



MINUTES

Annual Meeting and Business Meeting of the Niagara Falls Water Board March 22, 2021 at 5:00 p.m.

Note: This meeting was held via conference call pursuant to Executive Order 202.1 as extended by 202.96.

1. Attendance and Preliminary Matters

Acting Chairperson Larkin called the meeting to order at 5:00 p.m.

- a. Asklar P Forster P Kimble P Larkin P Leffler P
- b. Letters and Communications
- c. Public Comment (The meeting notice provided that public comments were to be submitted in writing to be read by the Secretary and to be received by 12:00 p.m. on March 22, 2021. Comments may be summarized when read).

Mark Laurie – Superintendent of Schools in Niagara Falls, submitted a written comment that was read aloud by Mr. Costello to the board members.

“I would like to extend his gratitude to the hard-working team at the NFWB for their cooperation, communication and customer service with some of the recent unforeseen water breaks and valve replacements. The coordination of services and communication with district staff has been exemplary. Despite often less than ideal working conditions, repairs are made swiftly, and resolution occurs immediately. If a timing issue arises, our Maintenance and Operations Director is notified immediately and has been given the ability to have input so that school district operations and functions never suffer. This collegial teamwork is noteworthy and very much appreciated. To the hard-working staff at the Niagara Falls Water Board, I say thank you on behalf of the Niagara Falls Board of Education, staff and students.”

Shirley Hamilton – President of the Niagara Falls Branch of the NAACP, submitted a written comment that was read aloud by Mr. Costello to the board members.

“We are pleased that the board has changed, and we are requesting that Resolution #2021-003-010 be approved. During her employment at the Water Board, Mrs. Walker has demonstrated that she ethically and responsibly looked out for the needs of the residents within the City of Niagara Falls. She has made sure that ethical and financial practices were carried out. She eliminated theft and unauthorized purchases, and she verified that overage

payments were researched and prevented, saving ratepayers thousands of dollars. Mrs. Walker is 1 of 4 African American employees at the Water Board, and she is the only African American Contractor. She has a proven record and this decision should be guided in the same way as the other contractors that had their contracts approved. We believe in equal opportunity and we are requesting that you vote yes on Resolution 2021-003-010. Thank you, and thank you in advance for standing for what is right.”

Mr. Costello notes that Mr. Laurie and Ms. Hamilton’s comments were the only comments received in writing prior to the meeting.

Ms. Kimble questions when the procedure regarding public comments was changed to written comments.

Acting Chairperson Larkin states this procedure was implemented when the board meetings began to be held virtually due to COVID-19 and is outlined in the meeting notices.

Ms. Kimble states that this is the first time she was made aware of this policy and that there have been people making comments during meetings that were not on the agenda.

Ms. Larkin asked if anyone on the call who had not submitted a comment by the deadline wanted to speak.

Mrs. Garrett states that she would like to speak on behalf on maintaining Mrs. Kendra Walker’s employment with the NFWB. Ms. Garrett states that she believes that Mrs. Walker has been a great asset to the NFWB which has a reputation for not hiring or promoting a lot of diverse or African American candidates and feels that Mrs. Walker should be retained.

Irene Wilson lives in the City and states that she would like to advocate for renewal of Ms. Walker’s contract with the Water Board.

d. Approval of Minutes

i. January 11, 2021 Business Meeting

Mr. Forster notes that the draft meeting minutes from January 11, 2021 state that “Mr. Forster stated Ms. Walker was not his selection.” Mr. Forster states that is incorrect and the minutes should state that Mr. Walker “was not solely his selection.” Mr. Forster would like that corrected in the meeting minutes.

Motion by Mr. Forster and seconded by Ms. Leffler to approve the meeting minutes from January 11, 2021 with the correction noted by Mr. Forster.

Mr. Asklar stated that he would abstain as he was not present for the meeting.

