	1426.7	430.6	2768.0	3806.4	21020	122.4	0	508210	16.1
October	631.44	983.46	338.29	2.1	0.0	1712.0	514.0	3314.0	4102.0	23980	107.9	0	671750	5.7
November	0.00	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0	0.0	0	0	0.0
December	0.00	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0	0.0	0	0	0.0
Totals	7514.94	11699.94	3964.39	1.8	14.8	18989.7	5217.6	32594.0	41970.4	250297	#####	0	5126892	348.4

Explanation of data abbreviations:

INF: Influent

EFF: Effluent

CBE Carbon Bed Effluent

GPS: Gorge Pump Station

MGD: Millions of Gallons per Day

PPM: Parts Per Million

BFP: Belt Filter Press

PRIM: Primary

FeCl3: Ferric Chloride

H2O2: Peroxide

NaOCl: Sodium Hypochlorite



2. Pipes:

2.1. Sewer Collection – Michael Eagler, updated 12/1/2020

Sewer Collections System										
2020	Service Calls	Flushing (Feet)	UFPO Responses	Receivers Cleaned	Bypass Pumping (Hours)	Catch Basins	Man Holes	Main	Connections	Lateral
January	92	22860	165	128	112.30	2	1	0	0	0
February	39	11760	185	103	0.00	0	3	0	0	0
March	72	644	181	38	17.99	6	3	0	0	1
April	60	433	199	0	9.73	0	0	0	1	0
May	81	13810	373	326	0.00	1	4	0	0	0
June	100	21195	370	270	5.01	8	5	2	2	2
July	99	23513	423	177	0.00	3	2	5	5	5
August	104	47458	981	205	3.60	3	8	1	7	2
September	139	51416	881	238	6.50	4	1	8	4	0
October	96	54573	852	188	0.00	6	6	1	0	0
November	84	36828	570	152	3.00	8	3	1	2	2
December										
Totals	966	284490	5180	1825	158.13	41	36	18	21	12



2.2 Water Distribution – Michael Eagler, updated 12/1/2020

Water Distribution												
2020	Main Breaks	Service Leaks	Curb Box Reset	Valve Repaired	Valve Replaced	Hydrant Replaced	Hydrant Repaired	Hydrant Flow	Hydrant Flush-Winterized	Hydrant Leaks	Hydrants out of Service	Misc. Service Calls
January	4	10	2	0	0	10	4	0	258	0	1	92
February	2	8	3	0	1	16	0	0	264	0	0	39
March	2	11	3	2	1	12	4	0	230	0	0	72
April	2	3	9	0	0	8	1	0	0	0	0	60
May	4	10	7	0	0	13	1	0	64	0	0	81
June	5	12	46	3	1	5	0	58	260	0	0	100
July	10	10	9	5	4	7	1	136	158	0	0	99
August	4	16	3	1	0	5	1	102	148	0	0	104
September	9	9	5	0	2	4	1	159	175	0	0	139
October	2	6	6	0	0	12	3	118	218	0	0	96
November	4	4	5	0	0	2	3	20	202	0	0	84
December												
Totals	48	99	98	11	9	94	19	593	1977	0	1	966



3. Analytical Services

3.1 Water Laboratory –Larry Sklarski, updated 11/05/2020

1. New York State Sanitary Code Part V Monitoring/Reporting

- October samples have been collected & analyzed in-house for TOC, DOC & UV₂₅₄ on both finished and source water, all samples were in compliance.
- Monthly collection and reporting for the Distribution System was conducted (60 Samples for Free Chlorine, Turbidity, Phosphate, Fluoride, Standard Plate Count & Mf Coliform). All samples were within reporting limits.
- We have been in contact with the LPHD during the shutdown due to the Coronavirus. Alternate sampling sites were approved for routine monitoring. Only one site remains closed as of this date.
- NYSDOH has decided to add three new compounds to their list of Organic Chemicals, 1,4-Dioxane, Perfluorooctanesulfonic acid (PFOS) and Perfluorooctanoic acid (PFOA). These compounds will need to be monitored once per quarter for one year and if not detected will go on to a 18 month sampling rotation with the other organics. The first round of sampling tested all non-detected.

2. In-house/DEC/LPHD Monitoring

- All in-house monitoring for bacteriology and water chemistry have been within normal limits.
- The monthly SPDES sample collected from the freeze thaw bed was within normal limits.
- Samples analyzed for 2020: 14,156.
- No water main breaks were sampled in October. One community complaint was sampled due to high turbidity, three complaints were able to be resolved without sampling.
- Third Qtr. UCMR4 samples were collected in August but have not been posted on CDX for approval. The final round of sampling for this program will occur in November.
- Third Qtr. reporting to the LPHD was completed and included THM's, HAA's, TOC Removal, yearly POC results and UCMR4 results. No excursions were observed in any of the tests.

3. Laboratory Concerns

- The Laboratory analyzed a total of 57 samples for Niagara & Erie County Water Plants and the Aquarium, of which 21 samples were analyzed by the microbiology lab.
- 2020 Revenue created is ~\$37,257.50, the unknown is due to overlapping billing in months.
- Lead and Copper samples from Niagara and Orleans County have been reported. The Starpoint School District has delivered 361 samples for Lead analysis of which ~50% have been analyzed to date.
- Sampling has been completed for Distribution Lead & Copper Monitoring throughout the city. Results indicate we are within the 90th percentile limit, the report still needs to be compiled and filed.



-Proficiency testing has restarted by NYS Environmental Laboratory Approval Program. Bacteriology samples were tested and submitted; all thirteen samples passed. Potable Water Wet Chemistry samples were analyzed and submitted, results will be received in November.

3.2 Wastewater Laboratory - Brian Eldridge 11/30/2020

1. The data for November's State Pollutant Discharge Elimination System (SPDES) report is currently being compiled with no anticipated violations.



4. Customers & Compliance

4.1. Meter Shop – Bob Reid Updated 12/2/20

MONTH:	WORK ORDERS	STOPPED METERS	Registers Replaced	SCRAPPED METERS	INDUSTRIAL METERS READ	RESIDENTIAL METERS READ
JANUARY	105	0	4	0	0	7185
FEBRUARY	86	0	7	0	0	5261
MARCH	76	0	6	0	565	5484
APRIL	68	0	3	0	0	7191
MAY	76	0	8	0	0	5256
JUNE	91	2	5	0	565	5480
JULY	98	4	8	0	0	7191
AUGUST	94	12	6	0	0	5255
SEPTEMBER	134	5	11	0	565	5486
OCTOBER	132	7	13	0	0	7192
NOVEMBER	107	2	14	0	0	5264
DECEMBER						
TOTAL	1067	32	85	0	1695	66245

METER READINGS:

DISTRICT 3	B.REID	M.MACRI	V.Virtuoso	J.PAUL	F.DERUBEIS	TOTAL
11/2/20	1362			1611		2973
11/3/20	961			526		1487
11/4/20	417			341		758
11/5/20					46	46
TOTAL	2740			2478	46	5264

Shop read 5264 residential meters for the month.



4.2. Industrial Monitoring / Enforcement – Joel Paradise updated 11/30/20

- a.) **Hauled Waste Program** – The Hauled waste moratorium imposed on August 16th, 2017 is still in effect.
- b.) **Investigations/Enforcement** – All inspections have been conducted and Notices of Violation have been issued as required.
- c.) **SIU Updates.**
 1. All SIU (Significant Industrial User) whose discharge permits nearing expiration in the next several months have been sent their renewal applications for our review and eventual reissuance of their NFWB wastewater discharge permit. This is an ongoing and continuing process.
The Cross Connection Inspectors work of conducting his inspections as a function of building sales, monitoring the annual tests results of all back flow prevention devices , along with updating our database and filing/archiving the hard copies has also been impacted by the Covid-19 situation but they are being conducted and nearly back on schedule.
 2. SIU discharge permits are being continually updated using the most recent data generated by Steve Stewart to verify / adjust discharge limits. The format is being updated simultaneously.
 3. Administrative Order on Consent June 26th, 202 issued to SIU #50- Cascades Containerboard Packaging as a result of a major pretreatment operational upset earlier this year has not been officially lifted. They are in compliance with their discharge permit for the most part, but they are working out some fairly minor operational kinks. Continuous discharge permit compliance notwithstanding, all other terms and conditions listed in the Administrative Order were met.
Update 11/3/2020: An offshoot of this situation was a meeting with Cascades officials to discuss their proposed request for an increase in their allocation for TSS and SOC. Their justification for the proposal is a steady increase in the rate of production that has occurred during the past several years. On 11/13/2020 the Cascades Containerboard Pkg. Niagara and Greenpac Mill, LLC discharge permits were modified increasing their TSS and SOC limits.
 4. The RFP for the Local Limits re-evaluation is, I assume, still nearing completion.
 5. Renewed discharge permits will be issued for Cecos International Inc.on 12/6/2020, DS Rose Inc. on 12/8/2020 and Sherwood Forest Properties, LTD on 12/18/2020. Discharge permit renewal applications for SIU #47, Saint Gobain Advanced Ceramics and ICU #80 Plastic2Oil were sent out, both are due to expire in early 2021.
 6. BHC and PCB sampling in the collection system was completed on Tuesday, November 10th, 2020.
 7. October's round of Mercury sampling in the collection system was initially postponed then rescheduled and conducted on October 13, 2020.



