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AGENDA

Business Meeting of the Niagara Falls Water Board October 23, 2023 at 5:00 p.m.

**Water Treatment Plant Conference Room
5815 Buffalo Avenue, Niagara Falls New York 14304**

**Meeting may be attended in person
or via videoconference – visit NFWB.org for details.**

1. Preliminary Matters

a. Attendance:

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

Forster (Chairman)

Kimble (Board Member)

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

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

b. Public Comments (All speakers must register with the meeting clerk prior to roll call and are limited to three minutes per person – total time for all speakers may not exceed one hour).

c. Comments from Chairman Forster

**i. 2023 Budgeted Expenses - Expenditures of User Rates, Fees, and
Charges Less Debt Service**

d. Presentations (none scheduled)

- e. **Letters and Communications**
 - i. **2023-10-19 – COVID Wastewater Surveillance Update Memorandum**
- f. **Prior Meeting Minutes**
 - i. **Draft September 25, 2023 Meeting Minutes**
 - ii. **Draft October 2, 2023 Special Meeting Minutes**
- 2. **Acting Executive Director – Michael Eagler**
 - a. **WWTP Project Budget Tracker (CPL)**
 - b. **WWTP Construction Schedule Tracker (CPL)**
 - c. **Financial Award Summary (CPL)**
 - d. **Neptune Meter Reading Software Update**
 - e. **18th Street Water Main Replacement Project Change Order 1 - Final Amount Under Bid Award**
 - f. **1800 Block Whitney Avenue – Water Service Issue Following Main Replacement**
- 3. **Inside Infrastructure and Operations – Russell DeFranco**
- 4. **Outside Infrastructure Updates – Cortez Bradberry**
- 5. **Engineering – Douglas Williamson**
 - a. **Town of Niagara Sewer Flow Monitoring Update**
- 6. **Personnel Items – David San Lorenzo**
 - a. **October 23, 2023 Personnel Actions**
 - b. **Union Time Off Year to Date**
 - c. **2024 Holiday Schedule**
- 7. **Information Technology (IT) –Jonathan Joyce**

8. Finance – Brian Majchrowicz

- a. 2024 Budget Update**
- b. Requesting Approval - Proposed \$500,000 Budget Transfer from Sodium Hypochlorite to Carbon**
- c. Routine Budget Amendments Report**
- d. Revenue Budget Performance Report through 9/30/2023**
- e. Sewer Fund Expense Budget Performance Report through 9/30/2023**
- f. Water Fund Expense Budget Performance Report through 9/30/2023**
- g. Board Fund Expense Budget Performance Report through 9/30/2023**
- h. Key Bank and Bank on Buffalo Balance Report**
- i. Wilmington Trust Balance Report**
- j. Treasury Account Balance Report**
- k. Capital Payments – September 2023**

9. Questions Regarding September 2023 Operations and Maintenance Report

10. Safety – John Accardo

11. General Counsel and Secretary – Sean Costello

12. From the Chairman

13. Resolutions

2023-10-001 – SEWER LINE CHEMICAL ROOT CONTROL

- a. 2023-09-15 - Duke's Sewer Line Root Control Quotation**
- b. DEC Bureau of Pesticides Sewer Line Root Control Registration Search Results**

2023-10-002 – RENEWING MEMORANDUM OF UNDERSTANDING WITH JAMESTOWN COMMUNITY COLLEGE RELATIVE TO USE OF NFWB FACILITIES FOR WATER AND WASTEWATER OPERATOR CERTIFICATION AND CONTINUING EDUCATION COURSES

- a. Draft Memorandum of Understanding**

2023-10-003 – COMBINED BID FOR 2024 WATER AND WASTEWATER TREATMENT CHEMICALS

- a. 2023-10-10 – Memorandum Regarding Award of Bid #W2023-05**

2023-10-004 – EMPLOYMENT OF DAVID CONTI

2023-10-005 – PROFESSIONAL SERVICES FOR EXECUTIVE DIRECTOR SEARCH

- a. AP Professionals Proposal**
- b. Career Partners Proposal**
- c. Procom Services Proposal**
- d. Ralph Andersen Associates Proposal**
- e. Systems Personnel Proposal**
- f. Wet-Tek Executive Search Proposal**

14. Unfinished/Old Business

1) WWTP Sodium Hypochlorite Tank Replacement

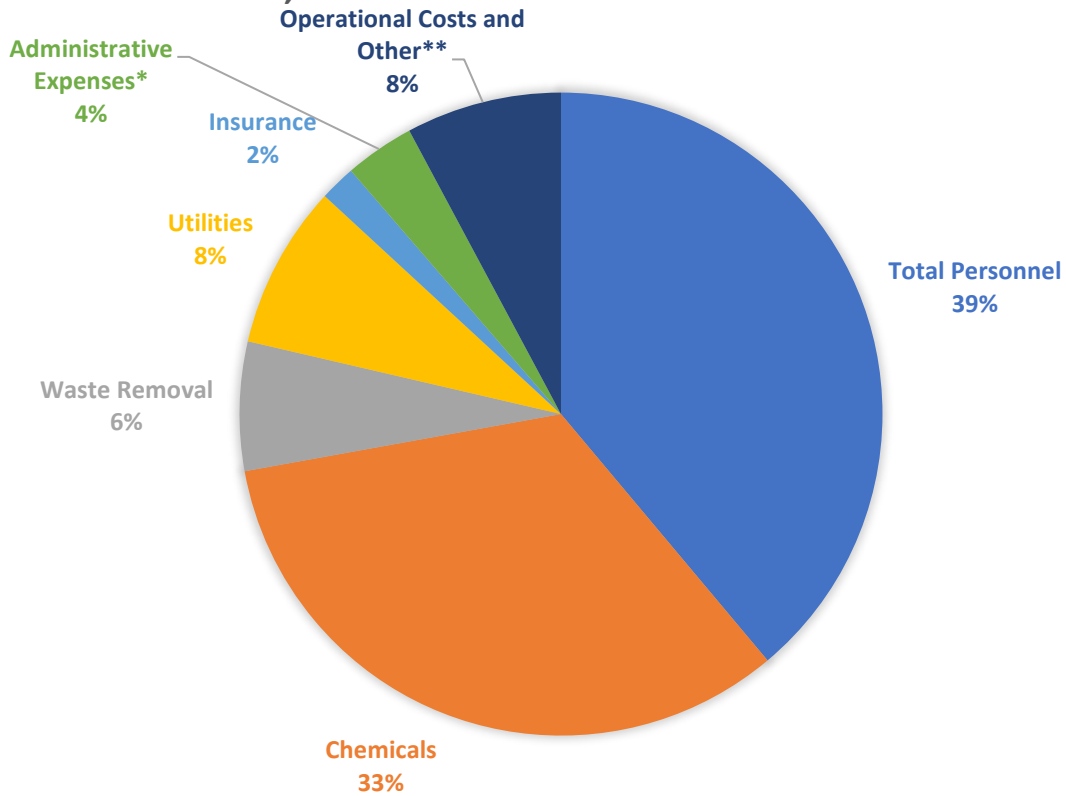
- 7/14/22: The 2021 WIIA Sewer (WWTP) Grant of \$1,125,000 was awarded on April 19, 2022 that included the some of the funds necessary to complete the WWTP tank removal and replacement work. We may be able to utilize some of the remaining balance of the WWTP Phase II grant to assist with this work, as well. We need approval from the NYSDEC to include some of the WWTP tank replacement work under this WWTP Phase II grant. The draft WWTP Tank Replacement RFP that was created needs to be finalized to show the grant funding sources that have been approved for the project, before we can proceed.
- 7/14/23: Resolution for engineering services in work session packet.
- 9/15/23: Contract amendment for work needs to be prepared.
- 10/19/23: Contract amendment has been sent to AECOM for execution.

15. New Business & Additional Items for Discussion

16. Executive Session: Anticipated motion to enter into executive session for the purpose of considering matters leading to the appointment, employment, promotion, demotion, or removal of a particular person and for considering matters leading to employment of a particular corporation (Public Officers Law § 105(f)).

17. Adjournment of Meeting

2023 BUDGETED EXPENSES-EXPENDITURES OF USER RATES, FEES & CHARGES LESS DEBT SERVICE



	<u>2023</u>	<u>Percentage of Total</u>
-	-	
Total Personnel	\$ 12,599,986	39%
Chemicals	\$ 10,775,000	33%
Waste Removal	\$ 2,100,500	6%
Utilities	\$ 2,664,500	8%
Insurance	\$ 585,000	2%
Administrative Expenses*	\$ 1,137,191	4%
Operational Costs and Other**	<u>\$ 2,534,190</u>	<u>8%</u>
Total	<u>\$ 32,396,367</u>	<u>100%</u>

* Includes Office Supplies, Training, Computer Services & Software, and Professional Services

** Includes Rentals, Auto Expenses, Leases, Tools & Small Equipment, Machinery, Materials, and Undesignated Services

WASTEWATER SURVEILLANCE UPDATE

[DASHBOARD](#) | [WEBSITE](#)

DATE: October 19, 2023

TO: Niagara County Health Department, Wastewater Treatment Plants, & Stakeholders¹

FROM: Haley Kappus-Kron, MPH²

RE: Niagara County Weekly Wastewater Surveillance Data Report

Collection Site	Collection Date	Detection Level	Compared to NYS	Long-Term Trend
Lockport	Tue, Oct 10, 2023	Quantifiable detection	elevated	decreasing
	Mon, Oct 9, 2023	Quantifiable detection	elevated	
	Tue, Oct 3, 2023	Quantifiable detection	elevated	
	Mon, Oct 2, 2023	Quantifiable detection	elevated	
Newfane	Tue, Oct 10, 2023	Quantifiable detection	elevated	decreasing
	Tue, Oct 3, 2023	Quantifiable detection	elevated	
Niagara County Sewer District	Mon, Oct 9, 2023	Quantifiable detection	elevated	increasing
	Thu, Oct 5, 2023	Quantifiable detection	elevated	
	Mon, Oct 2, 2023	Quantifiable detection	elevated	
Niagara Falls	Tue, Oct 10, 2023	Quantifiable detection	elevated	increasing
	Mon, Oct 2, 2023	Quantifiable detection	elevated	
Somerset-Barker	Wed, Oct 4, 2023	Quantifiable detection	elevated	decreasing
Lewiston	Mon, Oct 9, 2023	Quantifiable detection	elevated	decreasing
	Mon, Oct 2, 2023	Quantifiable detection	elevated	
Middleport	Mon, Oct 9, 2023	Quantifiable detection	elevated	increasing
	Mon, Oct 2, 2023	Quantifiable detection	elevated	

There is an expected 7-day rolling average 0.22 hospitalizations per 100,000 people attributed to COVID-19 in the next 10 days.

