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**Working Session of the
Niagara Falls Water Board
December 7, 2020 at 5:00 p.m.**

*****Meeting to be held via conference call pursuant to
Executive Order 202.1 as extended by 202.72 – visit NFWB.org for call-in details.*****

1. Attendance

Brown ____ Forster ____ Kimble ____ Larkin ____ Leffler ____

2. Presentations (none scheduled)

3. Executive Director

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

4. Superintendent

5. Engineering

6. Personnel Items

7. Information Technology (IT)

8. Financial Reports

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

9. Operations and Maintenance Report for November 2020

10. Safety

11. General Counsel and Secretary

- a. Draft Minutes for November 23, 2020 Meeting**

12. From the Chairman

13. 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**

14. Unfinished/Old Business

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

15. New Business & Additional Items for Discussion

16. Executive Session (if needed)

17. Adjournment of Meeting

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 1 Overall Budget = \$27M)

Last Updated: 12/1/2020

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)		4%	Conducted pre-construction meeting with contractors. Construction anticipated to start in early 2021.
			CA/CI (CPL - Approved)	\$409,000	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 28 Outfall Relocation Cost Share	\$1,666,265	-	
			Project Total (Minus Outfall Relocation Cost Share)	\$3,246,365	85%	
3	Screens and Grit Transportation Equipment Improvements	\$1,920,000	Remaining Budget	\$553,635	15%	Pre-construction meeting anticipated in next few weeks. Construction anticipated to start in early 2021.
			Design, Bidding, and CA/CI (Arcadis - Approved)	\$314,315	16%	
			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%	
			Design/E.I. Team - Approved	\$226,000	9%	
			Phase 2 Design - Approved	\$133,566	5%	
5	Electrical System Improvements	\$2,610,000	CA/CI/TBD - Approved	\$65,374	3%	50% Design submittal received by EI Team. Design review meeting scheduled in next few weeks.
			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%	
			Design and Bid/AECOM - Approved	\$116,000	3%	
6	Effluent Disinfection	\$3,650,000	GEN Construction (M&B - Per Bid - Approved)	\$1,366,000	37%	Construction continues. Additional tasks as specified by AECOM are now in construction. Construction completion anticipated in the end of January 2021.
			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%	El Team recommends re-bid of project to meet budget. CPL to coordinate re-bid with NFWB and El-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 =		\$26,925,000	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 Engineer's 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%	
Phase 2 Budget Total =		\$7,000,000	Anticipated Total Cost (Percentage of Total Budget)	\$5,556,122	79%	
			Overall Phase 2 Remaining Budget to Date	\$1,443,878	21%	



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	YTD Encumbrances	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	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	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	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	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	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	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	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	4,065.64	963.36	81	5,380.98
2140.599	Miscellaneous Departmental Income	30,000.00	.00	30,000.00	.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	53,921.38	(280,606.38)	-24	87,296.91
2144.003	Fire Service	88,999.00	.00	88,999.00	.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	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	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	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	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	14,700.00	(200.00)	101	1,550.00
2144.011	Hydrant Testing	66.00	.00	66.00	.00	.00	200.00	(134.00)	303	.00
2144.012	Backflow Certification	7,500.00	.00	7,500.00	785.00	.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	32,955.71	29,050.29	53	65,855.15
2148.001	District 1	74,000.00	.00	74,000.00	(20.53)	.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	43,057.84	(757.84)	102	43,367.11
2148.003	District 3	57,500.00	.00	57,500.00	(18.69)	.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	791.32	4,208.68	16	9,260.98
2148.005	Industrial	7,426.00	.00	7,426.00	(10.62)	.00	24,159.65	(16,733.65)	325	13,122.19
2148.006	Industrial SIU	5,000.00	.00	5,000.00	.00	.00	4,138.05	861.95	83	38.40
2148.599	Penalty - Miscellaneous	500.00	.00	500.00	.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	\$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	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	\$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	44,734.94	60,865.06	42	74,728.03
2417.000	Cash Short/Over	.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	\$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	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	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	\$207,283.20	\$14,516.80	93%	\$215,050.82