5. Support Services

5.1. Safety – Gina Senia, updated 11/5/20

Safety Performance (October 2020):

The NFWB reported **zero** OSHA/PESH recordable injuries and **zero** first aid incidents during the month of October. Our Injury Frequency Rate is 2.3 for Total Recordable Injuries and 0 for Lost Workday Cases:

MONTHLY SAFETY PERFORMANCE:	October	YEAR TO DATE SAFETY PERFORMANCE:	YEAR TO DATE INJURY FREQUENCY RATE:
OSHA/PESH Recordable LWDC	0	0	0
OSHA/PESH Recordable Injuries	0	2	2.3
Man Hours Worked (est.)	16,575	171,510	-
First Aid Cases	0	-	-

2020 GOALS	
OSHA/PESH LWDC	0
TOTAL OSHA/PESH Recordables	0
INJURY FREQUENCY RATE	0

Summary of Recordable and Recordable LWDC Injuries (October 2020): 0

Summary of First Aid Incidents (October 2020): 0

Summary of Other Incidents (October 2020): 0

Safety Activities and Updates (October 2020):

COVID Safety – our COVID Safety Plan was updated to reflect our current health screening protocol for employees and contractors/visitors. We also provided guidelines and instructions on how to proceed during various exposure scenarios and included the updated CDC definition of “exposure.” We continue to maintain our stock of PPE, sanitizers and cleaning agents, and continue to monitor developments from the CDC, State and local NCDOH.



Workplace Violence Prevention – Approximately 75% of NFWB employees received WPV Prevention training in October; due to COVID restrictions much of the training is being conducted in small groups and the remaining employees are expected to complete the training by the end of November. All employees were provided the employee survey results. Additionally, a representative from Northpointe Council (employee assistance provider) was available during some of the training classes and provided information regarding their services to employees and their families.

A total of 13 NFWB Operations employees attended Bulk Chemical Offloading Safety training in October that included function-specific DOT training. The training included proper chemical identification, proper shipping name (for bill of lading), placarding, PPE and spill prevention. Employees reviewed the checklist for safe offloading including ensuring delivery to the proper tank, available tank capacity, proper hose hookup, and general communication with the driver. We also reviewed the chemical incompatibilities chart. Additional training for the remaining Operations employees will occur in November.

Shoring Equipment Demonstration – a hands-on demonstration using our new shoring equipment occurred during a “hydrant dig” on October 14. The C&D team had favorable comments regarding the equipment and potentially may order additional shores.

It has been my extreme pleasure serving as the NFWB Safety Specialist during the past 4.5 years. I wish all good health and continued success!

6. Technical Services – Doug Williamson, updated 11/30/20

1. **Hazard Mitigation Grant Program HMGP Project No.4204-0003:**
In November, GHD continued investigating WWTP flood control projects of a smaller magnitude that may have a better benefit to cost ratio than the current scope of work and may still be fundable through the FEMA grant. A conference call was held on November 6th.
2. **Schoellkopf Tunnel Surcharge:**
Ongoing measurements and review of data at shaft #1 and #2 reveal no unusual behavior.
3. **LaSalle SSO Abatement Program and Consent Order (R9-20080528-32):**
The final **Sanitary Sewer System Management Plan Year 12 Progress Evaluation** engineering report was submitted to the NYSDEC on September 11th and continues to be reviewed. The draft LaSalle Sanitary Sewer System Improvements Engineering Report was received on November 11th. In November, we continued discussions regarding potential revisions to the LaSalle consent order, potential 2020 WQIP and EPG grant applications and the projects in the engineering report to be submitted.
4. **NYSDEC Consent Order (R9-20170906-129) WWTP Phase I and II Projects:**
In November, we continued to support CPL and the design consultants on the WWTP Phase I and II projects. **Project 1** Sedimentation Basins and Scum Collection System Modification pre-construction meeting was held on November 24th. **Project 2** GPS Rehabilitation and **Project 6** Effluent Disinfection work are ongoing. **Project 5** Electrical



Phase II 50% design drawings were received on November 23rd. **Project 7** Replacement of Critical Heating and Ventilation Equipment meeting was held on November 6th. **Project 9** Process Piping Improvements progress meeting was held on November 10th.

5. **NYSDEC WWTP SPDES Permit NY0026336 and Consent Order (R9-20170906-129)**

Items:

In November, we continued to address the WWTP SPDES Permit NY0026336 and Consent Order (R9-20170906-129) items. The WWTP chlorine dioxide study was approved by the NYSDEC on August 27th and AECOM's pilot operations and testing is planned to start in the summer of 2021.

6. **WWTP and Chemical Bulk Storage Tanks:**

We received a second Notice of Violation from the NYSDEC for the WWTP Chemical Bulk Storage (CBS) Program on November 5th. The corrective actions will be provided to the Region 9 office by December 7th. RFP 2020-04 Design Report for Improvements in WWTP Processing, Handling and Disposal of Sludge pre-proposal information session was held on November 24th.

7. **Town of Niagara Sewer Flow Monitoring**

The Fall of 2020 Town of Niagara sewer flow monitoring (4-week period) began on September 21st and was completed on October 19th, 2020. The 2021 Town of Niagara sanitary sewer services charges were drafted based on the average of the 2020 Spring and Fall flow data.

8. **Engineering Support**

In November, the engineering department continued to provide engineering and GIS support to NFWB departments, engineering consultants and developers as needed.

9. **Capital Improvement Projects:**

In November, the **5 Year Capital Improvement Plan** and projects continued to be evaluated, updated and reviewed as needed with NFWB staff.



2020 OXIDIZER BUDGET

BUDGET = \$2,050,000.00 for year

COST = \$2,000,925.01 to date

% USED = 97.61% to date

BUDGET = \$5,616.44 per day avg. **\$170,833.33** per month avg.

COST = \$7,302.65 per day avg. **\$222,325.00** per month avg.

25.0 Flow (MGD) **274** total days



WWTP DATA		OXIDIZER USEAGE				SLUDGE REMOVAL			
MONTH	FLOW (MG)	H2O2 (GAL)	NaOCI (GAL)	GAL PER MG FLOW	TOTAL COST	LANDFILL SLUDGE (TONS)	SOLIDS THROUGH PUT (%)	FERRIC CHLORIDE (TONS)	LIME (TONS)
Jan-2020	996.3	0	362,710	387	\$164,307.63	608.7	99.5	51.4	106.1
Feb-2020	790.4	0	351,310	447	\$159,143.43	613.6	99.1	45.1	105.3
Mar-2020	940.5	0	580,170	623	\$262,817.01	573.4	92.2	52.9	80.8
Apr-2020	862.6	0	408,380	477	\$184,402.71	508.0	106.9	51.7	90.2
May-2020	798.2	0	445,470	566	\$203,175.03	395.5	106.8	49.1	76.2
Jun-2020	638.4	0	470,810	748	\$213,276.93	503.2	113.2	43.9	102.6
Jul-2020	640.1	0	588,800	923	\$266,726.40	389.3	92.8	40.9	88.3
Aug-2020	604.9	0	693,873	1159	\$314,324.47	441.7	86.9	43.8	101.3
Sep-2020	567.8	0	513,800	921	\$232,751.40	432.9	131.9	39.0	76.8
Oct-2020									
Nov-2020									
Dec-2020									
TOTALS	6,839.1	0	4,415,323	695	\$2,000,925.01	4,466.4	101.5	417.6	827.6

Low value for year

High value for year

7. SECURITY REPORT-- Gina Senia 11/5/20

No security incidents were reported in October; the guards continue to screen contractors and visitors regarding COVID-19 and to restrict plant access.