Attached with this memo are several figures that you may find useful.

¹ Thank you for your continued participation in the New York State Wastewater Surveillance Network. We appreciate the time and service you give every week. Because of people like you, we can use wastewater data to provide an early warning to communities, forecast hospitalizations, and look at trends of SARS-CoV-2 in the sewershed, county, region, and state.

² Contact me if you have any questions or concerns (315-777-2727 or hkappuskron@cdcfoundation.org)

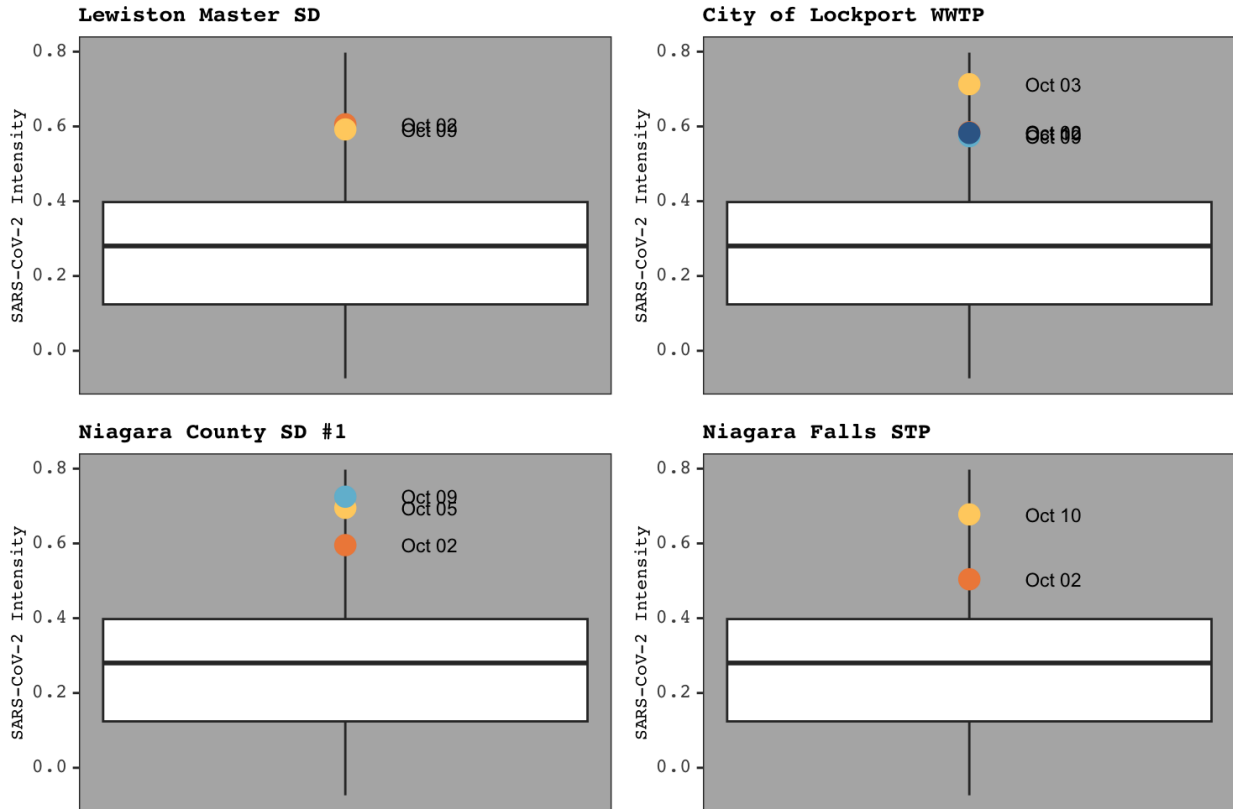


Figure 1: Observed levels of SARS-CoV-2 intensity at each of the Niagara County influents compared to NYS values.

Colored points represent the SARS-CoV-2 intensity of samples taken at the influent over the last two weeks. Different colors represent different sample dates. The box plot represents all SARS-CoV-2 values from the previous two weeks as observed from wastewater treatment facilities across New York. The box plot shows the median (solid line), first and third quartiles (box edges), minimum (lower whiskers), maximum (upper whisker), and outliers (black dots) for all NY WWTP's. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

- Lewiston
 - Mon, Oct 9, 2023 - elevated
 - Mon, Oct 2, 2023 - elevated
- Lockport
 - Tue, Oct 10, 2023 - elevated
 - Mon, Oct 9, 2023 - elevated
 - Tue, Oct 3, 2023 - elevated
 - Mon, Oct 2, 2023 - elevated
- Niagara County Sewer District
 - Mon, Oct 9, 2023 - elevated
 - Thu, Oct 5, 2023 - elevated
 - Mon, Oct 2, 2023 - elevated
- Niagara Falls
 - Tue, Oct 10, 2023 - elevated
 - Mon, Oct 2, 2023 - elevated

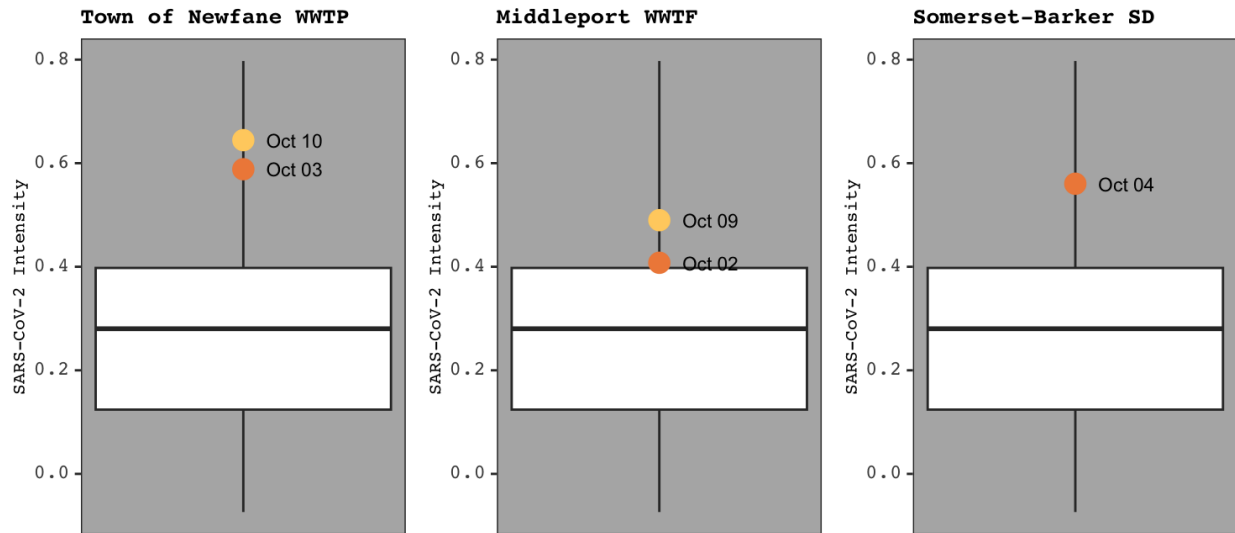


Figure 2: Observed levels of SARS-CoV-2 intensity at each of the Niagara County influents compared to NYS values. (continued)

Colored points represent the SARS-CoV-2 intensity of samples taken at the influent over the last two weeks. Different colors represent different sample dates. The box plot represents all SARS-CoV-2 values from the previous two weeks as observed from wastewater treatment facilities across New York. The box plot shows the median (solid line), first and third quartiles (box edges), minimum (lower whiskers), maximum (upper whisker), and outliers (black dots) for all NY WWTP's. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

- Newfane
 - Tue, Oct 10, 2023 - elevated
 - Tue, Oct 3, 2023 - elevated
- Middleport
 - Mon, Oct 9, 2023 - elevated
 - Mon, Oct 2, 2023 - elevated
- Somerset-Barker
 - Wed, Oct 4, 2023 - elevated