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 FA - Water Board - Water										
REVENUE										
<i>Sale Of Prop/Cmp For Loss</i>										
2650.000	Sale Of Scrap	20,000.00	.00	20,000.00	.00	.00	1,261.62	18,738.38	6	37,849.91
2665.000	Sale-Equipment	4,000.00	.00	4,000.00	.00	.00	280.00	3,720.00	7	2,635.00
2690.001	Damages to WB Property	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
<i>Sale Of Prop/Cmp For Loss Totals</i>										
		\$29,000.00	\$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	.00	341.97	.00	1,123.54	(1,123.54)	+++	(11,217.63)
2770.001	NSF Check Charge	3,000.00	.00	3,000.00	805.00	.00	9,135.00	(6,135.00)	304	805.00
2770.599	Undesignated	4,500.00	.00	4,500.00	.00	.00	2,029.28	2,470.72	45	36,793.07
<i>Misc Local Sources Totals</i>										
		\$7,500.00	\$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	Interfnd Rev WtrBd-Sewr	810,000.00	.00	810,000.00	.00	.00	.00	810,000.00	0	.00
<i>Interfund Revenues Totals</i>										
		\$810,000.00	\$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	.00	786,963.00	.00	.00	.00	786,963.00	0	.00
<i>Operating Transfers In Totals</i>										
		\$786,963.00	\$0.00	\$786,963.00	\$0.00	\$0.00	\$0.00	\$786,963.00	0%	\$0.00
REVENUE TOTALS										
		\$12,835,480.00	\$0.00	\$12,835,480.00	\$606,206.42	\$0.00	\$8,083,817.26	\$4,751,662.74	63%	\$8,191,312.06
<i>Personnel - Position Control</i>										
0110.000	Biweekly Payroll	2,504,395.00	.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	.00	230.71	.00	5,402.49	(5,402.49)	+++	7,181.33
<i>Personnel - Position Control Totals</i>										
		\$2,504,395.00	\$0.00	\$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	.00	874.00	(874.00)	+++	5,807.99
0125.000	Insurance OPT Out	72,287.00	.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	.00	38,625.00	1,255.42	.00	43,629.84	(5,004.84)	113	49,308.36
0140.000	Overtime	144,450.00	.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	.00	453.00	(453.00)	+++	3,010.45
0151.A	Sunday Contractual Pay	.00	.00	.00	584.08	.00	13,241.98	(13,241.98)	+++	14,077.99
0152.000	Shift Premium Pay	.00	.00	.00	4.70	.00	3,699.94	(3,699.94)	+++	3,777.88
0155.A	Holiday Contractual Pay	.00	.00	.00	871.03	.00	5,125.54	(5,125.54)	+++	6,008.29
0155.000	Holiday Pay	.00	.00	.00	9,097.39	.00	66,055.78	(66,055.78)	+++	70,196.69
0165.000	Military Leave	.00	.00	.00	.00	.00	181.98	(181.98)	+++	2,358.57
0170.000	Overtime Meals	3,900.00	.00	3,900.00	25.50	.00	1,649.50	2,250.50	42	1,959.00
0181.000	Vacation Pay	.00	.00	.00	5,748.67	.00	126,897.00	(126,897.00)	+++	131,312.95
0182.000	Personal Time	.00	.00	.00	150.76	.00	4,825.23	(4,825.23)	+++	8,770.00
0183.000	Compensatory Time Off	.00	.00	.00	(81.74)	.00	2,571.01	(2,571.01)	+++	5,453.35
0184.000	Funeral Leave	.00	.00	.00	712.32	.00	2,675.44	(2,675.44)	+++	6,539.90