8. INFORMATION TECHNOLOGY (I.T.) Joe Morock 11/13/2020

VMWARE – Sean F & Joe M. We are working on the VM migration, Version 5 to 7 we expect this to wrap up around December.

Network Final Phase – Sean F & Joe M - WTP/WWTP Switches & Routers (25 total) are being firmware updated and secured with local admin accounts, configured, and backed up. We expect this phase to be completed by the 3^{rd-4th} week of November.

We will then begin configuring the IP/Sub/GW and VLANs of every network device, when completed and tested we will schedule an afterhours deployment as this will bring down the existing network for as we swap out the old equipment, The same strategy will be followed for at WWTP.

Network – Wi-Fi – Sean F & Dino – Joe - When the wtp/wwtp network is complete, we will be adding Wi-Fi to both plants in the form of a secured production and secured Guest Wi-Fi network. Utilizing plant blueprints, we will install the AP's in the most optimal locations to maximize Wi-Fi coverage. We will begin this in late December.

New World – Joe M - Pre-Configured Cisco ASA VPN arrived, we then Integrated it onto our existing Firewall/Network, this device will create an encrypted tunnel between us and the NW Cloud Hosted environment. However, it does not seem to be working so we immediately notified New world technical to further troubleshoot this.

GPS – Carl/Bill - All units have been working as intended since installed, There have been a few minor We've experienced a few lost connection issue's that have occurred or devices causing electrical issues, replacement units have been ordered and installed.

Security Card system – Gina/Carl reached out to Fox Fence to Install/Reuse Access Control Equipment at Wastewater and Water Treatment Plants. Being a security project, this should be headed by Security we will assist in any way.

Security Camera's – We had our account rep Quit, DSS just recently replaced this individual, we are attempting to setup a meeting with him to discuss the current plans and to go over the layout and requirements necessary to complete the project.

NIAGARA FALLS WATER BOARD RESOLUTION # 2020-12-001

2021 WATER BOARD MEETING SCHEDULE

WHEREAS, the Niagara Falls Water Board has, by past practice, approved the schedule for the work sessions and the regular meetings by resolution prior to the next year of operation; and

WHEREAS, the Water Board must schedule an annual meeting pursuant to Article V, Section 1 of its By-Laws;

NOW THEREFORE BE IT

RESOLVED, that the calendar of work sessions, business meetings, and the annual meeting that is attached hereto is hereby adopted by the Niagara Falls Water Board for 2021.

Water Board Personnel Responsible for Implementation of this Resolution:

- Executive Director
General Counsel and Secretary

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

Not applicable.

On December 14, 2020, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Table with 5 columns: Name, Yes, No, Abstain, Absent. Rows include Board Member Forster, Board Member Kimble, Board Member Larkin, Board Member Leffler, and Chairperson Brown.

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board



TO: All Interested Parties
FROM: Niagara Falls Water Board
RE: **Niagara Falls Water Board Work Session and Business Meeting Dates for the Calendar Year 2021**

The Niagara Falls Water Board (“Water Board”) has scheduled the dates below for its 2021 work sessions and the regular business meetings. Unless notice is posted changing the meeting location (including for teleconference meetings when permitted), meetings are held at the Water Board offices located at 5815 Buffalo Avenue, Niagara Falls, New York, and begin at 5:00 p.m. The business meeting held March 22, 2021 shall be deemed the Annual Meeting pursuant to Article V, Section 1 of the Water Board’s by-laws. Any changes to this schedule or special meetings shall be announced to the public pursuant to the Open Meetings Law.

Work Sessions:

Business Meetings:

	January 11, 2021
	February 8, 2021
	March 22, 2021
	April 26, 2021
	May 24, 2021
	June 28, 2021
	July 26, 2021
	August - recess
September 20, 2021	September 27, 2021
October 18, 2021	October 25, 2021
November 15, 2021	November 22, 2021
December 6, 2021	December 13, 2021

NIAGARA FALLS WATER BOARD RESOLUTION # 2020-12-002

ANNUAL REVIEW OF PROCUREMENT POLICY
AND ADOPTION OF REVISED POLICY

WHEREAS, the Niagara Falls Water Board (“Water Board”) is required by Public Authorities Law § 2824(1)(e) to adopt written policies and procedures for the procurement of goods and services; and

WHEREAS, the Water Board annually reviews its procurement policy; and

WHEREAS, the Water Board has identified certain desirable revisions and improvements to the procurement policy;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board hereby adopts the procurement policy with a revision date of December 14, 2020, to be effective immediately.

Water Board Personnel Responsible for Implementation of this Resolution:

- Executive Director
- Director of Financial Services
- General Counsel and Secretary

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

Not applicable.

On December 14, 2020, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson Brown	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board



NIAGARA FALLS WATER BOARD PROCUREMENT POLICY AND PROCEDURES

The Niagara Falls Water Board (“NFWB”) is a public benefit corporation that was created pursuant to Public Authorities Law § 1231-b. The statute setting forth the NFWB’s functions states that its “powers and duties are in all respects for the benefit of the people of the city and the service area and the state for the improvement of their health, welfare and prosperity and that such purposes are public purposes and that the water board is and will be performing an essential governmental function.” Pub. Auth. L. § 1230-e (6). The NFWB’s powers permit it to “enter into contracts” and to “acquire . . . property.” *Id.* at § 1230-f. “All contracts for construction or purchase of supplies, materials or equipment shall be let by the water board, shall be made in conformity with the applicable provisions of section one hundred three of the general municipal law and section one hundred thirty-five of the state finance law.” *Id.* at § 1230-u. This procurement policy is designed to set forth in simple language how the NFWB will implement these provisions of law.

NFWB’s procurement policy is intended to assure the prudent and economic use of public monies in the best interests of the people in the NFWB’s service area and of the State of New York, and will facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances. It is also the intention of this policy to guard against favoritism, extravagance, fraud and corruption, and, wherever possible within existing laws, to promote and support local businesses and industry. The principal way that this procurement policy will help to accomplish these aims will be promoting the competitive securing of goods and services whenever feasible.

PROCEDURE FOR THE PROCUREMENT OF GOODS AND SERVICES

The NFWB hereby formally adopts the following written procedure (“procedure”) applicable to all purchases of goods and services after November 1, 2018. This procedure is meant actively to promote competitive procurements of all goods and services, with very limited exceptions, as set forth herein. The current revision, as noted on the last page of this document, replaces and supersedes all prior procurement policies. NFWB staff is hereby directed to comply with this procedure and to retain the necessary documentation as required herein to substantiate such compliance. This procedure and the NFWB’s guidelines for acquisition and disposal of property should be included in the NFWB employee handbook and posted at NFWB.org.

1. REQUIREMENTS APPLICABLE TO ALL PROCUREMENTS

- 1.1. For all procurements, it is the responsibility of those involved to comply with all state and local laws and always to perform their duties in an ethical manner which will not cast suspicion on the way in which the NFWB operates its procurement system. It is imperative that all NFWB employees involved in the process of procuring goods and services be especially cautious to avoid any appearance of indiscretion or impropriety when dealing with vendors and/or prospective vendors. In addition, NFWB Board Members, officers, and employees shall conduct themselves at all times in accordance with the NFWB Conflicts of Interest Policy and the NFWB Code of Ethics Policy as amended from time to time by the Board.
- 1.2. All purchasing contracts made by the NFWB shall be evidenced digitally in its Financial Management Software (“FMS”), or in writing, on a Requisition form which provides a description of the items purchased, the terms of the sale, and the NFWB internal budget account number, and shall be maintained as part of the records of the Board.
- 1.3. When all variables are equivalent, local vendors shall be given preference over non-local vendors.
- 1.4. Procurements shall not be parceled, split, divided, or purchased over a period of time in order to circumvent the dollar purchasing limitations specified herein or to circumvent the employee’s authorized spending limit.
- 1.5. Non-bid products and services should be reviewed periodically for competitive pricing and at any time that prices have increased.
- 1.6. To promote competition, in addition to advertising bids, NFWB staff is encouraged to take additional reasonable steps to encourage as many bidders as possible, and may notify known vendors of bids, post bids in trade message boards, notify Union halls, and post bids on construction exchange websites.
- 1.7. All invitations to bid and requests for proposals are to be advertised in the NYS Contract Reporter.
- 1.8. All invitations to bid and requests for proposals with an anticipated value in excess of \$25,000 for labor, services, supplies, equipment, materials, or any combination of the foregoing, or in excess of \$100,000 for acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, shall be evaluated for Minority and Women Business Enterprise (“MWBE”) and Service Disabled Veteran Owned Business (“SDVOB”) participation goals as required by the Water Board’s MWBE and SDVOB policies.
- 1.9. All procurements in excess of \$15,000 annually are subject to State Finance Law Sections 139-j and 139-k, effective January 1, 2006 (“Lobbying Law”). Under the Lobbying Law, all “contacts” (defined as oral, written or electronic communications with the NFWB intended to influence a procurement) during a procurement - from the

earliest notice of intent to solicit bids/proposals through final award and approval - must be made with one or more designated point(s) of contact only. Each invitation to bid and request for proposals must identify the point(s) of contact for Lobbying Law purposes. Additional requirements are found in the Water Board's Lobbying Law policy. Violations of the policy regarding permissible contacts must be reported to the appropriate NFWB officer (Executive Director or General Counsel) and investigated accordingly.