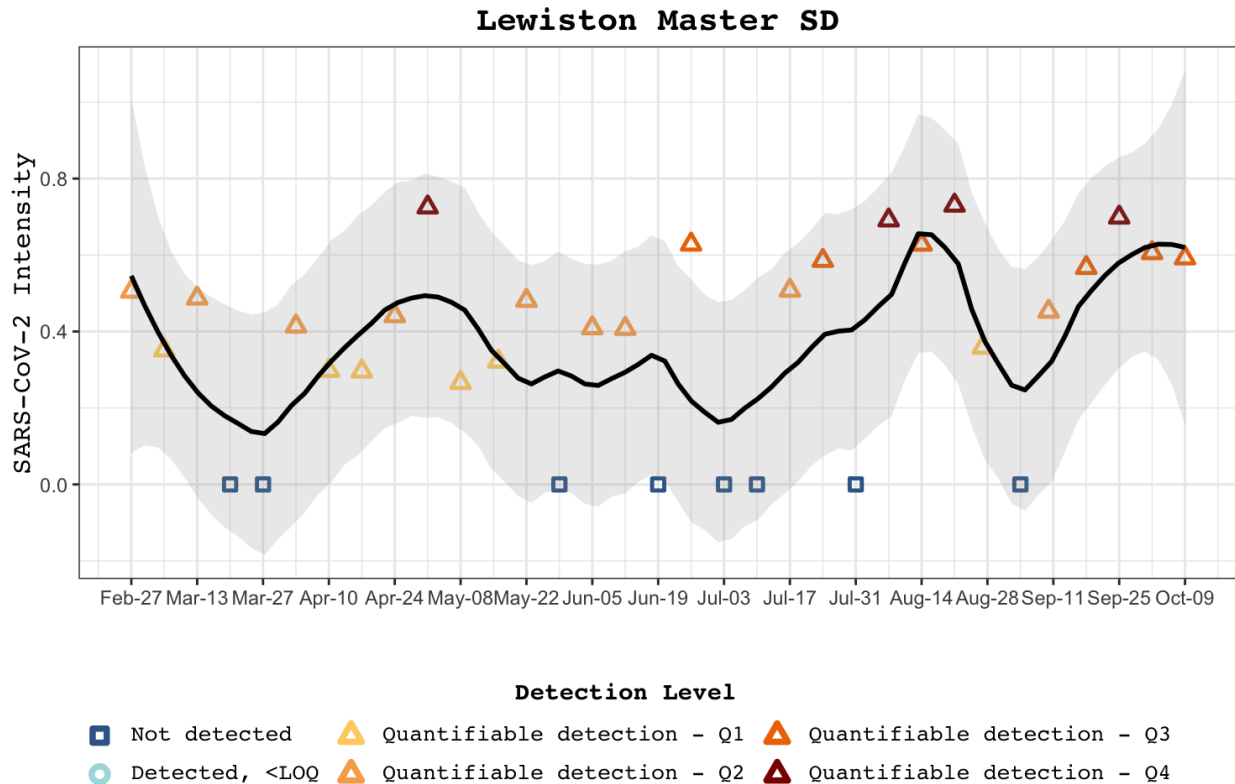


Figure 3: SARS-CoV-2 intensity over time at the Lewiston Master influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

The level of SARS-CoV-2 RNA can tell us roughly how many cases can be expected in a population.

- o Not detected: <10 cases per 100,000
- o Detected, <LOQ: 10-50 cases per 100,000
- o Quantifiable detection: more than 50 cases per 100,000
 - o Quantifiable detections are categorized by quantile values based on UB’s historical data. We bin these into four categories: Q1 (0-25%), Q2 (25-50%), Q3 (50-75%), and Q4 (75-100%). The higher the quantile value, the higher state of transmission is occurring relative to past data points.

Over the past two weeks, the population served by the Lewiston Master influent is experiencing a decreasing trend. This would mean that the population could expect lower daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

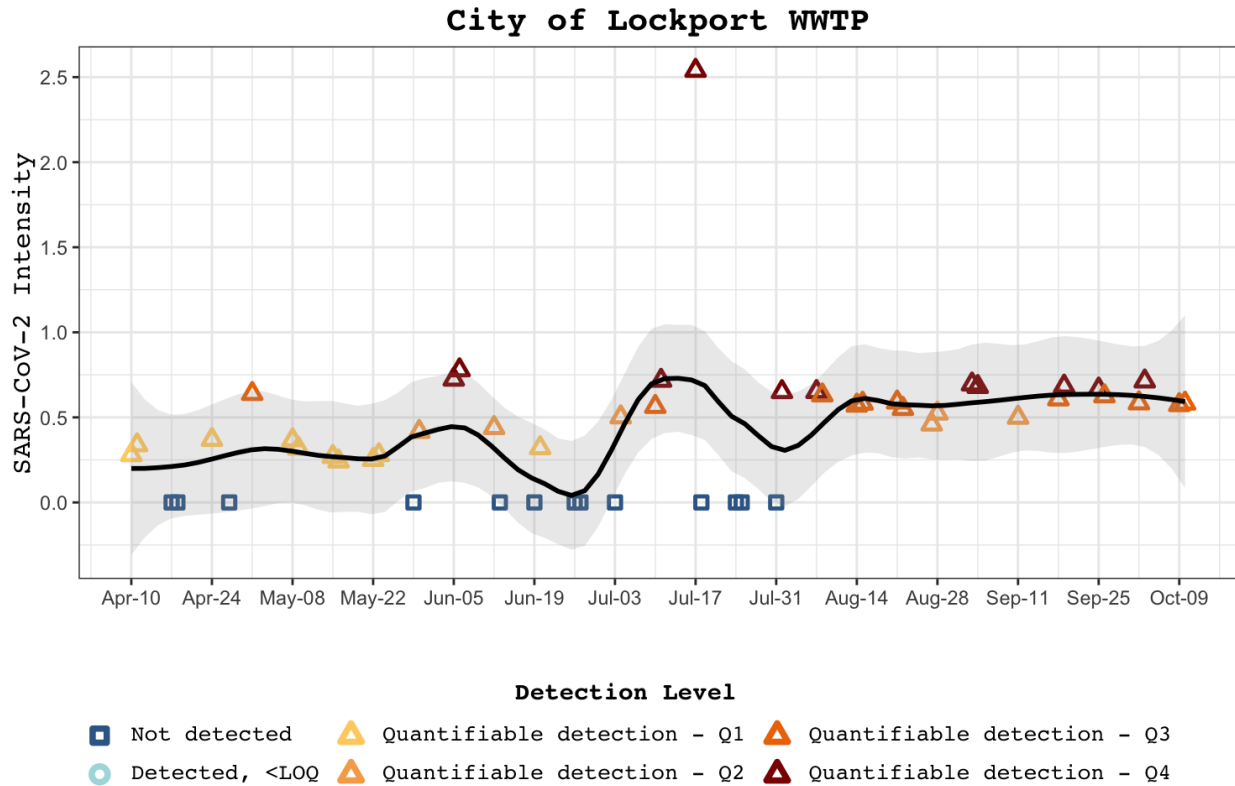


Figure 4: SARS-CoV-2 intensity over time at the City of Lockport influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the City of Lockport influent is experiencing a decreasing trend. This would mean that the population could expect lower daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

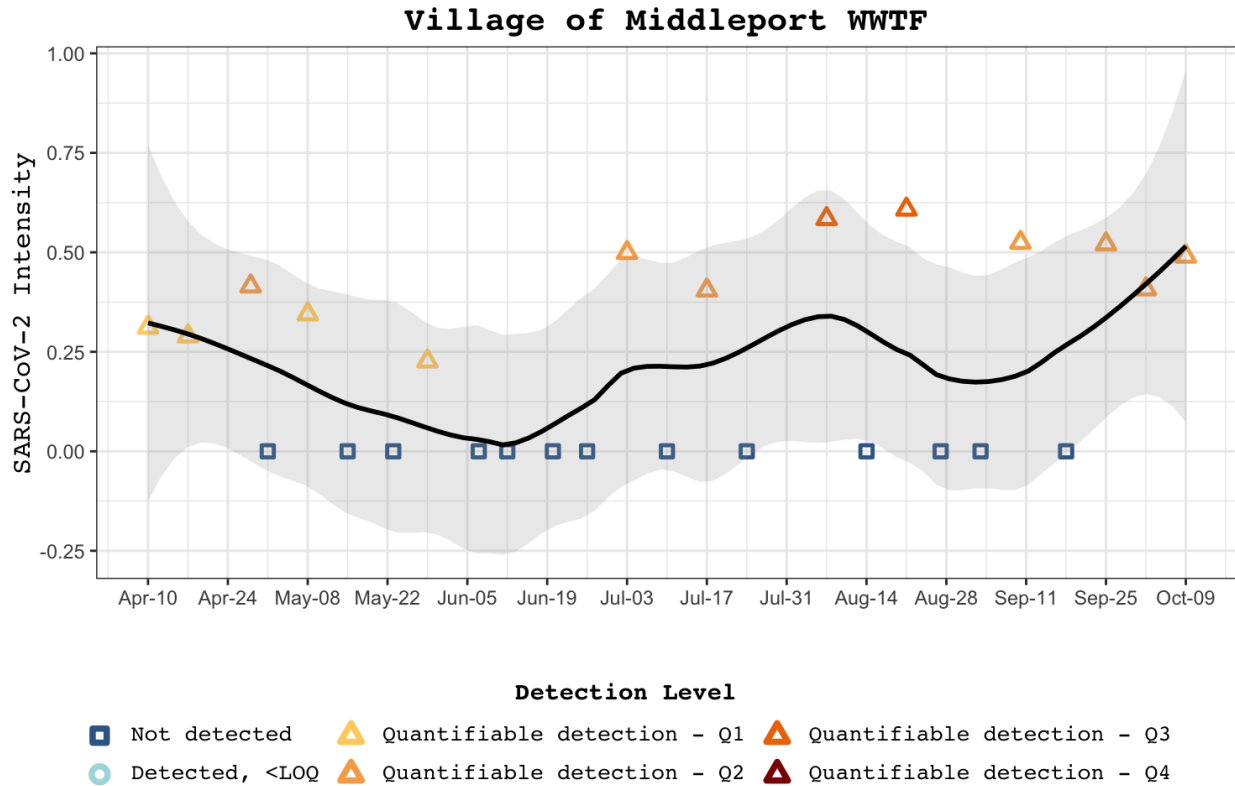


Figure 5: SARS-CoV-2 intensity over time at the Village of Middleport influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the Village of Middleport influent is experiencing an increasing trend. This would mean that the population could expect higher daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