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion to approve the minutes as corrected carried 4-0, with one abstention.

ii. January 25, 2021 Special Meeting

Motion by Mr. Forster and seconded by Ms. Larkin to approve the special meeting minutes from January 25, 2021.

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 4-0, with one abstention.

2. Acting Executive Director

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)
- d. WTP Chlorine Booster Project
- e. Outside Crew Vehicles
- f. LaSalle Consent Order – Amending Project Schedule
- g. SPDES Permit Renewal

Ted Donner presented an updated capital project status review to the board members, and highlighted noteworthy developments in Projects 1, 6, and 7.

Mr. Donner notes that the budget tracker will be updated to reflect the projects that have been completed, which will help identify any funds available from under-budget projects that may be available for other the projects. The budget tracker also will be updated to better track Project 2 and 2B (outfall) work, which involves different grants. The Phase 1 grant covers projects 1-10 and the Phase 2 grant covers Projects 2B (outfall), 11 (WWTP misc. piping), and 99 (FEMA).

Mr. Forster asks Mr. Donner his overall impression regarding the progress of the capital projects.

Mr. Donner states that amidst all the restrictions regarding COVID-19, he feels optimistic with the current progress and none of the projects are at a standstill.

Mr. Forster states that according to the budget summary, it appears as though things are going very well. Mr. Donner notes that there are opportunities in the next few months to continue to prioritize additional projects and coordinate with the DEC in order to complete additional work for the NFWB with remaining grant funds.

Mr. Costello notes that the WTP chlorine booster pump is proceeding. CPL will complete the limited design drawings that are necessary. Everyone involved will try their best to make that project as efficient as possible by utilizing in-house forces and limited services from Mollenberg-Betz where appropriate. If the cost for any component of the project exceeds \$10,000, it will be presented to the board for approval. The end result will be a redundant chlorine injection point near the raw water intake.

Mr. Costello states he emailed the board members in February 2021 regarding an exception to the NFWB's vehicle use policy to allow the four outside crew leaders the ability to take home their Water Board trucks. They may use the Water Board trucks exclusively to travel to the site of jobs such as water main breaks and to travel to and from work; no personal use is permitted. The crew leaders have signed agreements to those terms. Mike Eagler and Bill Wright have been monitoring employee usage of these Board vehicles. Mr. Costello notes that he believes it is beneficial to the NFWB to allow these employees access to take home vehicles in order to respond to unpredictable water main breaks more efficiently. Mr. Wright agrees, quickly isolating water main breaks protects the water tower.

Ms. Larkin seeks clarification from Mr. Wright regarding how much time is saved in responding, Mr. Wright notes that the water tower can be lost in 20-30 minutes and having employees respond directly with the tools needed to shut down mains saves some time versus traveling to the Water Board yard before going to the site, but he cannot specifically state how much time is saved. Ms. Larkin further questioned the GPS functionality in these vehicles, and management monitoring of the GPS. Mr. Wright states the GPS units are working and being monitored. Mr. Costello will draft a resolution for the April 2021 Board meeting to amend the vehicle use policy to include the additional stipulations that are associated with the use of these vehicles.

Mr. Costello states that he sent an email to the board members regarding the status of the LaSalle Consent Order, particularly regarding amending project schedule that the board had entered over 10 years ago. That order contained an 18-year schedule of work, with various projects throughout LaSalle. In recent years, the NFWB has completed studies (flow monitoring) and has determined that the projects called for under the existing Consent Order schedule are not the most cost efficient in terms of the intent of the Consent Order, which is to reduce sanitary overflows in that area. Unless the Board objects, the NFWB intends to contact the DEC to request that they agree to a modification to the current Consent Order to modify the projects called for in the schedule thereto, with any resulting modification to be presented for Board approval. No Board member objected to this plan.

Last, Mr. Costello would like to note that the NFWB has begun engaging in discussions with the DEC regarding the renewal of the WWTP's SPDES permit. Mr. Costello states that it is likely to be a long process involving gathering all necessary sampling and data to develop the new permit.

