



## MINUTES

### Meeting of the Niagara Falls Water Board

December 13, 2021 at 5:00 p.m.

5815 Buffalo Avenue

Niagara Falls, NY 14304

\*\*\*Meeting was held via conference call pursuant to Chapter 417 of the Laws of 2021.\*\*\*

#### 1. Preliminary Matters

*Chairman Forster called the meeting to order at 5:00 p.m.*

##### a. Attendance:

Asklar (Board Member/Chairman of Finance/Member Exec. Staff Review Cmte.) *Present*

Forster (Chairman) *Present*

Kimble (Board Member) *Present*

Larkin (Board Member/Vice Chairwoman/Governance Chairwoman/  
Chairwoman Exec. Staff Review Cmte.) *Present*

Leffler (Board Member/Member Exec. Staff Review Cmte.) *Present*

##### b. Comments from Chairman Forster

*Chairman Forster states that this will be Bill Wright's last Board meeting. Bill began his career at the NFWB as a seasonal laborer in June 1989. Bill Wright assisted in many departments throughout his career. He worked as a foreman from 2017-2018 prior to being promoted to Superintendent in February 2018-present. The Chairman thanks Bill for his efforts and dedication between the City of Niagara Falls and the NFWB. Chairman Forster shares that the staff has a gift for Bill Wright, thanking him for his 30+ years of employment. Bill Wright will begin his part-time employment with the NFWB beginning in February 2022.*

c. Letters and Communications

*None.*

- d. Public Comments (Public speakers must advise the Secretary of their intention to speak on the conference call line prior to roll call or they may be muted. Alternatively, written comments may be submitted in writing to be read by the Secretary and must be received by 4:00 p.m. on December 13, 2021. Comments may be summarized when read. Email comments to [scostello@NFWB.org](mailto:scostello@NFWB.org) or mail c/o Sean W. Costello, 5815 Buffalo Ave., Niagara Falls, NY 14304)

*None.*

e. Approval of November 22, 2021 Meeting Minutes

*Motion by Board Member Leffler and seconded by Board Member Larkin to approve the November 22, 2021 Meeting Minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

2. Executive Director – Dr. Abderrahman Zehraoui

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

3. Superintendent – William Wright

- a. Drip Program

*Mr. Wright advised the Board that 54 addresses that no longer are deemed likely to have freezing issues have been removed from the Drip Program, letters regarding participation will be mailed to 179 addresses before the end of the year.*

4. Engineering – Douglas Williamson

- a. Draft CIP Plan With Projects Updated

5. Personnel Items – John Accardo

- a. December 13, 2021 Personnel Actions Sheet

*Mr. Accardo noted that notice had just been received that an Operating Engineer is resigning. Mr. Costello noted that the Board may wish to consider hiring of a replacement (though this new vacancy is not on the PA sheet).*

*Motion by Board Member Larkin and seconded by Board Member Asklar to authorize the hiring of an Operating Engineer to replace the Operating Engineer who is resigning.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

*Motion by Board Member Larkin and seconded by Board Member Asklar to approve all items in Sections A and B of the December 13, 2021 Personnel Actions Sheet.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_N\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 4-1*

**6. Information Technology (IT) – Dr. Abderrahman Zehraoui**

**7. Finance – Brian Majchrowicz**

- a. Transfer to Taxes
- b. Revenue Budget Performance Report through November 30
- c. Sewer Fund Expense Budget Performance Report through November 30
- d. Water Fund Expense Budget Performance Report through November 30
- e. Board Fund Expense Budget Performance Report through November 30
- f. Capital Payments – November 2021
- g. November 2021 Budget Amendment Report

**8. Questions Regarding November 2021 Operations and Maintenance Report**

**9. Safety – John Accardo**

**10. General Counsel and Secretary – Sean Costello**

**11. Resolutions**

**2021-12-001 – 2022 WATER BOARD MEETING SCHEDULE**

**a. 2022 Meeting Schedule**

*Motion by Board Member Leffler and seconded by Board Member Larkin to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

**2021-12-002 – 2021 ANNUAL REVIEW OF MISSION STATEMENT, ADOPTION OF AND REPORT ON PERFORMANCE MEASUREMENTS, AND REPORT ON OPERATIONS AND ACCOMPLISHMENTS**

**a. 2021 Annual Review of Mission Statement, Performance Measurement Report, and Report on Operations and Accomplishments**

*Motion by Board Member Larkin and seconded by Board Member Leffler to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

**2021-12-003 – ANNUAL REVIEW OF PROCUREMENT AND INVESTMENT POLICIES AND ADOPTION OF REVISIONS**

- a. Procurement Policy, Revision Date December 13, 2021**
- b. Investment Guidelines, Revision Date December 13, 2021**