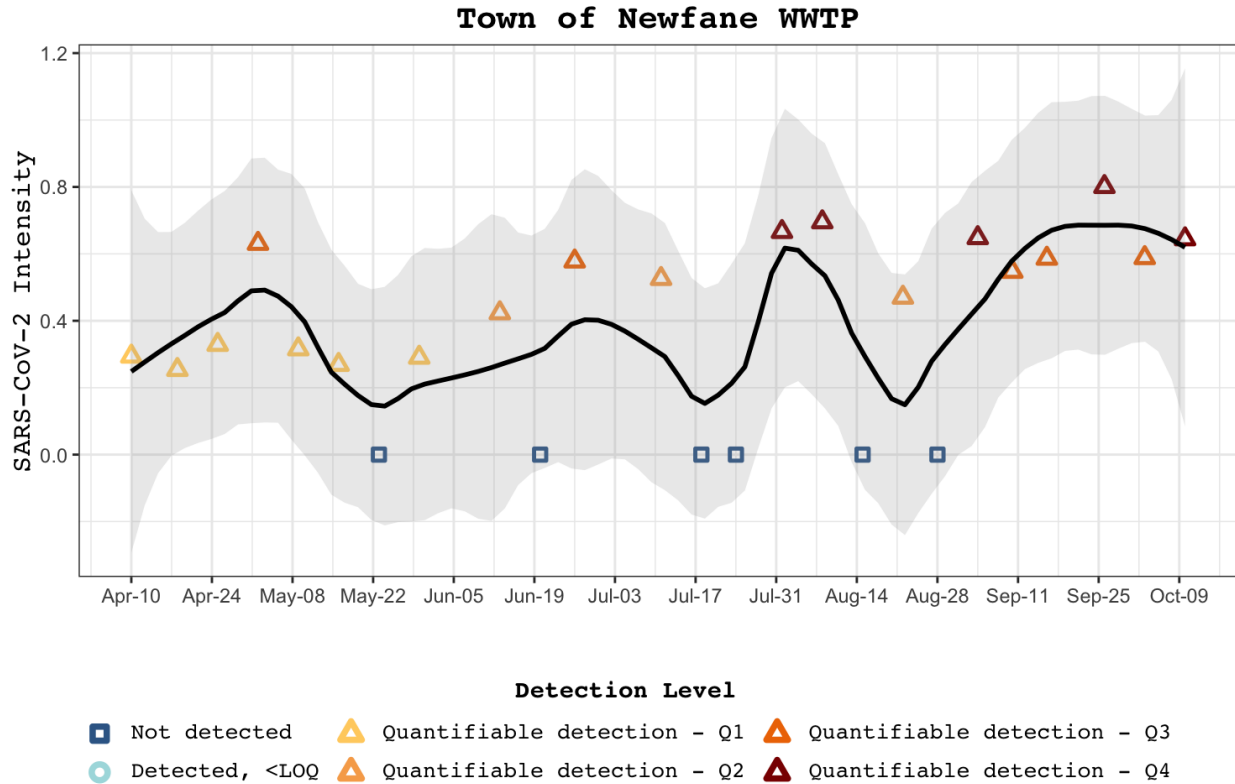


Figure 6: SARS-CoV-2 intensity over time at the Town of Newfane influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the Town of Newfane influent is experiencing a decreasing trend. This would mean that the population could expect lower daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

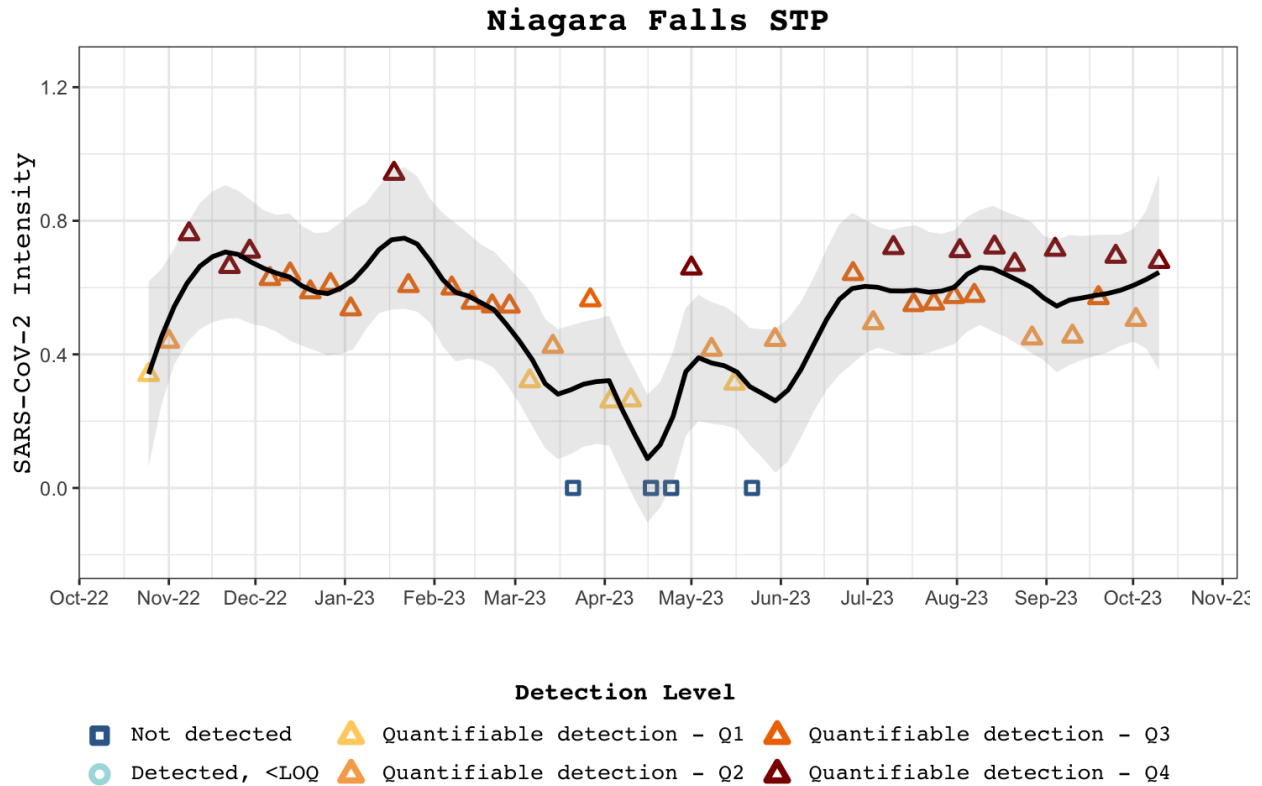


Figure 7: SARS-CoV-2 intensity over time at the Niagara Falls influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the Niagara Falls STP influent is experiencing an increasing trend. This would mean that the population could expect higher daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

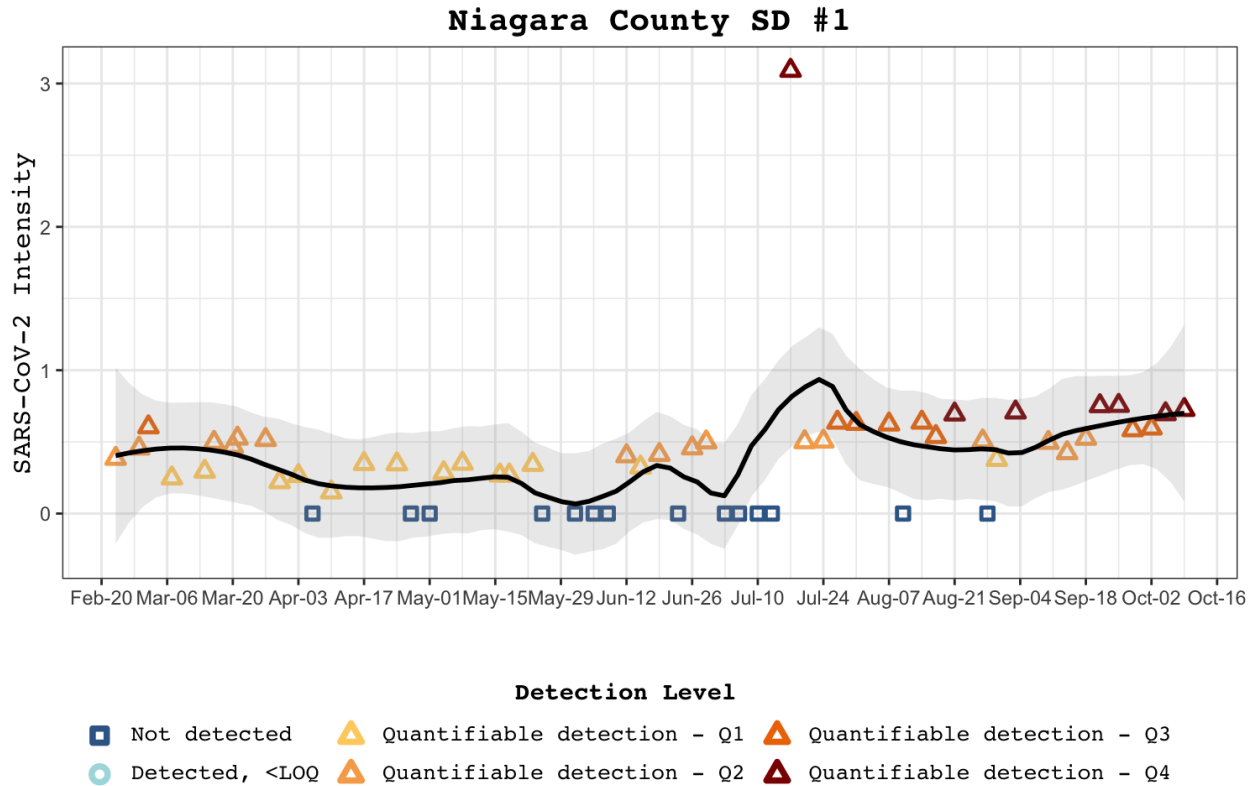


Figure 8: SARS-CoV-2 intensity over time at the Niagara County SD #1 influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the Niagara County SD #1 influent is experiencing an increasing trend. This would mean that the population could expect higher daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