3. Superintendent

- a. Acoustic Leak Detection RFP**
- b. 18th Street Slip Lining**
- c. 10th and Michigan Water Main Replacement**

Mr. Wright states that the RFP for smart leak detection went out in early January 2021 with the deadline for submissions February 5, 2021. He discussed the evaluation of the resulting submissions, now presented for Board approval (Resolution 2021-003-008). The NFWB also

is working on an RFP for a more traditional acoustic leak detection survey, for another area of the City.

Mr. Wright states that he was informed by City Engineering that the 18th St. slip lining project was going out to bid in January 2021. Mr. Wright states that then there was an illness in the Engineering Department, and the individual that was handling the bid was out of the office for approximately 1 month. Mr. Wright states that he spoke with Mr. Buzzelli on March 17, 2021 and was informed that the next step that is needed is a “walk-through” on 18th St. with himself, Mr. Wright, and Mr. Eagler, prior to passing the information along to the DOH.

Mr. Forster states that he has asked for updates regarding the 18th St. slip line for all of 2020, now into 2021. Mr. Forster would like a time frame for completion.

Mr. Wright states he also has met with City Engineering regarding the water main replacement on 10th St. and Michigan Ave. City Engineering will work on this after 18th Street and the Military Road main replacement project. In the meantime, outside crews are repairing valves so we are ready when the work proceeds.

Mr. Forster asked whether the bids will be for ductile iron or PVC, and if there is a reason they usually are ductile iron. Mr. Wright notes a couple of projects have been done in PVC. Mr. Forster requests that Mr. Costello send correspondence to City Engineering regarding a quote for both ductile iron and PVC piping. Mr. Costello said he will send an email to City Engineering and see if they will consider doing so as alternates on the bid.

4. Engineering

Mr. Williamson provided an update on:

FEMA Hazard Mitigation Grant Program HMGP Project No.4204-0003:

GHD developed a revised scope of work for the project, reducing its size. Project costs for this revised scope of work are estimated at \$3.92 million, approximately 30% lower than the original \$5.72 million project budget. The FEMA grant would cover approximately 75% (\$2,853,779) of the cost and the NFWB’s share would be 25% (\$1.1 million). If the NFWB wishes to proceed with this project, the next step is to submit this revised scope of work and cost estimate to FEMA for review. The NFWB also would need to request a 24-month extension of the grant schedule, which currently has a deadline for completion by June 1, 2021. Mr. Forster noted that the improvements at the WWTP since the 2013 flood event may mean this project is not worth its cost. Mr. Costello noted that the NFWB can seek FEMA approval of the revised project and extension, and then if that approval is granted it can decide how to proceed.

RFP 2020-04 Design Report for Improvements in WWTP Processing, Handling and Disposal of Sludge

Mr. Williamson noted that there is a resolution on the agenda in connection with this RFP, and that from the seven proposals received the recommendation is for GHD's proposal. Casey Cowan from GHD was on the call to answer any questions.

5. Personnel Items

a. March 22, 2021 Personnel Actions

Mr. Costello reviewed the position upgrades on the Personnel Action sheet and requested that an electrician position be restored and paid for with the payroll savings from having the Executive Director and Director of Administrative Services positions, which are budgeted for 2021, vacant thus far this year. Ms. Walker notes that the cost of the position upgrades that are listed is minimal, but there are no available funds to restore the electrician position because of other budget shortfalls.

Acting Chairperson Larkin suggests voting on personnel actions after Ms. Walker presents her financial update to the Board [see discussion and votes following votes on resolutions, below].

6. Information Technology (IT)

Mr. Costello notes that the New World cloud conversion is working well and there is nothing else new to report from information technology. Acting Chairperson Larkin is pleased with the smooth transition.