*Motion by Board Member Kimble and seconded by Board Member Larkin to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

**2021-12-004 – 2022 CLARK PATTERSON LEE PROFESSIONAL SERVICES EXTENSION**

**a. CPL November 23, 2021 Proposal**

*Motion by Board Member Asklar and seconded by Board Member Larkin to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

## WALK-ON RESOLUTIONS

*Motion by Board Member Kimble and seconded by Board Member Asklar to waive the agenda deadline policy in order to consider Resolutions 2021-12-005 and 2021-12-006.*

*Motion by Board Member Kimble and seconded by Board Member Asklar to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

### **2021-12-005 – AUTHORIZING AMENDMENT TO CONTRACT WITH NIAGARA COUNTY BUILDING & CONSTRUCTION TRADE UNIONS, AFL-CIO**

*Motion by Board Member Kimble and seconded by Board Member Asklar to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

### **2021-12-006 – BUDGET AMENDMENT FOR CARBON CHANGES**

*Motion by Board Member Asklar and seconded by Board Member Leffler to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*

## **12. Additional Comments from Chairman Forster**

### **13. Unfinished/Old Business**

#### **a. 18th Street Slip Line**

- **Walk-through completed from Whitney Ave. to Ontario Ave. with City Engineering – discussed at board meeting held on 5/24/21.**
- **City Engineering is hand-drawing certain utilities, design not complete as of July 19.**
- **9/20/21 – T. Donner from CPL will prepare a proposal for CPL to do the engineering for the grant-funded work.**
- **10/25/21 – CPL Proposal accepted by Resolution 2021-10-005.**

- b. Roof Study**
  - Study is complete. Dave Jaros from CPL will now be the point person – discussed at work session held on 7/12/21.
  - 10/18/21 – Per D. Jaros, Tremco is stretch testing the WTP roof membrane to further evaluate its condition.
  
- c. Beech Ave. Water Tower**
  - Jay Meyers explains some modeling work is needed along with finalizing ideas for an ideal location (possibly Buffalo Ave.)
  - Beech Ave. is not an ideal location due to the need for a pump station.
  - Cost to complete the study – approximately \$9,800 – discussed at board meeting held on 5/24/21.
  - Per Jay Meyers, as of July 19, project is 95% complete, final details to be discussed with NFWB.
  - 9/20/21 – Report delivered to NFWB (Copy is in 9/27 Meeting Packet, Minus Appendices).
  
- d. Caulking Project WTP**
  - Exterior caulking complete.
  - Bid for interior caulking awarded at July 2021 meeting; next step is to schedule the work.
  - 9/20/21 – Contractor now has supplied bonds, J. Meyers will get work scheduled.
  - 11/17/21 – Having trouble getting contractor to begin performance.
  
- e. 56th Street Water Tower**
  - CPL was tasked to explore ways to improve the functionality and eliminate the need for WTP operators to have to drain the water lower levels on a daily basis in order to recirculate the water; due to the lack of a recirculating pump and valve at the bottom of the tank - discussed at board meeting held on 5/24/21.
  - 9/20/21 – Report delivered to NFWB (Copy is in 9/27 Meeting Packet, Minus Appendices).
  
- f. Lift Station Roofs**
  - As of September 14, 2021:
    - New pitched roof at 81st and Frontier has been installed using in-house labor and Carpenters from Union Hall.
    - Waiting on metal roofing material for 81st and Stephenson, should arrive by the end of September 2021.
    - J. Argona and M. Eagler are evaluating the possibility of performing the work required on the Cayuga Island lift station in house.
  - 9/21/21 – Per M. Eagler, two lift stations will be painted before weather changes.

- 10/14/21 – One building painted, the other is underway.
- 10/18/21 – J. Argona and M. Eagler will see what additional work can be done to improve the Cayuga lift station.

**g. Chlorine System**

- Adding a booster pump to the raw water chlorine feed would prevent loss of chlorine feed during a low-pressure scenario (i.e. Goodyear break).
- Will also provide backup to chlorine dosage during backflow testing/repairs
- CPL has done design, waiting for DOH approval of submittals, as discussed July 19.
- 9/14/2021 – Still waiting for DOH approval.
- 9/20/2021 – Same status, Dr. Zehraoui to contact DOH regarding delay.
- 10/18/21 – DOH requested additional information; CPL produced and submitted requested engineering report.
- 11/17/21 – DOH has issued comments, response to be provided by 11/26/2021.