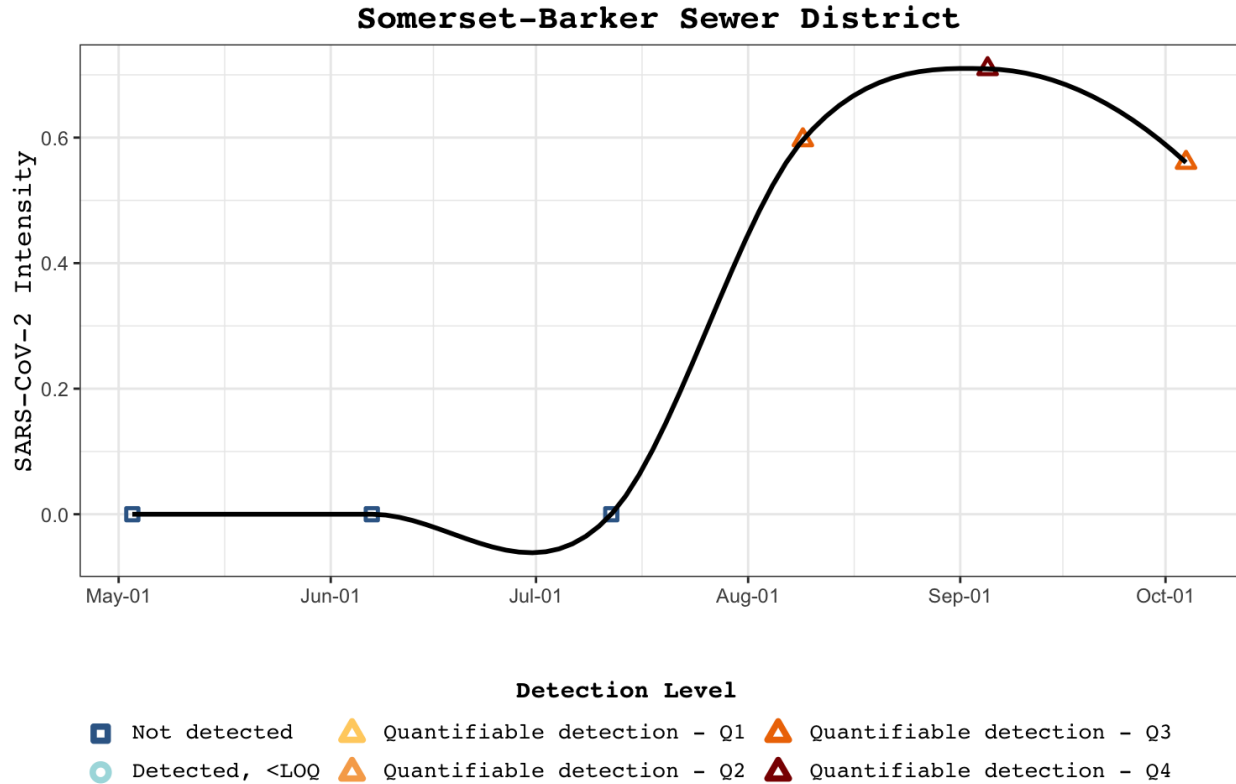


Figure 9: SARS-CoV-2 intensity over time at the Somerset-Barker Sewer District influent.

A smoothed trend line (black), uncertainty (gray band), and wastewater samples (points) are shown. Wastewater sample points are color coded to specify the level of SARS-CoV-2 detected. The concentration of SARS-CoV-2 is normalized by population, $\ln(\text{SARS-CoV-2})/\ln(\text{PMMoV})$, to give overall intensity.

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Over the past two weeks, the population served by the Somerset-Barker Sewer District influent is experiencing a decreasing trend. This would mean that the population could expect lower daily COVID-19 cases in the coming weeks, if this trend continues. The most recent sample had a level of quantifiable detection, suggesting daily case incidence of greater than 50 cases per 100,000 population.

**Niagara County
Niagara Falls STP**

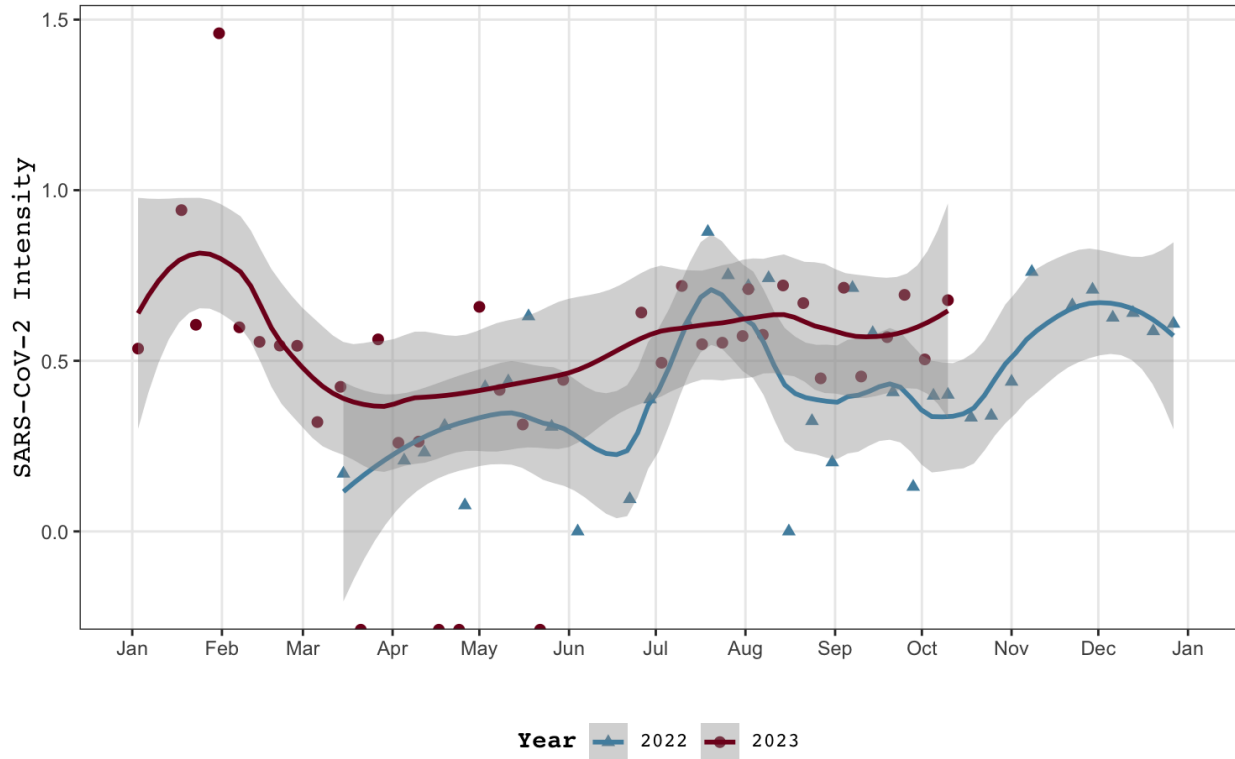


Figure 10: Annual comparison of SARS-CoV-2 intensity for each of the Niagara County sites sampling beyond one year.

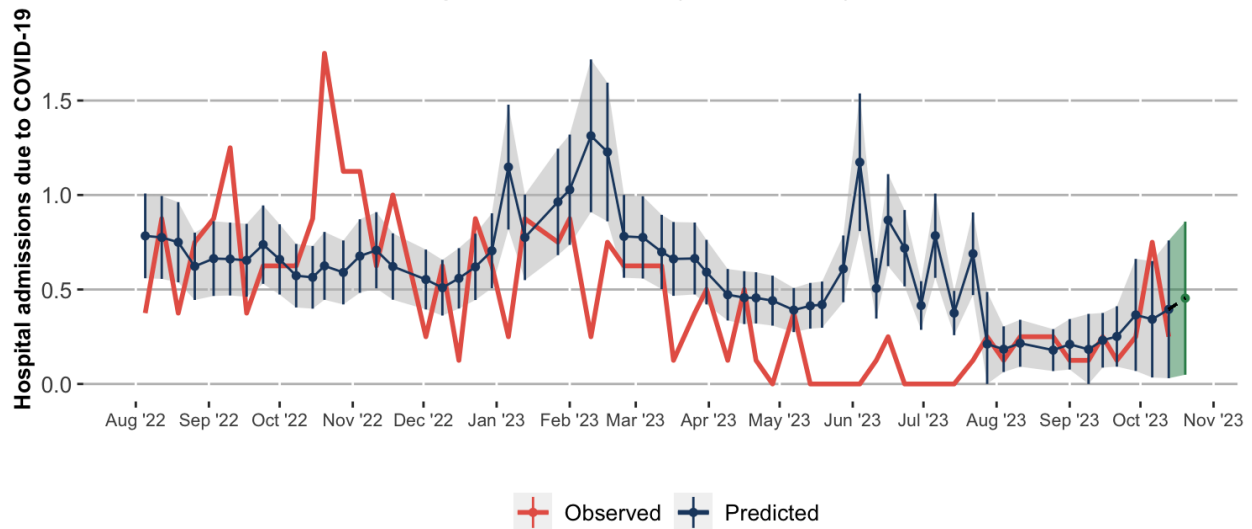
Smoothed 2022, and 2023 trend lines, uncertainty (gray bands), and wastewater samples (points) are shown.

- o The most recent sample from the Niagara Falls influent reveals **elevated intensity** as compared to the previous year.

Niagara County COVID-19 in-patient hospitalization trend

Predicted 7-day average in-patient hospitalizations in the next 10 days: **0.45***

15.38 percent increase from previous week's prediction



* 0.22 Per 100,000 population

Figure 11: Observed and predicted COVID-19 attributed hospitalization trends for Niagara County.

This figure shows predicted new in-patient hospital admissions due to COVID-19 for your county. Predictions are calculated from a generalized linear mixed model that fits wastewater data with a ten-day lag, log transformed active case numbers, along with several covariates including:

- population over 50 years old,
- estimated asthma and cardiovascular disease rate for the county,
- county social vulnerability from the CDC social vulnerability index,

This model makes predictions with new data for future hospital admissions and provides uncertainty around the prediction in the form of the 95% confidence interval (the light gray and green band around the predictions). Past predictions are in blue with the current prediction in light green.

This model makes predictions with new data for future hospital admissions and provides uncertainty around the prediction in the form of the 95% confidence interval (the light gray and green band around the predictions). Past predictions are in blue with the current prediction in light green.

The red line is actual hospital admissions from the Department of Health HERDS or Health Electronic Response System data. These data are up-to-date for most counties. We will update these data and the models as new data are provided. Estimated new COVID-19 hospitalizations are predictions only and come with several uncertainties including whether new variants have arisen, what the current immunization state of the county is (including booster and bivalent shots or immunity from previous infection), and other factors not captured in the model such as intervention behaviors such as masking. Week to week predictions will vary in their accuracy and the width of the confidence interval around the prediction due to changes in the data.