7. Finance

- a. March 2021 Finance Department Overview**
- b. Treasury Investment Account Reconciliation**
- c. Trustee Accounts Reconciliation**
- d. Operating Account Balances**
- e. Budget Performance through Feb. 28, 2021 – Revenue Only**
- f. Budget Performance through Feb. 28, 2021 – Sewer Fund Expenses**
- g. Budget Performance through Feb. 28, 2021 – Water Fund Expenses**
- h. Overtime by Department through Feb. 28, 2021**
- i. Annual Audit Update**

Ms. Walker began her report with a financial overview from March 2021. The Board was presented with updated information on the annual transfer to the City tax rolls. Ms. Walker notes that the City has given a 1-year notice to the NFWB, per the Operating Agreement, that

they will no longer provide billing and collection services for the NFWB – this will go into effect in the beginning of 2022. Currently exploring other options with different vendors in order to continue to provide additional payment options to the ratepayers.

Ms. Walker provided all board members with a copy of the year-to-date budget, broken down by revenue only, sewer fund expenses and water fund expenses.

Ms. Walker notes that the sludge disposal budget line is problematic. Ms. Walker explains that \$4 million was originally budgeted for sludge disposal and states that has since been reduced to \$1.75 million. Ms. Walker states that now that the sludge disposal bids have been received and reviewed, there is a deficit of approximately \$700,000-\$900,000. Ms. Walker states those funds will need to be restored by the second half of the year in order to cover the sludge disposal costs at the WWTP. She stated this is part of why a 5.5% rate increase was requested.

Mr. Forster questions the amount that was budgeted on the sludge-disposal line. Ms. Walker states \$1.75 million was budgeted; the Chief Operator of the WWTP, Bob Dunn, requested \$4 million because it was known the sludge disposal cost would increase substantially.

Acting Chairperson Larkin questions whether the \$1.75 million for sludge disposal was in the original budget or the amended budget. Ms. Walker states the \$1.75 million for sludge disposal was presented in the amended budget. Ms. Larkin asked which amendment changed the budgeted amount for sludge disposal, as she did not recall any of the amendments changing the line for sludge disposal and did not believe any changes were made to the sludge disposal budget line amount that was presented to the board members.

Ms. Walker stated the budget amendments were presented five minutes before the meeting; Ms. Larkin stated that Ms. Walker had been asked to reduce the rate increase from 5.5% because ratepayers could not afford the increase and that to her recollection the amendments did not change the sludge disposal budget. Ms. Walker stated that the reason for the 5.5% increase was recommended was explained by the rate consultant and by herself at the public hearing and that a 5.5% increase would have amounted to about \$25 more per year on a minimum bill. Ms. Larkin noted that the increase would have been a burden to struggling ratepayers, including individuals and businesses, and applied to more than just a minimum bill, but suggested moving on from the topic.

Mr. Forster states he does not recall ever reducing the sludge disposal budget line. Ms. Walker said the amount had been higher in one of the previous budgets.

Ms. Leffler suggests that Mr. Costello or Ms. Schroeder easily could review the budget amendments to identify whether the sludge disposal budget line was reduced by the Board. Ms. Kimble asks Mr. Costello to send the Board a list of the budget lines that were reduced by the budget amendments.

Ms. Walker provided the Board with an update regarding the annual audit. Ms. Walker explains that the audit still is proceeding. The financial team has submitted all the required information, the GASB 75 evaluation was completed last week and submitted to the auditors. Ms. Walker anticipates that the auditors will require another site visit in order to further review operations, but is awaiting further guidance from the auditors. Ms. Walker states the PARIS report, due on 3/31/2021 will not be timely. She believes the timing of the RFP pursuant to which the auditors were selected, and because this is the first year the new auditors are working for the NFWB, are factors in the audit not being prepared on time.