2. CONSTRUCTION AND PUBLIC WORKS CONTRACTS – GENERAL POLICY

All contracts or orders for work, material, or supplies performed or furnished in connection with construction or other public works involving the expenditure of more than \$35,000 shall be publicly bid.

The NFWB shall include such bid specifications as are deemed desirable in the judgment of the Executive Director, including requiring appropriate bid security. The NFWB shall not award any construction contract except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The NFWB may, however, reject any or all bids or waive any informality in a bid if it believes that the public interest will be promoted thereby. The NFWB may reject any bid if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

All construction contracts shall be let in accordance with General Municipal Law § 103 and the provisions of state law pertaining to prevailing wages, labor standards, and working hours. Where a cost for erection, construction, or alteration of buildings shall exceed \$500,000, the contract must comply with State Finance Law § 135, which is incorporated by reference herein and includes, among other things, requirements for separate bidding on plumbing, HVAC, and electrical work. Where appropriate, construction contracts should be advertised in not only a newspaper and the NYS Contract Reporter, but also posted to online construction exchanges to encourage multiple competitive bids.

Nothing in this policy shall be construed to limit or diminish the power of the NFWB to do any construction directly by the officers, employees, or agents of the NFWB.

3. PURCHASES OF GOODS, EQUIPMENT AND SERVICES (NOT INVOLVING CONSTRUCTION OR PUBLIC WORKS) – GENERAL POLICY

Except as otherwise expressly provided herein, NFWB purchase orders involving an expenditure on a reasonably anticipated annual basis of more than \$20,000 for goods, materials, supplies, equipment, or services (such as service contracts) not necessary for the completion of a public works contract shall be made pursuant to an open competitive

bidding process. For goods, materials, supplies, and equipment, purchase contracts shall be awarded to the lowest responsible bidder furnishing the security required by NFWB for the purchase after advertisement for sealed bids in the manner provided for by General Municipal Law § 103. In the case of services, the award must be based on the best value to NFWB, which if not equated to low price should be, wherever possible, based upon quantifiable criteria that result in the contract award to the offeror that optimizes quality, cost, and efficiency.

In any case where a responsible bidder's gross price is reducible by an allowance for the value of used machinery, equipment, apparatus, or tools to be traded in by NFWB, the gross price shall be reduced by the amount of such allowance, for the purposes of determining the low bid. In cases where two or more responsible bidders furnishing the required security submit identical bids as to price, NFWB's Board may award the contract to any of such bidders. NFWB reserves its discretion to reject all bids and re-advertise for new bids in the manner provided for in this procedure.

4. PROCEDURES FOR PURCHASE ORDERS, INCLUDING BLANKET PO'S

4.1. Purchases Less Than \$1,000

- 4.1.1. Where possible, prior to the purchase of an item or service, the NFWB employee shall contact at least two (2) suppliers of the item or items to be procured to obtain the best price for and quality of the item or items to be purchased.
- 4.1.2. Division Heads are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$1,000.
- 4.1.3. Various other subordinate employees, if designated in writing by a Director, are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$500.

4.2. Purchases Greater Than \$1,000 and Less than \$5,000

- 4.2.1. Quotes for purchases of \$1,000 up to and including \$5,000, whether verbal or written, shall be documented in the quotes section of the procurement process and/or as part of a manual purchase requisition.
- 4.2.2. Required Final Approval: Any Director, provided that budgeted funds for the purchase first have been identified.

4.3. Purchases Greater Than \$5,000 and Less than Competitive Bidding Thresholds

- 4.3.1. Quotes for purchases of \$5,000 up to and including the appropriate competitive bidding threshold of \$20,000 or \$35,000, whether verbal or written, shall be documented in the quotes section of the procurement process and/or as part of a manual purchase requisition form and as a separate written document, dated and signed by an authorized vendor representative. Wherever possible, a minimum of

three written quotes must be obtained. All written quotes and a memorandum for verbal quotes shall be scanned and attached to the requisition and maintained by the Board's FMS.

- 4.3.2. Required Final Approval: Executive Director or his designee as authorized in writing may approve up to and including \$10,000. **Purchases over \$10,000 require Board of Directors approval.**

4.4. **Purchase Contracts Greater Than \$20,000 and Public Works Greater than \$35,000**

- 4.4.1. Must be supported by summary of the competitive bids received or be subject to one of the exceptions listed in Section 5 below, with the Board resolution including an explanation for the exception.
- 4.4.2. Required Final approval: Board of Directors (Board approval is required for all purchases over \$10,000, see Sections 2 and 3 for competitive bidding thresholds).

5. EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

The NFWB may contract or purchase through non-competitive negotiations under the following circumstances.

5.1. **Emergencies**

- 5.1.1. Notwithstanding any of the other provisions in this procedure, in the case of public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting NFWB buildings, property, pipelines, or the life, health, safety or property of NFWB employees, customers or the general public require immediate action which cannot await a competitive process or competitive bidding, contracts for public work or the purchase of supplies, materials or equipment or services (including necessary replacement parts that could not reasonably be stockpiled) may be let by NFWB's Executive Director or his designee by immediate contract and the Executive Director may temporarily dispense with the competitive bidding or procurement requirements set forth herein. However, a good faith emergency must exist and while the emergency procurements do not require competitive bidding, it is nevertheless the policy and procedure of NFWB that such procurements must, wherever possible, be made at the lowest possible cost to NFWB.
- 5.1.2. Declarations of Emergency shall be documented in writing. The Executive Director will email to all members of the NFWB Board prior to or as soon as possible after making a procurement pursuant to this section a short statement to advise them of the emergency, the reason why the situation constitutes an emergency, a description of the emergency procurement, and the estimated cost of the emergency procurement. Emergency procurements shall be ratified by the NFWB Board at their next regularly scheduled meeting, or may be ratified at a special meeting called pursuant to NFWB by-laws.

5.2. New York State Contracts and Niagara County Contracts

- 5.2.1. The NFWB may, without soliciting competitive bids, purchase materials, equipment and supplies through New York State (“NYS”) and Niagara County contracts at the same prices and under the same terms and conditions as the State or County. However, no purchase may be made through a NYS or County contract after competitive bids have been received unless the purchase may be made upon the same conditions and specifications as the bid but at a lower price.
- 5.2.2. All purchases through a NYS or County contract must be made only from the vendor awarded the contract. No purchases may be made from other vendors without soliciting competitive bids.
- 5.2.3. When it is determined that a purchase is to be made through NYS or Niagara County contract, an approved requisition and/or purchase order referencing a valid NYS contract number must be prepared.
- 5.2.4. A list of commodities available through NYS contracts can be reviewed at the following website: <http://www.ogs.state.ny.us>

5.3. “Piggybacking” on Contracts of the United States or any State, Agency, or other Political Subdivision or District Thereof

- 5.3.1. The NFWB may, pursuant to General Municipal Law § 103(16), “piggyback” on contracts awarded by government entities that have been made available for use by other government entities, provided that those contracts were let in a manner that constitutes competitive bidding consistent with New York state law, including municipal cooperative purchasing. When “piggybacking,” the NFWB is not required independently to seek competitive bids, as this already has been done by the other government entity.
- 5.3.2. The contract to be “piggybacked” must have been let by a government entity, not a private party or not-for-profit corporation. Contracts let through Sourcewell, Omnia Partners Public Sector, NASPO ValuePoint, National Cooperative Purchasing Alliance (“NCPA”), and similar public cooperative contract purchasing agencies may be appropriate for piggybacking.
- 5.3.3. The contract explicitly must have been made available for use by other governmental entities; unilateral offers by vendors to extend contract pricing and terms and conditions offered to other government entities are not acceptable.
- 5.3.4. The contract must have been let to the lowest responsible bidder or on the basis of best value.
- 5.3.5. To “piggyback” on a contract generally will require NFWB staff to obtain and review a copy of the underlying contract/bid specification. This and any similar documentation should be scanned and maintained as part of the requisition/purchase order for the procurement.