With the end of the emergency declaration on May 11, 2023, several hospitals changed how they report case data including no longer reporting negative PCR test results. This resulted in an artificial increase in test positivity in those counties and negatively impacted our forecasting. Due to this change, we have removed test positivity and replaced it with the 7-day average of active cases. While not as reliable as test positivity was, this change has helped move the predictions closer to what we are observing. The new model also includes a regional average for SARS-CoV-2 intensity detection for the past 90 days indicative of the overall state of transmission for a region.

SARS-CoV-2 Genetic Sequencing Data In Niagara County and New York State

Variant	Label	Presence: 4 weeks ¹	Presence: 6 weeks ²
EG.5	Variant of interest	<i>detected in county</i>	<i>detected in county</i>
EG.6.1	Variant of concern	<i>detected in county</i>	detected at state-level
FD.1.1	Variant of concern	<i>detected in county</i>	detected at state-level
FL.1.5.1	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
HF.1	Variant of concern	<i>detected in county</i>	detected at state-level
HV.1	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.16	Variant of interest	<i>detected in county</i>	<i>detected in county</i>
XBB.1.16.1	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.16.11	Variant of concern	<i>detected in county</i>	detected at state-level
XBB.1.16.15	Variant of concern	detected at state-level	<i>detected in county</i>
XBB.1.16.6	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.5	Variant of interest	detected at state-level	<i>detected in county</i>
XBB.1.5.1	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.5.10	Variant of concern	detected at state-level	<i>detected in county</i>
XBB.1.5.59	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.5.68	Variant of concern	<i>detected in county</i>	detected at state-level
XBB.1.5.70	Variant of concern	<i>detected in county</i>	detected at state-level
XBB.1.5.72	Variant of concern	<i>detected in county</i>	<i>detected in county</i>
XBB.1.9.2	Variant under monitoring	<i>detected in county</i>	<i>detected in county</i>
XBB.2.3	Variant under monitoring	<i>detected in county</i>	detected at state-level
XBB.2.3.8	Variant of concern	<i>detected in county</i>	<i>detected in county</i>

¹ Samples collected from Aug 27, 2023 to Sep 28, 2022

² Samples collected from Aug 13, 2023 to Sep 28, 2023

Figure 12: County level variants under monitoring table in the last four and six weeks

This table shows variants currently monitored by various public health organizations. Variant name, source of information, monitoring status of variant, and presence are shown.

Each variant shown in the table has been detected in Niagara County at either the last four or six week intervals. The dates that match those intervals are shown in the footnotes.

- o Not detected within state or county: variant not detected at the state or county-level
- o Detected at state-level: detected somewhere else in the state, but not in the county listed
- o Detected within county: detected within the county showed

To learn more about monitoring status of SARS-CoV-2 variants: [CDC](#), [WHO](#)

SARS-CoV-2 Genetic Sequencing in 2023

Sewersheds in Niagara County

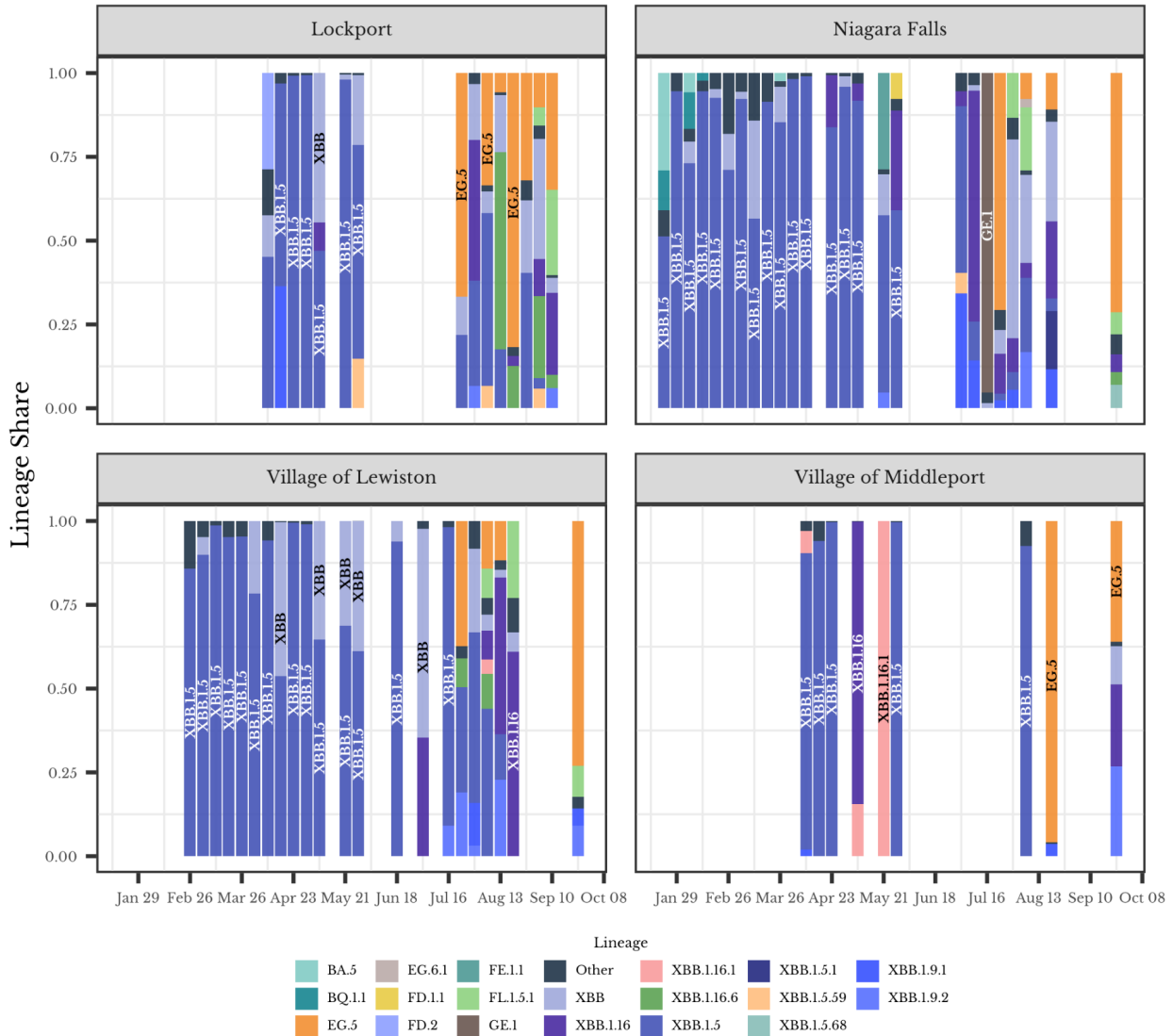


Figure 13: Sewershed level of SARS-CoV-2 genetic sequencing throughout time (continued)
 Each bar shows the relative abundance of SARS-CoV-2 lineages during a sample collection date. Lineages with an abundance of at least 40% are labeled on the bar sections with the lineage name. The color of the bar corresponds to lineage. See the legend for more information regarding lineages. Lineages under 5% prevalence have been grouped together into the "Other" lineage category.

Treatment Plant	Week Beginning	Lineage	Approximate Prevalence
Lockport	09-10-2023	EG.5	24%
Niagara Falls	08-20-2023	EG.5	32%
Lewiston	09-24-2023	EG.5	59%
Middleport	09-24-2023	EG.5	36%