**h. Emergency Backup Generators**

- In need of repair – multiple issues with transfer gear and controls.
- 1 unit has been determined to need radiator parts/replacements.
  - Radiator repair approx. \$40,000.
- Work continues with Zenith – determined TS-2 and TS-3 need cleaning and lubrication, which involves removing power and running a separate generator to make the necessary repair.
- Quotes have been received for auto switching main plant power feeds to lessen the risks involved with a generator failure (unknown).
- Joe Argona provided a proposal from Milton-Cat (dated 4/19/21) for the installation of the auto-transfer scheme and relay upgrade for the (2) main incoming feeders for the WTP – discussed at board meeting held on 6/28/21.
- Working to plan a plant shutdown to clean electrical contacts and other preventative maintenance work on electrical system.
- 9/20/2021 – J. Argona will get updated quote for Board approval of radiator replacement.
- 10/14/21 – J. Argona followed up with Milton CAT on 10/13, they still are working on updated quote. Plant shutdown scheduled for 10/20.
- 11/22/21 - Plant shutdown/switch maintenance completed without incident. Resolution for radiator repair is in agenda packet.

**i. WTP Roofing**

- Area over front main entrance vestibule is leaking – creating issues with drywall mold and cracking.

- Area over filter gallery with floating foam pieces – no leaks detected. Nearby roof drains have been cleaned to help with the issue - discussed at board meeting held on 5/24/21.
- A purchase order for \$8,750.00 has been submitted to Brad Farris from Tremco – work will be scheduled shortly – discussed at work session held on 7/19/21.
- 9/20/21 – Report from Tremco is included in work session packet.
- 9/20/21 – Report reviewed with Board by D. Jaros.

**j. Interior Lighting**

- As of 9/14/2021, plan is to do low-lift lighting in-house.
- Replacement fixtures installed in accessible areas of low lift were not as bright as desired, a new light was ordered to test out in the building – discussed July 19.
- 9/14/2021 – A replacement fixture has been installed and is being evaluated.
- 9/20/2021 – Per J. Argona, replacement fixture was satisfactory, more will be ordered, total cost estimated at \$5,000 to \$6,000 to do entire area.
- 10/14/21 – Additional replacement fixtures have been delivered. Installation will begin when lift is transferred from WWTP.
- 11/18/21 – Lift is in use replacing lights at WWTP.

**k. HVAC Rooftop & Make Up Air**

- Outdated units – need replacements – 4 out of the 5 units are inoperable.
- Still in need of additional units – the pandemic has brought this to the forefront, as makeup air is potentially regulated in certain environments as well as air filtration ratings.
- June 30, 2021 Quote for MUAUs totals \$263,222
- July 19 – D. Williamson and J. Meyers tasked with preparing bid specifications for this project.
- 9/20/2021 – Per J. Meyers, specifications are about 90% complete.
- 10/18/21 – Project is out to bid.
- 11/22/21 – Resolution for award is in Board packet (Approved).

**l. PACL System Upgrades**

- Need SCADA professionals to finish updating our program to match the 4 PACL pumps so that all 4 pumps can be utilized with SCADA control.
- 9/20/2021 – Three of four pumps are connected to SCADA, Dr. Zehraoui will meet with C. Hotchkiss regarding connecting fourth pump.
- 10/18/21 – Per Dr. Zehraoui, project is at 90% and should be complete October 20.



- 12/1/21 – Waiting on staff availability to complete work.

**m. Bulk Chemical Storage Liners**

- PACL liners complete – contractor has concerns about Fluoride toxicity. Maintenance department to follow up.
- Joe Argona states he is waiting on the Canadian borders to re-open in order to receive servicing on the fluoride tank. Also, waiting on a response from the DOH regarding regulations for not dosing during the time of servicing – discussed at board meeting held on 6/28/21.
- 9/14/2021 – Still waiting for border to reopen so work can proceed.
- 10/14/21 – Still waiting for border reopening.
- 11/18/22 – Still waiting on border reopening.

**q. Board Member Asklar will have oversight on remodeling of the WWTP employee break room, shower area and bathrooms - discussed at board meeting held on 5/24/21.**

- Board Member Asklar states he would like to meet with Dr. Zehraoui prior to their weekly finance meetings to further discuss – discussed at board meeting held on 6/28/21.
- Administration building bathrooms have been repainted; new vanities and mirrors will be installed; budget line for ordering these is needed as discussed at July 19 work session.
- 10/14/21 – Vanities for administration bathrooms delivered today.
- 11/22/21 – Vanities installed in admin. bathrooms, waiting for mirrors/finish work.