0185.000	Jury Duty	.00	.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	4,710.34	(4,710.34)	+++	6,858.86
0189.000	Sick Leave	.00	.00	.00	2,296.01	.00	55,876.37	(55,876.37)	+++	52,358.90
0190.000	Vacation Cash Conversion	2,340.00	.00	2,340.00	.00	.00	2,407.84	(67.84)	103	3,850.24
<i>Personnel Services Totals</i>		\$261,602.00	\$0.00	\$261,602.00	\$24,756.00	\$0.00	\$455,511.10	(\$193,909.10)	174%	\$504,706.19
<i>Capital Outlays</i>										
0210.000	Furniture & Furnishings	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
0220.000	Office Equipment	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	557.18
0250.000	Other Equipment	28,000.00	.00	28,000.00	7,079.33	8,202.00	7,079.33	12,718.67	55	19,417.10
0250.007	Computer Equipment	25,000.00	.00	25,000.00	439.31	(2,486.55)	25,930.00	1,556.55	94	20,361.43
0250.500	Safety Equipment	19,180.00	.00	19,180.00	358.59	3,310.00	9,530.71	6,339.29	67	182.64
<i>Capital Outlays Totals</i>		\$78,680.00	\$0.00	\$78,680.00	\$7,877.23	\$9,025.45	\$42,540.04	\$27,114.51	66%	\$40,518.35
<i>Contractual Expenses</i>										
389.008	Bad Debt Expense	.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	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	379.00	87	1,057.00
0413.000	Safety Shoes	8,500.00	.00	8,500.00	1,898.99	.00	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	(148.60)	100	22,641.79
0415.000	Fuel Oil	30,000.00	.00	30,000.00	.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	1,919.30	13	640.17
0417.000	Tool Allowance	150.00	.00	150.00	147.92	.00	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	9,465.58	76	15,607.90
0419.003	Cleaning/Sanitary	1,500.00	.00	1,500.00	.00	258.08	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	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	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	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	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	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	(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	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	(4,127.76)	101	418,208.09
0423.000	Water/Sewer	514,000.00	.00	514,000.00	.00	.00	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	9,831.32	51	13,436.97
0432.000	Property Insurance	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
0433.000	Liability Insurance	75,000.00	.00	75,000.00	.00	.00	193,664.21	(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	12,323.76	85	53,170.27
0440.599	Undesignated Leases	2,400.00	.00	2,400.00	123.88	.00	1,164.16	1,235.84	49	1,279.30
0441.000	Rental Of Real Property	.00	.00	.00	.00	.00	48.00	(48.00)	+++	48.00
0442.000	Rental Of Equipment	.00	.00	.00	330.97	.00	3,006.80	(3,006.80)	+++	2,945.65