SARS-CoV-2 Genetic Sequencing in 2023

Sewersheds in Niagara County

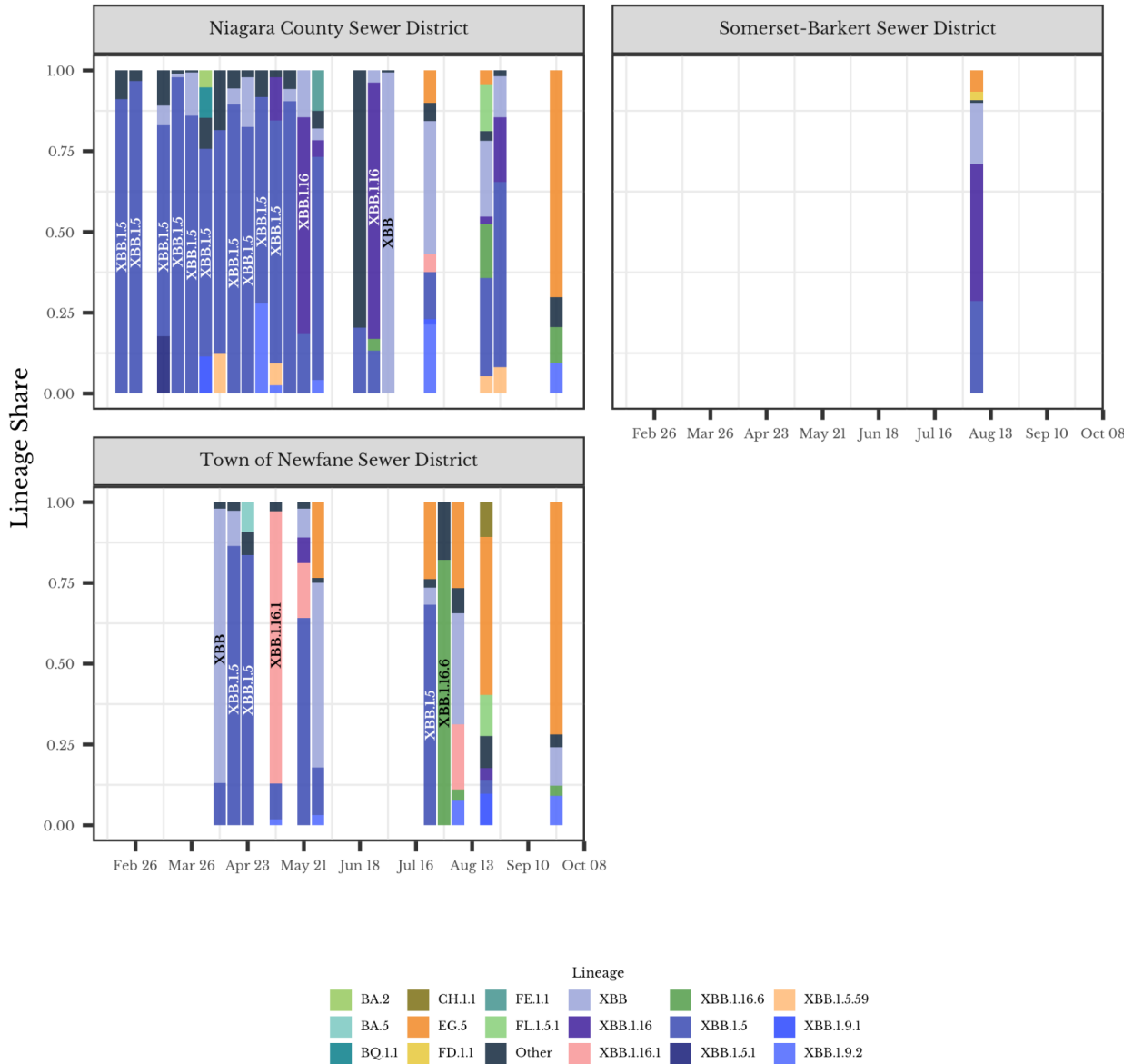


Figure 14: Sewersheds level of SARS-CoV-2 genetic sequencing throughout time (continued)
 Each bar shows the relative abundance of SARS-CoV-2 lineages during a sample collection date. Lineages with an abundance of at least 40% are labeled on the bar sections with the lineage name. The color of the bar corresponds to lineage. See the legend for more information regarding lineages. Lineages under 5% prevalence have been grouped together into the "Other" lineage category.

Treatment Plant	Week Beginning	Lineage	Approximate Prevalence
Niagara County SD	09-24-2023	EG.5	46%
Newfane	09-24-2023	EG.5	46%
Somerset-Barker	08-06-2023	XBB.1.16	32%

SARS-CoV-2 Genetic Sequencing in 2023

Niagara County Aggregation

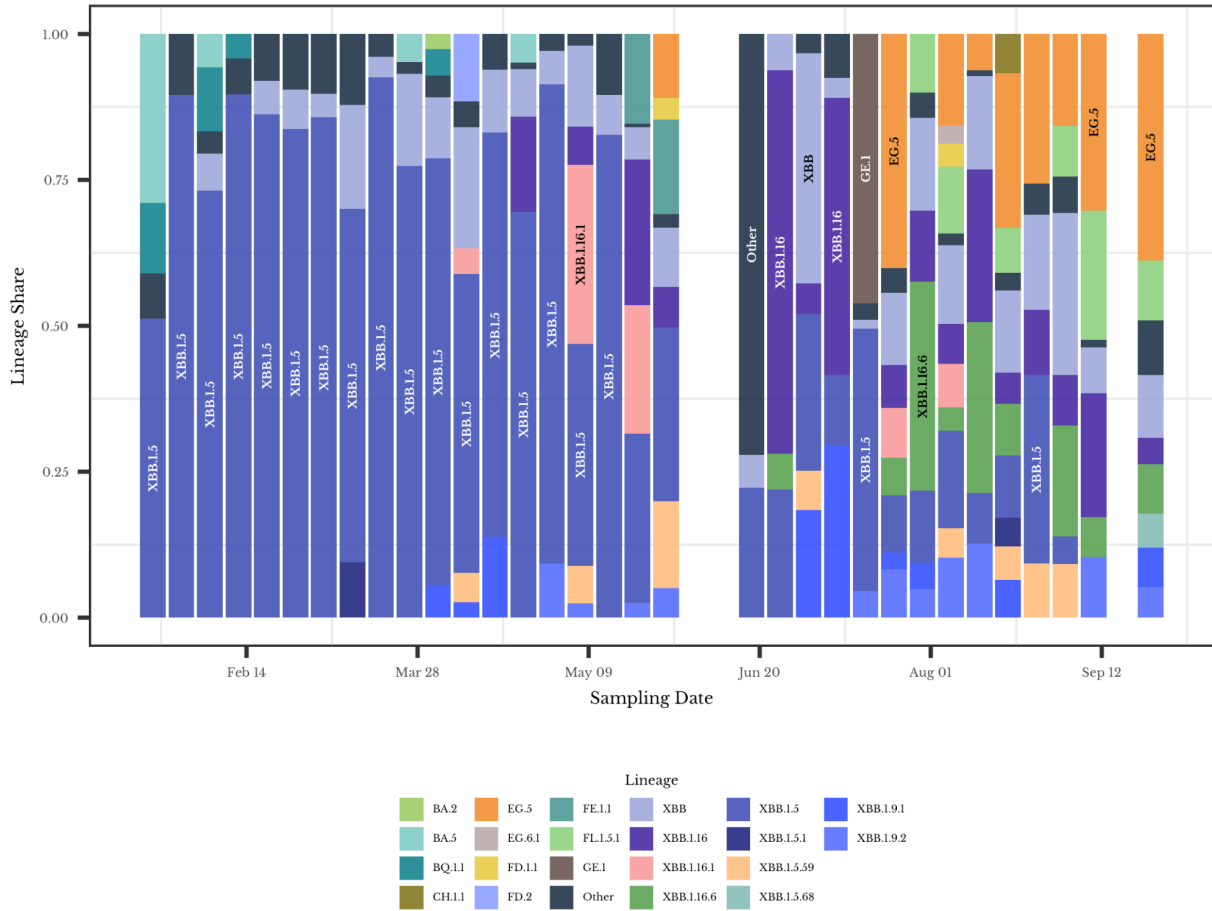


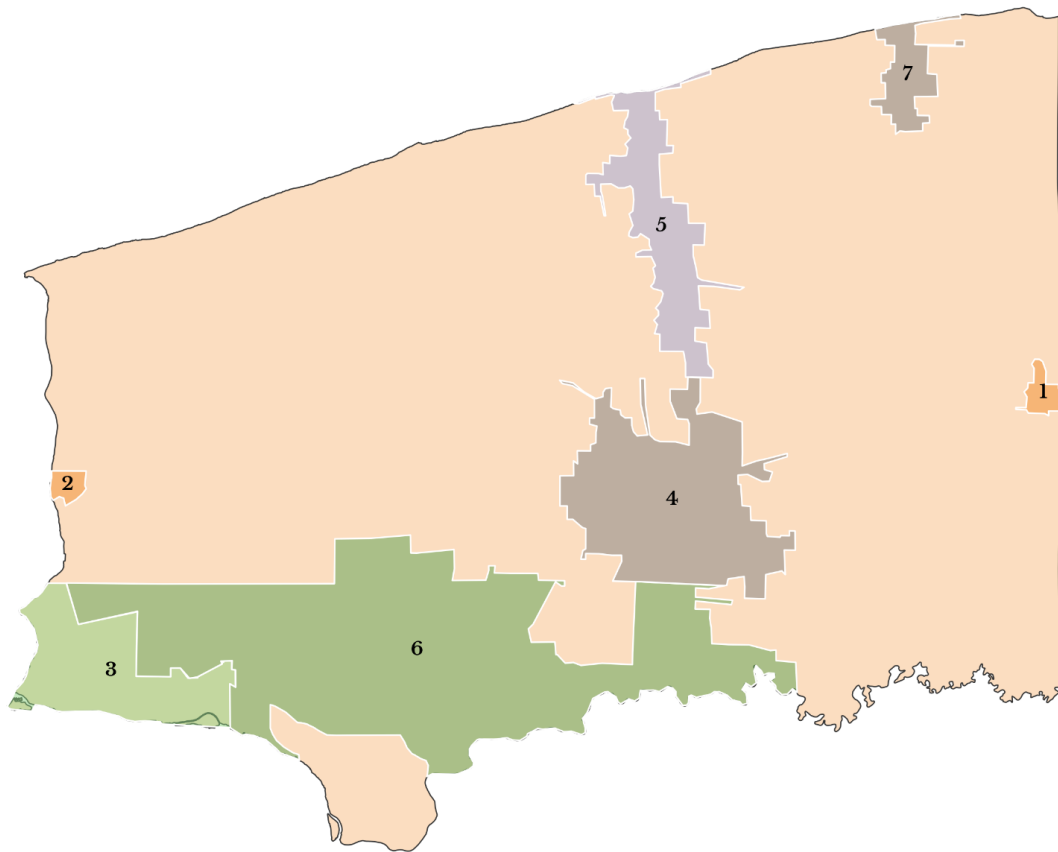
Figure 15: County aggregation of SARS-CoV-2 genetic sequencing throughout time

Each bar shows the relative abundance of SARS-CoV-2 lineages per sample collection date. Lineages with an abundance of at least 40% are labeled on the bar sections with the lineage name. The color of the bar corresponds to lineage. See the legend for more information regarding lineages. Lineages under 5% prevalence have been grouped together into the “Other” lineage category.

- The most recent aggregation from Niagara County for the week starting on 09/24/2023 showed the lineage with the highest abundance was EG.5 (~37%)

Niagara County Dominant SARS-CoV-2 Variant by Sewershed

Week range: 09/17/23-10/07/23



1	Village of Middleport	EG.5.1	36%
2	Village of Lewiston	EG.5.1.1	18%
3	Niagara Falls	HN.1	26%
4	Lockport	Unavailable	
5	Town of Newfane Sewer District	GS.1	30%
6	Niagara County Sewer District	JF.1	29%
7	Somerset-Barkert Sewer District	Unavailable	

Figure 16: Map of Niagara County treatment plants and the most abundant variant at the sewershed and county level.

This map shows the sewersheds in Niagara County currently participating in genetic sequencing of wastewater. Each sewershed is numbered. The sewersheds and county are color-coded to correspond with the most abundant variant. The county variant abundance and corresponding color is aggregated to take all of the sewersheds in the county into account. The county color is slightly less opaque than the sewersheds to allow for a differentiation between the two. A table below the map shows the sewershed number as it corresponds on the map, the sewershed name, and the abundance of each variant.