**n. WTP Freeze-Thaw Bed Cleanouts**

- Freeze Thaw beds were designed with a maximum plant flow of 20 MGD, which we are now exceeding. The resulting amounts of solids have become more expensive and more difficult to have removed, and we frequently have to switch beds sooner than planned in order to maintain our SPDES permitted water quality.
- 9/20/21 – Contents of two beds have been moved to bed three, so two beds are available to WTP operations. Contents will be landfilled when dry.
- 10/14/21 – Arrangements are being made for trucking/disposal.
- 10/18/21 – Dr. Zehraoui advises we will start hauling to landfill next week.
- 11/22/21 – Cleanout work is underway.
- 12/1/21 – Cleanout work complete.

**o. Carbon Silo needs repair and painting before it becomes unstable and needs demolishing.**

- Polymer and Carbon capabilities could be reinstated to improve plant capability.
- Joe Argona to get budgetary quote for painting silo.

- 9/14/2021 - NYS Industrial Coatings Quote - \$20,000; our painter can do it in house for \$5,000 to \$10,000 if we get a lift.
  - 10/14/21 - Plan is to schedule work in house for spring.
- p. **Painting of Sedimentation plates and various areas throughout the interior and exterior of the plant. Filter walls are peeling.**
- 10/18/21 – Waiting on quote for coating.
  - 11/18/21 – Quote obtained. Waiting to schedule based on painter availability.
- q. **WTP Chemical Offload Area Coating Replacement.**
- Quotes obtained, NYS Industrial Coating price is \$29,750, Niagara Coatings \$29,250.
  - 9/14/2021 – Exploring doing in house, would need to have contractor do the necessary soda blasting to remove existing coating, then will work to schedule job in house Spring 2022 for approx. half cost of contractor.
  - 9/20/2021 – J. Argona estimates cost to complete work will be \$7,000, painter and WTP maintenance have removed much of the old coating.
  - 10/14/21 – Work will be scheduled using in-house forces in Spring 2022.
  - 11/22/21 – To improve durability of work, quote obtained for sandblasting prior to work being completed in spring (\$3,000).
- r. **Repairs to WTP Rear Perimeter Fence.**
- Quotes obtained, Fox Fence with barbed wire option is \$21,611.29, Davidson \$23,480.
  - 9/14/2021 – Can omit barbed wire to get under \$20,000, but will need to identify funds for this.
  - 9/20/2021 – D. Williamson directed to look into possible Homeland Security grant to help fund project.
  - 10/18/21 – Will be included in WIIA grant application.
  - 12/1/21 – Included in 11/22 grant application
- s. **Follow up on Auditors' Recommendations**
- 9/20/2021 – A plan to address these will be developed during weekly meetings between staff and Chair of Finance Asklar.
  - 10/18/21 – Underway.
- t. **WWTP Camera Installation**
- 9/20/21 – 3 cameras are installed, planned final total will be approx. 11.
  - 10/14/21 – Project is ongoing.
  - 10/18/21 – Chairman Forster questioned whether Dr. Zehraoui will be able to review cameras from his office.

- 11/18/21 – 10 cameras have been installed to date.
- u. Neptune Meter Project Report
- 9/20/2021 – Reports on status were in work session packet.
  - 10/18/21 – Payback period study will be complete in a month; meeting scheduled for 10/19 to discuss plan for large meters; substantive update planned for November 2021.
  - 11/22/2021 – Economic Analysis Report is in agenda packet.
  - 12/6/2021 – Presentation at December 2021 work session.
- v. Board Meeting Room Expansion Project
- 10/18/2021 – J. Argona reports in-house work is underway, project will require work by Ferguson and Mollenberg-Betz. Estimated completion is in 5-6 months.
  - 11/22/21 – Quote for \$26,000 from Mollenberg to move piping; D. Williamson to develop bid specifications to attempt to secure more competitive pricing.
  - 12/1/21 – D. Williamson to prepare bid for needed for HVAC, plumbing, and electrical work.

#### 14. New Business & Additional Items for Discussion

- a. Discussion, if any, regarding TiSales/Neptune Advanced Metering Infrastructure (“AMI”) Presentation

#### 15. Executive Session (if needed)

*None.*

#### 16. Adjournment of Meeting

*Chairman Forster thanked his fellow Board Members and the Board’s staff for all their efforts throughout 2021 and wished them all a happy and prosperous 2022. The Chairman thanked the Executive Staff for their efforts regarding the WWTP plant conversion. The conversion will have an international impact on discharge and significant impact to the rate payers.*

*The Chairman and his fellow Board Members showed appreciation to all employees of the NFWB for their continued efforts along with welcoming Michael Eagler to his new position as Chief of Outside Infrastructure and Cortez Bradberry to his new position as Foreman.*

*Motion by Board Member Larkin and seconded by Board Member Leffler to adjourn at 6:06 p.m.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carries, 5-0*