Acting Chairperson Larkin asked Mr. Costello to confirm when the RFP for auditors was completed. Mr. Costello states the board approved Resolution 2020-12-004 (Annual Audit Services) in December 2020 and the auditors were notified they had been selected within a week. Ms. Larkin asks Mr. Costello if at any point the auditors communicated that the timeline would prohibit the PARIS report from being filed on time, Mr. Costello stated they had not and believed when they submitted their proposal they anticipated meeting the deadline. Ms. Larkin asked if the auditors communicated any reason why they could not meet the deadline, Mr. Costello stated the auditors did express some concern regarding the timing of the information provided to them and also noted that there was a broad scope of work to be performed for a first-year audit; for any further details he would have to let the auditors speak for themselves.

With respect to ways to restore funds in order to fill an open position for an electrician, Ms. Walker suggests reducing what is paid to the City of Niagara Falls (billing and collections) – approximately \$83,000 annually – up to 50%, on the basis they no longer are processing mailed-in payments. Ms. Walker also suggest the possibility of reducing the temporary payroll budget line by reducing security guards at the WWTP - \$71,500 currently is budgeted. Ms. Leffler requests an analysis by Ms. Walker of the mailed-in payments the City previously had been handling to justify a reduction in what the Water Board pays.

Ms. Walker states that for good news, she was notified from Blue Cross and Blue Shield that the worst-case scenario regarding a rate increase for health insurance premiums would be 3%.

8. Questions Regarding February 2021 Operations and Maintenance Report

No questions were asked.

9. Safety

Nothing new.

10. General Counsel and Secretary

Mr. Costello requests an executive session be held in order to provide a brief update the Board members on developments in the Love Canal litigation.

11. From the Chairperson

Nothing new.

12. Resolutions

2021-03-001 – AUTHORIZING PURCHASE OF FIRE HYDRANTS AND COMPONENTS

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

Ms. Kimble asked how many hydrants we have in storage. Mr. Wright stated we have 30 six-foot hydrants and 13 five-foot hydrants, and that the plan is to install another 100 hydrants this year.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-002 – AUTHORIZING ENGINEERING DESIGN REPORT FOR WWTP SLUDGE HANDLING IMPROVEMENTS

a. GHD Proposal

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-003 – EXTENSION OF BID FOR PICKUP, HAULING, AND DISPOSAL OF ALUMINUM-BASED RESIDUALS FROM WATER TREATMENT PLANT

a. March 15, 2021 Extension Offer from Modern Disposal Services, Inc.

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-004 –AUTHORIZING AWARD OF WWTP SLUDGE HAULING AND DISPOSAL SERVICES

a. Bid Tabulation and Award Recommendation

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-005 – GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM AN ADJUSTMENT OF NIAGARA FALLS WATER BOARD FACILITIES AND AGREEMENT TO MAINTAIN FACILITIES ADJUSTED VIA THE STATE-LET CONTRACT, PIN 5813.48

a. Cover Letter

b. Utility Work Agreement PIN 5813.48

Motion by Ms. Kimble and seconded by Mr. Asklar to approve.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-006 – ENGINEERING SERVICES AMENDMENT PROJECT 2 AND 2B, GORGE PUMPING STATION REHABILITATION AND OUTFALL 003 REDIRECTION

a. GHD Proposal

Motion by Ms. Leffler and seconded by Ms. Kimble to approve.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-007 – AUTHORIZING SETTLEMENT OF COOKE CLAIM

Motion by Ms. Leffler and seconded by Ms. Kimble to approve.

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 4-0, with one abstention.

2021-03-008 – PILOT PROJECT FOR REAL-TIME MONITORING AND ANALYSIS OF WATER DISTRIBUTION SYSTEM – LEAK DETECTION AND PRESSURE

a. Echologics LLC Proposal

Motion by Mr. Forster and seconded by Mr. Asklar to table.

Mr. Forster appreciates the work that went into the RFP, but the project is \$211,000 for a small area. He spoke with Mike Eagler who suggested an alternative, pulling manhole covers and observing flows and the nearby catch basins. This will help identify leaks and the condition assessment can be linked to Lucy and to prioritize repairs. The necessary overtime would cost about \$3,000 to do this for a month, at which time the Board can evaluate the results. Ms. Leffler asked why the work would be overtime, Mr. Forster understands there is not enough manpower to do it during the week.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion to table carried 5-0.