5.4. Repair and Maintenance Provided by Original Manufacturer

Repair and maintenance services provided by the original equipment manufacturer, supplier or installer (or their authorized agent or representative) are exempt from the quoting aspect of this policy when their services are required due to a specific or proprietary type of equipment.

5.5. Sole Source

- 5.5.1. It is the policy of the NFWB to promote competition in the procurement process, whenever possible. Toward that end, the NFWB will not specify the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest, such as where local geographic (e.g. there is only a single source within a reasonable geographical area of the goods or services to be procured), security, public health or other conditions require the use of and only the type of equipment specified.
- 5.5.2. Where NFWB specifies a particular article or type of equipment which it regards as its general standard, it will provide that any other manufacturer of a similar equipment may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.
- 5.5.3. Only in those instances where NFWB is required to secure equipment or service from a sole source of reasons of local geographic, security, public health or other conditions, may a purchase of such items or service be made without a competitive procurement process. In such instance, where the procurement exceeds \$20,000 the Board shall by resolution declare the need to purchase the equipment or service from a sole source vendor prior to purchase.

5.6. Standardization

- 5.6.1. Standardization should be utilized only where there are strong reasons of efficiency or economy. It is NFWB's policy and procedure that it will not specify the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest.
- 5.6.2. Although NFWB may specify a particular article or type of equipment which it regards as its general standard, it should provide that any other manufacturer of a similar object may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.
- 5.6.3. In those instances where the public interest requires that NFWB standardize, such standardization may only occur upon the adoption of a Resolution by the members of the Board stating that, for reasons of efficiency or economy explained in the resolution, there is a need for standardization.
- 5.6.4. Even where NFWB standardizes on a particular article or type of equipment, competitive bids or quotes from all suppliers of that article or type in Western New York or, if necessary, outside the area should be actively solicited to

promote competition. In such case, the Executive Director, or designee, shall contract with the lowest responsible bidder, or the party providing the lowest quote, furnishing the required security after any public advertisement as may be required.

5.7. Surplus and Second-Hand Supplies

Surplus and second-hand supplies, material, or equipment may be purchased by NFWB without competitive bidding from the Federal Government, the State of New York or from any other political subdivision, district, or public benefit corporation.

5.8. Professional Services

- 5.8.1. Professional services are those services requiring special or technical skill, training, or expertise. These types of services are routinely provided by attorneys, accountants, engineers, and architects, etc. Bidding is not required when a service is so specialized that it would not be in the NFWB's best interest to do so. The decision not to rely on competitive bidding procedures is based on the nature of the service, qualifications, prior experience, or an existing relationship with the NFWB.
- 5.8.2. An effective way to award contracts for professional services is to solicit requests for proposals ("RFP"). This ensures that qualified firms are given the opportunity to submit proposals and can result in reduced costs as a result of competition. However, contracts are awarded based on the criteria listed above and not on price alone.
- 5.8.3. Except as provided below, a formal RFP or where more appropriate a request for qualifications ("RFQ") shall be required prior to the award of any agreement for professional services requiring the expenditure of Water Board funds over \$10,001.
- 5.8.4. Where Water Board approval of a professional services agreement is requested without a prior RFP or RFQ, the proposed resolution for the award shall state (1) the reasons why a formal RFP or RFQ was not issued; (2) which firms informally were solicited for proposals; and (3) why the procurement should not be postponed to permit compliance with Section 5.8.3.

5.9. Lease Arrangements

- 5.9.1. Leases of equipment shall also be awarded after a competitive process.
- 5.9.2. NFWB staff shall obtain, whenever possible, formal written quotations or proposals from three or more vendors for any lease involving in excess of \$5,000 annually. Such written quotations or proposals shall set forth the particulars as to the equipment to be provided and details as to cost, on an annual and total lease basis, which may be used for evaluation of the proposal. The lease shall also include details as to additional cost beyond the base lease amount necessary

properly to evaluate the equipment to be leased prior to award to the successful vendor.

5.9.3. For leases involving an annual total lease expense of less than \$5,000, NFWB staff shall secure at least three informal quotes, whenever possible, and perform the same evaluation before making a recommendation to the Executive Director relative to the selection of a lessor for the equipment to be leased.

5.9.4. Leases in excess of \$10,000 shall be approved by the NFWB Board.

6. PURCHASE CARDS/NFWB CREDIT CARDS

6.1. Are available to employees authorized by Board of Directors policy.

6.2. The Director of Financial Services shall maintain a list of all employees with purchase cards.

6.3. All employees shall be required to sign a Purchase Card Policy before being issued a purchase card.

6.4. Purchase card transactions shall require appropriate documentation, and shall be reflected by the FMS.

6.5. Purchase card transactions shall regularly be audited by the Director of Financial Services or their designee, formally or informally, and any discrepancies shall be reported to the NFWB Board if they cannot be reconciled after investigation.

7. PETTY CASH

7.1. Where cash can be used for small purchases or expenses less than \$50, the Petty Cash system may be utilized.

7.2. Written receipts and internal expense codes must accompany all reimbursements.

7.3. Petty Cash purchases are not intended to circumvent the purchasing system.

8. SUPPORT FOR MINORITY, WOMEN-OWNED, SERVICE-DISABLED VETERAN OWNED, AND SMALL BUSINESSES

NFWB supports contracts with minority, women, and service-disabled veteran owned businesses and small businesses when awarding contracts in purchasing goods, services and equipment, and by statute is subject to Articles 15-A and 17-B of the Executive Law with respect to MWBE and SDVOB requirements in procurement contracts. NFWB will not discriminate against any person who is qualified and available to perform the work by reason of race, color, creed, gender, or national origin. NFWB will encourage active participation

by MWBE, SDVOB, and small businesses in its procurement process, including reviewing and referencing any available lists of such vendors and actively and affirmatively soliciting their participation through email and/or telephone advisement of the coming procurement, and will fully support equal opportunity and fair treatment of all people in its contracting. NFWB staff involved in the procurement process should be familiar with NFWB's MWBE and SDVOB procedures and goals.

9. ANNUAL REVIEW

The Board shall annually review this Policy and Procedure. NFWB's Executive Director shall be responsible for assisting NFWB in conducting an annual review of this Procurement Policy and for an evaluation of the internal control structure established to ensure compliance with this Procurement Policy.

REVISION INFORMATION

- Originally Adopted January 29, 2018
- Annual Review Completed, and Revisions Made, October 29, 2018
- Revised March 25, 2019 to add Sections 5.8.3 and 5.8.4
- Revised December 14, 2020 to add Sections 1.7, 1.8, and 1.9 and a number of updates and clarifications throughout.

[Significant revisions and annual reviews should be noted here.]



NIAGARA FALLS WATER BOARD PROCUREMENT POLICY AND PROCEDURES

The Niagara Falls Water Board ("NFWB") is a public benefit corporation that was created pursuant to Public Authorities Law § 1231-b. The statute setting forth the NFWB's functions states that its "powers and duties are in all respects for the benefit of the people of the city and the service area and the state for the improvement of their health, welfare and prosperity and that such purposes are public purposes and that the water board is and will be performing an essential governmental function." Pub. Auth. L. § 1230-e (6). The NFWB's powers permit it to "enter into contracts" and to "acquire . . . property." *Id.* at § 1230-f. "All contracts for construction or purchase of supplies, materials or equipment shall be let by the water board, shall be made in conformity with the applicable provisions of section one hundred three of the general municipal law and section one hundred thirty-five of the state finance law." *Id.* at § 1230-u. This procurement policy is designed to set forth in simple language how the NFWB will implement these provisions of law.