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Fund FA - Water Board - Water EXPENSE										
<i>Contractual Expenses</i>										
0442.003	Motor Vehicle Equip Rentl	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



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Fund	FA - Water Board - Water EXPENSE									
Interfund Transfers										
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
	Interfund Transfers Totals	\$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)



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Fund	FGA - Water Authority									
REVENUE										
	Operating Transfers In									
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
	Operating Transfers In Totals	\$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										
	Contractual Expenses									
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
	Contractual Expenses Totals	\$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



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



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									
REVENUE										
	Operating Transfers In Totals	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0%	\$0.00
	REVENUE TOTALS	\$20,193,358.00	\$0.00	\$20,193,358.00	\$1,835,292.91	\$0.00	\$15,304,978.87	\$4,888,379.13	76%	\$13,473,562.99
EXPENSE										
Personnel - Position Control										
0110.000	Biweekly Payroll	2,797,811.00	.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	.00	96.15	(96.15)	+++	2,307.60
	Personnel - Position Control Totals	\$2,797,811.00	\$0.00	\$2,797,811.00	\$99,327.23	\$0.00	\$2,404,815.93	\$392,995.07	86%	\$2,405,228.98
Personnel Services										
0111.000	Biweekly Comp Differential	.00	.00	.00	.00	.00	1,815.45	(1,815.45)	+++	484.11
0125.000	Insurance OPT Out	89,463.00	.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	.00	78,750.00	7,153.75	.00	133,445.08	(54,695.08)	169	117,902.22
0140.000	Overtime	278,500.00	.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	.00	544.50	.00	14,810.25	(14,810.25)	+++	21,920.94
0151.A	Sunday Contractual Pay	.00	.00	.00	1,863.34	.00	42,588.83	(42,588.83)	+++	40,710.26
0152.000	Shift Premium Pay	.00	.00	.00	3.45	.00	8,699.75	(8,699.75)	+++	8,566.20
0155.A	Holiday Contractual Pay	.00	.00	.00	3,429.71	.00	22,275.71	(22,275.71)	+++	24,656.94
0155.000	Holiday Pay	.00	.00	.00	8,945.54	.00	65,849.13	(65,849.13)	+++	74,740.07
0165.000	Military Leave	.00	.00	.00	.00	.00	3,056.61	(3,056.61)	+++	4,951.20
0170.000	Overtime Meals	11,950.00	.00	11,950.00	161.00	.00	4,923.00	7,027.00	41	4,542.50
0181.000	Vacation Pay	.00	.00	.00	5,366.22	.00	131,785.32	(131,785.32)	+++	165,471.08
0182.000	Personal Time	.00	.00	.00	150.75	.00	4,492.96	(4,492.96)	+++	9,907.75
0183.000	Compensatory Time Off	.00	.00	.00	374.25	.00	4,802.78	(4,802.78)	+++	3,699.44
0184.000	Funeral Leave	.00	.00	.00	390.79	.00	7,250.41	(7,250.41)	+++	7,011.40
0185.000	Jury Duty	.00	.00	.00	.00	.00	.00	.00	+++	736.24
0186.000	Call-In Time	.00	.00	.00	750.06	.00	16,355.37	(16,355.37)	+++	18,655.11
0189.000	Sick Leave	.00	.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	.00	+++	4,373.41
	Personnel Services Totals	\$458,663.00	\$0.00	\$458,663.00	\$42,244.43	\$0.00	\$807,999.84	(\$349,336.84)	176%	\$870,574.15
Capital Outlays										
0210.000	Furniture & Furnishings	.00	.00	.00	.00	.00	.00	.00	+++	2,045.65
0220.000	Office Equipment	500.00	.00	500.00	.00	500.00	.00	.00	100	.00
0230.000	Motor Vehicle Equipment	25,000.00	.00	25,000.00	6,668.00	.00	7,178.78	17,821.22	29	.00
0250.500	Safety Equipment	28,770.00	.00	28,770.00	1,537.17	.00	20,403.72	8,366.28	71	24,133.78
	Capital Outlays Totals	\$54,270.00	\$0.00	\$54,270.00	\$8,205.17	\$500.00	\$27,582.50	\$26,187.50	52%	\$26,179.43
Contractual Expenses										
389.008	Bad Debt Expense	.00	.00	.00	.00	.00	.00	.00	+++	5,323.06
0411.000	Office Supplies	5,700.00	.00	5,700.00	525.67	441.96	2,502.56	2,755.48	52	1,678.74
0412.000	Uniforms	3,305.00	.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	.00	11,400.00	1,101.94	.00	5,229.50	6,170.50	46	5,043.71