2021-03-009 – AWARD WWTP PROJECT 7 CONSTRUCTION BIDS

a. EI Team Recommendation Letter and Bid Tabulation

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

2021-03-010 – RENEWAL OF EMPLOYMENT CONTRACT FOR DIRECTOR OF FINANCIAL SERVICES

Motion by Ms. Kimble and seconded by Ms. Leffler to approve.

Asklar __abstain__ Forster __abstain__ Kimble __Y__ Larkin __abstain__ Leffler __Y__

Motion did not carry, 2 yes and 3 abstentions.

2021-03-011 – ELECTION OF OFFICERS

Ms. Larkin noted that the way the resolution is drafted the voting would be for a slate.

Nomination by Ms. Larkin and seconded by Mr. Asklar for Mr. Forster as Chairperson.

Nomination by Mr. Forster and seconded by Mr. Asklar for Ms. Larkin as Vice Chairperson.

Nomination by Mr. Forster and seconded by Ms. Larkin for Mr. Asklar as Treasurer.

Nomination by Ms. Larkin and seconded by Mr. Forster for Mr. Costello as Secretary.

Motion by Mr. Asklar and seconded by Mr. Forster to close the nominations and approve.

Asklar __Y__ Forster __Y__ Kimble __abstain__ Larkin __Y__ Leffler __abstain__

Motion carried 3-0, with 2 abstentions.

2021-03-012 – FINANCE AND AUDIT COMMITTEE MEMBERSHIP AND MEETINGS

Motion by Ms. Larkin and seconded by Mr. Forster to nominate Mr. Asklar as Chairperson of the Finance and Audit Committee.

Asklar __Y__ Forster __Y__ Kimble __abstain__ Larkin __Y__ Leffler __Y__

Motion carried 4-0, with 1 abstention.

2021-03-013 – GOVERNANCE COMMITTEE MEMBERSHIP AND MEETINGS

Ms. Larkin asked if Ms. Kimble or Ms. Leffler would like the position, both declined.

Motion by Mr. Forster and seconded by Mr. Asklar to nominate Ms. Larkin for Chairperson.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

After the Board concluded its votes on the resolutions as reflected above, it returned to the March 22, 2021 Personnel Actions. Ms. Larkin made a motion seconded by Ms. Kimble to vote for on the actions listed in part “A” of the sheet from those listed at part “B.”

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion to vote separately carried 4-0, with one abstention.

Motion by Ms. Larkin and seconded by Ms. Kimble to table Item A (1), Electrician.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion to table Item A (1) carried 5-0.

Motion by Ms. Leffler and seconded by Ms. Larkin to approve the personnel actions listed in Item B on the March 21, 2021 Personnel Actions.

Ms. Kimble asked the approximate cost of the position upgrades. Mr. Costello stated the upgrades will cost from \$0.74 to \$2.39 per hour.

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 4-0, with one abstention.

13. Unfinished/Old Business

None.

14. New Business & Additional Items for Discussion

None.

15. Executive Session (if needed)

Motion by Ms. Larkin and seconded by Ms. Kimble to enter executive session at 6:54 p.m. for the purpose of receiving updates relating to recent developments in the Love Canal litigation.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __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 brief break was taken prior to beginning the executive session.

On returning to the public meeting, motion by Ms. Larkin and seconded by Ms. Leffler to enter back into the open meeting at 7:38 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

The Board thereupon discussed reinstating monthly work sessions. A motion to direct the Secretary to schedule these work sessions was made by Ms. Leffler and seconded by Ms. Larkin.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.

16. Adjournment of Meeting

Motion by Ms. Kimble and seconded by Ms. Leffler to adjourn at 7:39 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried 5-0.