NFWB's procurement policy is intended to assure the prudent and economic use of public monies in the best interests of the people in the NFWB's service area and of the State of New York, and will facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances. It is also the intention of this policy to guard against favoritism, extravagance, fraud and corruption, and, wherever possible within existing laws, to promote and support local businesses and industry. The principal way that this procurement policy will help to accomplish these aims will be promoting the competitive securing of goods and services whenever feasible.

PROCEDURE FOR THE PROCUREMENT OF GOODS AND SERVICES

The NFWB hereby formally adopts the following written procedure ("procedure") applicable to all purchases of goods and services after November 1, 2018. This procedure is meant actively to promote competitive procurements of all goods and services, with very limited exceptions, as set forth herein. The current revision, [as noted on the last page of this document](#), replaces and supersedes all prior procurement policies. NFWB staff is hereby directed to comply with this procedure and to retain the necessary documentation as required herein to substantiate such compliance. This procedure and the NFWB's guidelines for acquisition and disposal of property should be included in the NFWB employee handbook and posted at NFWB.org.

1. REQUIREMENTS APPLICABLE TO ALL PROCUREMENTS

- 1.1. For all procurements, it is the responsibility of those involved to comply with all state and local laws and always to perform their duties in an ethical manner which will not cast suspicion on the way in which the NFWB operates its procurement system. It is imperative that all NFWB employees involved in the process of procuring goods and services be especially cautious to avoid any appearance of indiscretion or impropriety when dealing with vendors and/or prospective vendors. In addition, NFWB Board Members, officers, and employees shall conduct themselves at all times in accordance with the NFWB Conflicts of Interest Policy and the NFWB Code of Ethics Policy as amended from time to time by the Board.
- 1.2. All purchasing contracts made by the NFWB shall be evidenced digitally in its Financial Management Software ("FMS"), or in writing, on a Requisition form which provides a description of the items purchased, the terms of the sale, and the NFWB internal budget account number, and shall be maintained as part of the records of the Board.
- 1.3. When all variables are equivalent, local vendors shall be given preference over non-local vendors.
- 1.4. Procurements shall not be parceled, split, divided, or purchased over a period of time in order to circumvent the dollar purchasing limitations specified herein or to circumvent the employee's authorized spending limit.
- 1.5. Non-bid products and services should be reviewed periodically for competitive pricing and at any time that prices have increased.
- 1.6. To promote competition, in addition to advertising bids, NFWB staff is encouraged to take additional reasonable steps to encourage as many bidders as possible, and may notify known vendors of bids, post bids in trade message boards, notify Union halls, and post bids on construction exchange websites.
- 1.7. All invitations to bid and requests for proposals are to be advertised in the NYS Contract Reporter.
- 1.8. All invitations to bid and requests for proposals with an anticipated value in excess of \$25,000 for labor, services, supplies, equipment, materials, or any combination of the foregoing, or in excess of \$100,000 for acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, shall be evaluated for Minority and Women Business Enterprise ("MWBE") and Service Disabled Veteran Owned Business ("SDVOB") participation goals as required by the Water Board's MWBE and SDVOB policies.
- 1.9. All procurements in excess of \$15,000 annually are subject to State Finance Law Sections 139-j and 139-k, effective January 1, 2006 ("Lobbying Law"). Under the Lobbying Law, all "contacts" (defined as oral, written or electronic communications with the NFWB intended to influence a procurement) during a procurement - from the

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earliest notice of intent to solicit bids/proposals through final award and approval - must be made with one or more designated point(s) of contact only. Each invitation to bid and request for proposals must identify the point(s) of contact for Lobbying Law purposes. Additional requirements are found in the Water Board's Lobbying Law policy. Violations of the policy regarding permissible contacts must be reported to the appropriate NFWB officer (Executive Director or General Counsel) and investigated accordingly.

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2. CONSTRUCTION AND PUBLIC WORKS CONTRACTS – GENERAL POLICY

All contracts or orders for work, material, or supplies performed or furnished in connection with construction or other public works costing in excess of \$20,000, shall be awarded pursuant to a Resolution of the NFWB Board involving the expenditure of more than \$35,000 shall be publicly bid.-

The NFWB shall include such bid specifications as are deemed desirable in the judgment of the Executive Director, including requiring appropriate bid security. The NFWB shall not award any construction contract except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The NFWB may, however, reject any or all bids or waive any informality in a bid if it believes that the public interest will be promoted thereby. The NFWB may reject any bid if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

All construction contracts shall be let in accordance with General Municipal Law § 103 and the provisions of state law pertaining to prevailing wages, labor standards, and working hours. Where a cost for erection, construction, or alteration of buildings shall exceed \$500,000, the contract must comply with State Finance Law § 135, which is incorporated by reference herein and includes, among other things, requirements for separate bidding on plumbing, HVAC, and electrical work. Where appropriate, construction contracts should be advertised in not only a newspaper and the NYS Contract Reporter, but also posted to online construction exchanges in order to encourage multiple competitive bids.

Nothing in this policy shall be construed to limit or diminish the power of the NFWB to do any construction directly by the officers, employees, or agents of the NFWB.

3. PURCHASES OF GOODS, EQUIPMENT AND SERVICES (NOT INVOLVING CONSTRUCTION OR PUBLIC WORKS) – GENERAL POLICY

Except as otherwise expressly provided herein, NFWB purchase orders by NFWB involving an expenditure on a reasonably anticipated annual basis of more than \$20,000 in the case of for goods, materials, supplies, and equipment, or services (such as

~~service contracts) not necessary for the completion of a public works contract and \$35,000 in the case of services,~~ shall be made pursuant to an open competitive bidding process. For goods, materials, supplies, and equipment, purchase contracts shall be awarded to the lowest responsible bidder furnishing the security required by NFWB for the purchase after advertisement for sealed bids in the manner provided for by General Municipal Law § 103. In the case of services, the award must be based on the best value to NFWB, which if not equated to low price should be, wherever possible, based upon quantifiable criteria that result in the contract award to the offeror that optimizes quality, cost, and efficiency.

In any case where a responsible bidder's gross price is reducible by an allowance for the value of used machinery, equipment, apparatus, or tools to be traded in by NFWB, the gross price shall be reduced by the amount of such allowance, for the purposes of determining the low bid. In cases where two or more responsible bidders furnishing the required security submit identical bids as to price, NFWB's Board may award the contract to any of such bidders. NFWB reserves its discretion to reject all bids and re-advertise for new bids in the manner provided for in this procedure.

4. PROCEDURES FOR PURCHASE ORDERS, INCLUDING BLANKET PO'S

4.1. **Purchases Less Than \$1,000**

- 4.1.1. Where possible, prior to the purchase of an item or service, the NFWB employee shall contact at least two (2) suppliers of the item or items to be procured to obtain the best price for and quality of the item or items to be purchased.
- 4.1.2. Division Heads are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$1,000.
- 4.1.3. Various other subordinate employees, if designated in writing by a Director, are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$500.

4.2. **Purchases Greater Than \$1,000 and Less than \$5,000**

- 4.2.1. Quotes for purchases of \$1,000 up to and including \$5,000, whether verbal or written, shall be documented in the quotes section of the procurement process and/or as part of a manual purchase requisition.
- 4.2.2. Required Final Approval: Any Director, provided that budgeted funds for the purchase first have been identified.

4.3. **Purchases Greater Than \$5,000 and Less than ~~\$20,000~~Competitive Bidding Thresholds**

- 4.3.1. Quotes for purchases of \$5,000 up to and including the appropriate competitive bidding threshold of \$20,000 or \$35,000, whether verbal or written, shall be

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documented in the quotes section of the procurement process and/or as part of a manual purchase requisition form and as a separate written document, dated and signed by an authorized vendor representative. Wherever possible, a minimum of three written quotes must be obtained. All written quotes and a memorandum for verbal quotes shall be scanned and attached to the requisition and maintained by the Board's FMS.

- 4.3.2. Required Final Approval: Executive Director or his designee as authorized in writing may approve up to and including \$10,000. **Purchases over \$10,000 require Board of Directors approval.**

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4.4. ~~Purchases of Goods~~ **Purchase Contracts Greater Than \$20,000 and Services Public Works Greater than \$35,000**

4.4.