Budget Performance Report

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Fund	GA - Water Board - Sewer									
EXPENSE										
Contractual Expenses										
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	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	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	20,705.28
0419.003	Cleaning/Sanitary	5,000.00	.00	5,000.00	589.16	854.60	4,121.22	24.18	100	2,232.45
0419.004	Agricultural/Botanical	40,000.00	.00	40,000.00	40,000.00	.00	40,000.00	.00	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	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	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	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	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	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	.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	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	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	.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	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	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	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	35,099.17
0421.002	Wireless Services	6,000.00	.00	6,000.00	810.74	.00	8,058.46	(2,058.46)	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	465,165.19
0423.000	Water/Sewer	296,000.00	.00	296,000.00	.00	.00	447,123.35	(151,123.35)	151	324,349.65
0424.000	Gas	20,000.00	.00	20,000.00	728.79	.00	19,236.49	763.51	96	18,589.51
0432.000	Property Insurance	155,000.00	.00	155,000.00	.00	.00	.00	155,000.00	0	.00
0433.000	Liability Insurance	85,000.00	.00	85,000.00	.00	.00	108,641.80	(23,641.80)	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	47,262.37
0440.599	Undesignated Leases	525.00	.00	525.00	72.98	.00	761.64	(236.64)	145	306.96
0441.000	Rental Of Real Property	70.00	.00	70.00	.00	.00	41.00	29.00	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	13,669.71
0442.003	Motor Vehicle Equip Rntl	.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	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	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	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	1,209,441.18



Budget Performance Report

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Fund GA - Water Board - Sewer										
EXPENSE										
Contractual Expenses										
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
Contractual Expenses Totals		\$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
Employee Benefits										
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
Employee Benefits Totals		\$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
Employee Benefit - FICA										
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
Employee Benefit - FICA Totals		\$261,541.00	\$0.00	\$261,541.00	\$10,567.27	\$0.00	\$240,370.31	\$21,170.69	92%	\$243,834.59
Interfund Transfers										
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
Interfund Transfers Totals		\$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



Budget Performance Report

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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
	Fund GA - Water Board - Sewer 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)
Grand 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

TO: Director of Financial Services

Reason for transfer

NOTE: F/T: F=From (Debit), T=To (Credit)

Do not duplicate account numbers

Prepared by:

Approving Director:

Director of Financial Services,

TTD 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				
					<u>\$30,418.20</u>	\$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				
					<u>\$15,453.77</u>	\$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				
					<u>\$21,675.31</u>	\$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				
					<u>\$62,686.96</u>	\$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				
					<u>\$ 19,358.78</u>	\$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				
					<u>\$ 11,714.72</u>	\$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				
					<u>\$ 25,346.73</u>	\$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				
					<u>\$ 17,085.53</u>	\$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				
					<u>\$ 16,251.30</u>	\$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				
					<u>\$ 11,394.96</u>	\$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				
					<u>\$ 12,189.51</u>	\$35,580.00	\$ 23,390.49	34.2
2020-25								
2020-26								

2021 NFWB Budget Preparation and Financial Report Calendar

	Due Date:
Preliminary Budget	
• Budget worksheets distributed to division heads.	3 rd week July 2021
• Budget worksheets due.	2 nd week Aug 2021
• Budget meetings with division heads complete.	By end of Aug 2021
• Preliminary budget created and provided to rate consultant.	2 nd week of Sep 2021
• Preliminary budget and rate consultant analysis provided to Executive Director, Board Chairperson, and Finance and Audit Committee Chairperson.	2 nd week of Sep 2021
• Final revisions to preliminary budget made and preliminary budget and proposed changes in rates/fees distributed to Board.	2 nd week of Sep 2021
• 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.	September 2021 Work Session
Draft Budget	
• 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.	September 2021 Business Meeting
• Public hearing on draft budget. Any further amendments to be by resolution.	October 2021 Work Session
• Resolutions for amendments, if any. Anticipated adoption of 2022 budget, rates, and fees.	October 2021 Business Meeting
Adopted Budget	
• Posted to Website	Within three days after adoption.
• Regulatory filing for rates to be effective January 1, 2022.	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



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 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:

	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



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.
- ~~1.6.~~ 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 e~~Must 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 withwith 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.

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- 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.

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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.

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- 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.

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- 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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