- 4.4.1. ~~Copy of eMust be supported by summary of the~~ competitive bids ~~received s, dated and signed by authorized vendor representatives, — or be subject to~~ -one of the exceptions listed in Section 5 below, ~~along with~~with the Board resolution including an explanation for ~~the exception, indicated on the requisition.~~
- 4.4.2. Required Final approval: Board of Directors (Board approval is required for all purchases over \$10,000, ~~but competitive bids for goods and equipment less than \$20,000 and services less than \$35,000 is not required~~see Sections 2 and 3 for competitive bidding thresholds).

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5. EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

The NFWB may contract or purchase through non-competitive negotiations under the following circumstances.

5.1. **Emergencies**

- 5.1.1. Notwithstanding any of the other provisions in this procedure, in the case of public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting NFWB buildings, property, pipelines, or the life, health, safety or property of NFWB employees, customers or the general public require immediate action which cannot await a competitive process or competitive bidding, contracts for public work or the purchase of supplies, materials or equipment or services (including necessary replacement parts that could not reasonably be stockpiled) may be let by NFWB's Executive Director or his designee by immediate contract and the Executive Director may temporarily dispense with the competitive bidding or procurement requirements set forth herein. However, a good faith emergency must exist and while the emergency

procurements do not require competitive bidding, it is nevertheless the policy and procedure of NFWB that such procurements must, wherever possible, be made at the lowest possible cost to NFWB.

- 5.1.2. Declarations of Emergency shall be documented in writing. The Executive Director will email to all members of the NFWB Board prior to or as soon as possible after making a procurement pursuant to this section a short statement to advise them of the emergency, the reason why the situation constitutes an emergency, a description of the emergency procurement, and the estimated cost of the emergency procurement. Emergency procurements shall be ratified by the NFWB Board at their next regularly scheduled meeting, or may be ratified at a special meeting called pursuant to NFWB by-laws.

5.2. New York State Contracts and Niagara County Contracts

- 5.2.1. The NFWB may, without soliciting competitive bids, purchase materials, equipment and supplies through New York State (“NYS”) and Niagara County contracts at the same prices and under the same terms and conditions as the State or County. However, no purchase may be made through a NYS or County contract after competitive bids have been received unless the purchase may be made upon the same conditions and specifications as the bid but at a lower price.
- 5.2.2. All purchases through a NYS or County contract must be made only from the vendor awarded the contract. No purchases may be made from other vendors without soliciting competitive bids.
- 5.2.3. When it is determined that a purchase is to be made through NYS or Niagara County contract, an approved requisition and/or purchase order referencing a valid NYS contract number must be prepared.

~~5.2.4.~~ A list of commodities available through NYS contracts can be reviewed at the following website: <http://www.ogs.state.ny.us>

~~5.2.4.~~

5.3. “Piggybacking” on Contracts of the United States or any State, Agency, or other Political Subdivision or District Thereof

- 5.3.1. The NFWB may, pursuant to General Municipal Law § 103(16), “piggyback” on contracts awarded by government entities that have been made available for use by other government entities, provided that those contracts were let in a manner that constitutes competitive bidding consistent with New York state law, including municipal cooperative purchasing. When “piggybacking,” the NFWB is not required independently to seek competitive bids, as this already has been done by the other government entity.
- 5.3.2. The contract to be “piggybacked” must have been let by a government entity, not a private party or not-for-profit corporation. Contracts let through ~~the National Joint Powers Alliance (“NJPA”)~~ Sourcewell, Omnia Partners Public Sector,

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NASPO ValuePoint, National Cooperative Purchasing Alliance (“NCPA”), and similar public cooperative contract purchasing agencies may be appropriate for piggybacking.

- 5.3.3. The contract explicitly must have been made available for use by other governmental entities; unilateral offers by vendors to extend contract pricing and terms and conditions offered to other government entities are not acceptable.
- 5.3.4. The contract must have been let to the lowest responsible bidder or on the basis of best value.
- 5.3.5. To “piggyback” on a contract generally will require NFWB staff to obtain and review a copy of the underlying contract/bid specification. This and any similar documentation should be scanned and maintained as part of the requisition/purchase order for the procurement.

5.4. Repair and Maintenance Provided by Original Manufacturer

Repair and maintenance services provided by the original equipment manufacturer, supplier or installer (or their authorized agent or representative) are exempt from the quoting aspect of this policy when their services are required due to a specific or proprietary type of equipment.

5.5. Sole Source

- 5.5.1. It is the policy of the NFWB to promote competition in the procurement process, whenever possible. Toward that end, the NFWB will not specify the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest, such as where local geographic (e.g. there is only a single source within a reasonable geographical area of the goods or services to be procured), security, public health or other conditions require the use of and only the type of equipment specified.
- 5.5.2. Where NFWB specifies a particular article or type of equipment which it regards as its general standard, it will provide that any other manufacturer of a similar equipment may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.
- 5.5.3. Only in those instances where NFWB is required to secure equipment or service from a sole source of reasons of local geographic, security, public health or other conditions, may a purchase of such items or service be made without a competitive procurement process. In such instance, where the procurement exceeds \$20,000 the Board shall by resolution declare the need to purchase the equipment or service from a sole source vendor prior to purchase.

5.6. Standardization

- 5.6.1. Standardization should be utilized only where there are strong reasons of efficiency or economy. It is NFWB’s policy and procedure that it will not specify

the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest.

- 5.6.2. Although NFWB may specify a particular article or type of equipment which it regards as its general standard, it should provide that any other manufacturer of a similar object may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.
- 5.6.3. In those instances where the public interest requires that NFWB standardize, such standardization may only occur upon the adoption of a Resolution by the members of the Board stating that, for reasons of efficiency or economy explained in the resolution, there is a need for standardization.
- 5.6.4. Even where NFWB standardizes on a particular article or type of equipment, competitive bids or quotes from all suppliers of that article or type in Western New York or, if necessary, outside the area should be actively solicited to promote competition. In such case, the Executive Director, or designee, shall contract with the lowest responsible bidder, or the party providing the lowest quote, furnishing the required security after any public advertisement as may be required.

5.7. Surplus and Second-Hand Supplies

Surplus and second-hand supplies, material, or equipment may be purchased by NFWB without competitive bidding from the Federal Government, the State of New York or from any other political subdivision, district, or public benefit corporation.

5.8. Professional Services

- 5.8.1. Professional services are those services requiring special or technical skill, training, or expertise. These types of services are routinely provided by attorneys, accountants, engineers, and architects, etc. Bidding is not required when a service is so specialized that it would not be in the NFWB's best interest to do so. The decision not to rely on competitive bidding procedures is based on the nature of the service, qualifications, prior experience, or an existing relationship with the NFWB.
- 5.8.2. An effective way to award contracts for professional services is to solicit requests for proposals ("RFP"). This ensures that qualified firms are given the opportunity to submit proposals and can result in reduced costs as a result of competition. However, contracts are awarded based on the criteria listed above and not on price alone.
- 5.8.3. Except as provided below, a formal RFP or where more appropriate a request for qualifications ("RFQ") shall be required prior to the award of any agreement for professional services requiring the expenditure of Water Board funds over \$10,001.

5.8.4. Where Water Board approval of a professional services agreement is requested without a prior RFP or RFQ, the proposed resolution for the award shall state (1) the reasons why a formal RFP or RFQ was not issued; (2) which firms informally were solicited for proposals; and (3) why the procurement should not be postponed to permit compliance with Section 5.8.3.

5.9. Lease Arrangements

5.9.1. Leases of equipment shall also be awarded after a competitive process.

5.9.2. NFWB staff shall obtain, whenever possible, formal written quotations or proposals from three or more vendors for any lease involving in excess of \$5,000 annually. Such written quotations or proposals shall set forth the particulars as to the equipment to be provided and details as to cost, on an annual and total lease basis, which may be used for evaluation of the proposal. The lease shall also include details as to additional cost beyond the base lease amount necessary properly to evaluate the equipment to be leased prior to award to the successful vendor.

5.9.3. For leases involving an annual total lease expense of less than \$5,000, NFWB staff shall secure at least three informal quotes, whenever possible, and perform the same evaluation before making a recommendation to the Executive Director relative to the selection of a lessor for the equipment to be leased.

5.9.4. Leases in excess of \$10,000 shall be approved by the NFWB Board.

6. PURCHASE CARDS/NFWB CREDIT CARDS

6.1. Are available to employees authorized by Board of Directors policy.

6.2. The Director of Financial Services shall maintain a list of all employees with purchase cards.

6.3. All employees shall be required to sign a Purchase Card Policy before being issued a purchase card.

6.4. Purchase card transactions shall require appropriate documentation, and shall be reflected by the FMS.

6.5. Purchase card transactions shall regularly be audited by the Director of Financial Services or their designee, formally or informally, and any discrepancies shall be reported to the NFWB Board if they cannot be reconciled after investigation.

7. PETTY CASH

7.1. Where cash can be used for small purchases or expenses less than \$50, the Petty Cash system may be utilized.

- 7.2. Written receipts and internal expense codes must accompany all reimbursements.
- 7.3. Petty Cash purchases are not intended to circumvent the purchasing system.

8. SUPPORT FOR MINORITY, WOMEN-OWNED, SERVICE-DISABLED VETERAN OWNED, AND SMALL BUSINESSES

NFWB supports contracts with minority, women, and service-disabled veteran-owned businesses; and small businesses when awarding contracts in purchasing goods, services and equipment, and by statute is subject to Articles 15-A and 17-B of the Executive Law with respect to ~~minority and women-owned business enterprise~~ MWBE and SDVOB requirements in procurement contracts. NFWB will not discriminate against any person who is qualified and available to perform the work by reason of race, color, creed, gender, or national origin. NFWB will encourage active participation by women-owned, minority-owned MWBE, SDVOB, and small businesses in its procurement process, including reviewing and referencing any available lists of such vendors and actively and affirmatively soliciting their participation through letter email and/or telephone advisement of the coming procurement, and will fully support equal opportunity and fair treatment of all people in its contracting. NFWB staff involved in the procurement process should be familiar with NFWB's MWBE and SDVOB procedures and goals.

9. ANNUAL REVIEW

The Board shall annually review this Policy and Procedure. NFWB's Executive Director shall be responsible for assisting NFWB in conducting an annual review of this Procurement Policy and for an evaluation of the internal control structure established to ensure compliance with this Procurement Policy.

REVISION INFORMATION

- Originally Adopted January 29, 2018
- Annual Review Completed, and Revisions Made, October 29, 2018
- Revised March 25, 2019 to add Sections 5.8.3 and 5.8.4
- Revised December 14, 2020 to add Sections 1.7, 1.8, and 1.9 and a number of updates and clarifications throughout.

[Significant revisions and annual reviews should be noted here.]

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**CHANGE ORDER 1 AND FINAL FOR 24 INCH VALVE REPLACEMENT
AT HYDE PARK BOULEVARD AND WESTON AVENUE**

WHEREAS, the Niagara Falls Water Board (“Water Board”) identified a need to replace a 24-inch water main valve at Hyde Park Boulevard and Weston Avenue, on behalf of the Water Board, the City of Niagara Falls Engineering Department prepared specifications and solicited bids for the valve replacement, and the Water Board awarded the bid to low bidder Pinto Construction Services, Inc., with a total base bid item price of \$38,503; and

WHEREAS, on excavating and removing the vault around the valve, previously unknown subterranean conditions, particularly the location of existing pipe joints, required removal of additional pipe and corresponding increases in the size of the excavation necessary to complete the project; and

WHEREAS, the additional excavation required more pavement restoration than called for in the original bid specifications and an additional \$4,800 in stone and related asphalt products to complete the necessary scope of work; and

WHEREAS, City Engineering recommends that the contract for the 24-inch water main valve replacement at Hyde Park Boulevard and Weston Avenue be amended to reflect the additional work and to provide for payment of the additional costs associated with the project; and

WHEREAS, the necessary work now is complete and this contract amendment will be accomplished through the one and final change order for the contract;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that on behalf of the Niagara Falls Water Board, its Executive Director hereby is authorized to execute a change order one and final to amend the contract with Pinto Construction Services, Inc., for the replacement of a 24-inch water main valve at Hyde Park Boulevard and Weston Avenue, and the Water Board authorizes payment of an \$4,800 for the contract, bringing the contract total to \$43,303.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Capital Plan Item W-3, Large Valve Replacement
Capital Line Supplied by: D. Williamson
Available Funds Confirmed by: K. Walker

On December 14, 2020, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson Brown	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board



NIAGARA FALLS WATER BOARD

December 2, 2020

TO: Water Board Members
FROM: Pat Fama
Executive Director
SUBJECT: **CHANGE ORDER #1 AND FINAL: \$4,800.00**
24" VALVE REPLACEMENT PROJECT
HYDE PARK BOULEVARD AND WESTON AVENUE

A contract for the above referenced project was awarded to Pinto Construction Services, Inc. 132 Dingens St. Buffalo NY 14206, on May 18, 2020, in the amount of \$38,503.00.

Upon excavating and removing the vault in preparation for the actual valve replacement, it became evident that the location of existing pipe joints would necessitate additional pipe removal. The extra excavation required by the additional work and its corresponding pavement restoration involved an additional \$4,800.00 of stone and related asphalt products, bringing the contract total to \$43,303.00

It is the recommendation of the undersigned that you allow this contract to be amended to reflect the additional tasks and compensation necessary to complete the project, to the satisfaction of the Niagara Falls Water Board's counsel.

Respectfully submitted,

Pat Fama, Executive Director

A handwritten signature in blue ink, appearing to read "Robert Buzzelli".

Robert Buzzelli, Civil Engineer III

Meeting: December 7, 2020

Forster _____ Kimble _____ Larkin _____ Leffler _____ Brown _____

ANNUAL AUDIT SERVICES

WHEREAS, the Niagara Falls Water Board (“Water Board”) issued a Request for Proposals (“RFP”) for annual audit services; and

WHEREAS, four firms submitted proposals in response to the RFP; and

WHEREAS, after completing a thorough review and evaluation of the proposals, the Water Board has determined that the best interests of the Water Board will be served by selection of the proposal by _____;

NOW THEREFORE BE IT

RESOLVED, that that on behalf of the Niagara Falls Water Board, its Executive Director be and hereby is authorized to execute an agreement with _____ to perform annual audit services for the year ending December 31, 2020, for a total fee not to exceed \$_____.

Water Board Personnel Responsible for Implementation of this Resolution:

- Executive Director
- Director of Financial Services

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

- FGB 8000.000.0459.000 (Auditors)
- Budget Line Supplied by: K. Walker
- Additional Funds confirmed by: K. Walker.

On December 14, 2020, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson Brown	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board

RESIGNATION OF EXECUTIVE DIRECTOR PATRICK FAMA

WHEREAS, on December 9, 2020 Executive Director Patrick Fama submitted a written request to resign as Executive Director in order to return from a leave permitted under his employment contract to his last permanent Civil Service position of Lab Technician and his provisional appointment as Microbiologist; and

WHEREAS, the Niagara Falls Water Board (“Water Board”) thanks Mr. Fama for his service as Executive Director and wishes to restore him to his prior position and provisional appointment;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board hereby accepts Patrick Fama’s resignation as Executive Director; and it is further

RESOLVED, that Patrick Fama’s return from a leave of absence to his last permanent Civil Service position of Lab Technician hereby is approved; and it is further

RESOLVED, that the Water Board hereby approves of Patrick Fama’s provisional appointment as Microbiologist subject to Civil Service Rules; and it is further

RESOLVED, that General Counsel Sean W. Costello hereby is appointed Acting Executive Director; and it is further

RESOLVED, that all of the foregoing actions shall be effective immediately.

Water Board Personnel Responsible for Implementation of this Resolution:
General Counsel

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Per appropriate payroll lines; net reduction in payroll expense.

On December 14, 2020, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson Brown	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board

December 9, 2020

Dear Niagara Falls Water Board Members:

As provided by my employment contract, when I assumed the position of Executive Director the Water Board agreed to permit me a leave of absence from my last Civil Service position. For personal reasons, I would like resign as Executive Director and return to my prior position of Lab Technician and provisionally to be appointed Microbiologist.

In consideration of and contingent upon the Water Board's agreement to restore me to the position of Lab Technician and to appoint me provisional Microbiologist, I will resign the position of Executive Director when this return to Lab Technician and provisional appointment to Microbiologist is effective. The employment contract between the Water Board and I then shall be terminated, but I recognize that the confidentiality requirements of that agreement shall survive the contract termination.

Thank you for the opportunity to have served in the capacity of Executive Director.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Fama". The signature is written in black ink and is positioned above the printed name.

Patrick Fama