MINUTES

Business Meeting of the Niagara Falls Water Board September 25, 2023 at 5:00 p.m.

Water Treatment Plant Conference Room
5815 Buffalo Avenue, Niagara Falls New York 14304

Meeting may be attended in person
or via videoconference – visit NFWB.org for details.

1. Preliminary Matters

Chairman Forster called the meeting to order at 5:03 p.m.

a. Attendance:

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

Forster (Chairman) *Present*

Kimble (Board Member) *Present via Videoconference*

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

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

b. Public Comments (All speakers must register with the meeting clerk prior to roll call and are limited to three minutes per person – total time for all speakers may not exceed one hour).

c. Comments from Chairman Forster

- i. 2023 Budgeted Expenses - Expenditures of User Rates, Fees, and Charges Less Debt Service
- ii. Update on Executive Director Recruitment

- d. Presentations (none scheduled)
- e. Letters and Communications
 - i. 2023-09-14 – COVID Wastewater Surveillance Update Memorandum
- f. Prior Meeting Minutes
 - i. Draft July 24, 2023 Meeting Minutes

Motion by Board Member Leffler and seconded by Board Member Larkin to approve the July 24, 2023 meeting minutes.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

- ii. Draft August 10, 2023 Special Meeting Minutes

Motion by Board Member Leffler and seconded by Board Member Asklar to approve the August 10, 2023 meeting minutes.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

2. Acting Executive Director – Michael Eagler

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)
- d. WTP Roof Replacement Bid Change Order Documents
- e. Beech Avenue Project Photographs
- f. Sedimentation Basin 3 Concrete Work Photographs

Mr. Eagler stated he will also be representing Russell DeFranco, who is on vacation.

A flange was received for a dehumidifier, which will make a big impact on clogged filters (Project 3).

Mr. Eagler went on a Project 1 tour this morning and it is moving according to plan. Safety rails will be installed around the Sedimentation Basins.

Ferguson will be working on lines 187 and 188 on October 5th.

The roof project is on schedule. There is a \$15,000 positive change order for switching fascia type, and a change order for adjusting “hot pipes” due to a change in roof thickness, but

combined will likely end in a \$0 change order. There is also an air conditioning unit that needs lightning protection, so the contractor will add it when they replace the rest of the protection. Mr. Eagler provided the Board with roof trim color options and gave an update on the areas that will be finished this season. The Guard Shack roof will be removed from the project scope, as it is fairly new, and will save \$42,000. The stone that is being removed from the roof is being reused around the plant.

The fence project should be complete by the end of October.

3. Inside Infrastructure and Operations – Russell DeFranco

4. Outside Infrastructure Updates – Cortez Bradberry

\$217,000 was saved on the Beech Ave. project by doing it in-house.

Hydrant replacement is on schedule and budget.

5. Engineering – Douglas Williamson

Mr. Williamson will have the Town of Niagara sewer flow statistics at the next Board Meeting.

Last week we received five bids for the 42” butterfly valve procurement, and there is a resolution tonight to award the lowest bidder. We have also received quotes for sending out the motor and magnetic drive to be refurbished.

6. Personnel Items – David San Lorenzo

- a. September 25, 2023 Personnel Actions
- b. Union Time Off Year to Date

Motion by Board Member Asklar and seconded by Board Member Larkin to approve the September 25, 2023 Personnel Actions.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0

7. Information Technology (IT) –Jonathan Joyce

Paging is operational at the Water Treatment Plant, except for six speakers that need to be reconnected. IT is working on a policy with HR before it gets rolled out.

Homeland Security is going to do a cyber risk assessment within 60 days. They will test our firewall internally and externally and compare our grade to other water treatment facilities.

IT is continuing to upgrade software and hardware and working on deploying new cameras and an employee intranet.

8. Finance – Brian Majchrowicz

- a. 2024 Budget Update
- b. Credit Card Payments
- c. Revenue Budget Performance Report through 8/31/2023
- d. Sewer Fund Expense Budget Performance Report through 8/31/2023
- c. Water Fund Expense Budget Performance Report through 8/31/2023
- d. Board Fund Expense Budget Performance Report through 8/31/2023
- e. Key Bank and Bank on Buffalo Balance Report
- f. Wilmington Trust Balance Report
- g. Treasury Account Balance Report
- h. Budget Amendments Report
- i. Capital Payments
 1. July 2023
 2. August 2023

Expenses are at 54% as of August 31st, and adding in larger insurance and retirement costs brings it to approximately 60%. There will be a (roughly estimated) \$1 million surplus, largely due to lower than budgeted Sodium Hypochlorite costs, but more precise numbers will be available after end of the year billing. There will also be a necessary expense to factor in at the end of the year for changing out carbon, likely \$500,000-\$600,000.

9. Questions Regarding August 2023 Operations and Maintenance Report

10. Safety – John Accardo

The training schedule through July 2024 has been finalized. The training is offered at no cost through the WNY Occupational Safety Health and Group.

11. General Counsel and Secretary – Sean Costello

The Federal Cyber and Infrastructure Security Agency, CISA, will be auditing both locations physical security features, resiliency plans, redundancy, etc., at no cost. They will compare results to similar agencies and provide confidential feedback.

Happy 20th Birthday to the NFWB, which acquired the water, wastewater, and stormwater assets of the City of Niagara Falls on September 25, 2003.

12. From the Chairman

13. Resolutions

2023-09-001 – AWARD BID FOR 16 INCH CONCRETE WATER MAIN REPAIR AT HIGHLAND AND COLLEGE AVENUES

- a. Bid Tabulation and Award Recommendation for 16 Inch PCCP Water Main Repair at Highland and College Avenues**

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

2023-09-002 – PROCUREMENT OF WATER METERS

- a. 2023-09-11 - Ti Sales Quotation for Water Meters**
b. 2022-09-27 - Ti Sales Distributor Sole Source Letter

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

2023-09-003 - LABOR FOR INSTALLATION OF FIRE ALARMS

- a. 2022-09-27 - Ti Sales Distributor Sole Source Letter**

Motion by Board Member Kimble and seconded by Board Member Leffler to approve.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

2023-09-004 – AWARD OF BID FOR WATER AND SEWER CONSTRUCTION AND REPAIR MATERIALS

- a. Water and Sewer Construction and Repair Materials Award Recommendation Letter**
b. Water and Sewer Repair Materials Bid Tally Sheet Set 1
c. Water and Sewer Repair Materials Bid Tally Sheet Set 2

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-09-005 – INSTALLATION OF ADDITIONAL CHLORINE GAS DETECTORS AT WATER TREATMENT PLANT

- a. **2023-08-14 - Ferguson Electric Proposal FE002792, Chlorine Detector Installation**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-09-006 – RENEWAL OF PROPERTY, LIABILITY, AND UMBRELLA INSURANCE POLICIES

- a. **2023-09-21 - Wroblewski to Costello - Insurance Proposal**
- b. **2023-09-20 - USI Insurance Proposal**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-09-007 – ACCEPTING PROPOSAL FOR 2023 AUDIT SERVICES

- a. **EFPR 2023 Audit RFP Response**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-09-008 – SETTLE CLAIM BY WINDSTREAM COMMUNICATIONS

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-09-009 – AWARD BID FOR 42-INCH BUTTERFLY VALVE FOR WWTP INTERMEDIATE PUMP

- a. **2023-09-21 - Butterfly Valve Award Recommendation Memorandum**
- b. **2023-09-21 - Butterfly Valve Bid Tabulation**

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

14. Unfinished/Old Business

1) WWTP Sodium Hypochlorite Tank Replacement

- 7/14/22: The 2021 WIIA Sewer (WWTP) Grant of \$1,125,000 was awarded on April 19, 2022 that included the some of the funds necessary to complete the WWTP tank removal and replacement work. We may be able to utilize some of the remaining balance of the WWTP Phase II grant to assist with this work, as well. We need approval from the NYSDEC to include some of the WWTP tank replacement work under this WWTP Phase II grant. The draft WWTP Tank Replacement RFP that was created needs to be finalized to show the grant funding sources that have been approved for the project, before we can proceed.
- 7/14/23: Resolution for engineering services in work session packet.
- 9/15/23: Contract amendment for work needs to be prepared.

2) WTP Perimeter Fence Replacement Update

- 7/14/22: The 2021 WIIA Water Grant application of \$3 million was awarded on April 19, 2022 that included some funds that can be used for the WTP perimeter fence replacement work. On 7/13/22, the capital purchase order for the \$8,000 brush hog was completed to assist with the work in-house. WTP maintenance to schedule and coordinate the fencing work.
- 7/14/23: Security gate and lower fence for clear well building scheduled for week of July 17.
- 9/15/23: Stone removed from WTP roof is being placed along fence perimeter to close off gaps. Temporary repairs made to deteriorated section of fence. Quote obtained from Fox Fence for replacement of deteriorated section of fence.

Item 2 will be completed and removed from old business by the next board meeting.

15. New Business & Additional Items for Discussion

16. Executive Session: Anticipated motion to enter into executive session for the purpose of considering matters leading to the appointment, employment, promotion, demotion, or removal of a particular person (Public Officers Law § 105(f)).

Chairman Forster asked that the Board enter into executive session to discuss matters leading to the appointment, employment, promotion, demotion, or removal of a particular person.

Motion by Board Member Larkin and seconded by Board Member Asklar to enter into Executive Session at 5:41 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

Motion by Board Member Kimble and seconded by Board Member Larkin to exit Executive Session at 8:37 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

17. Adjournment of Meeting

Motion by Board Member Larkin and seconded by Board Member Kimble to adjourn the meeting at 8:37 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.



MINUTES

Special Meeting of the Niagara Falls Water Board October 2, 2023 at 5:30 p.m.

Water Treatment Plant Conference Room
5815 Buffalo Avenue, Niagara Falls New York 14304

Meeting could be attended in person or via videoconference.

Vice Chairperson Larkin called the meeting to order at 5:30 pm.

1. Attendance

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

Forster (Chairman) *Absent*

Kimble (Board Member) *Present via Videoconference*

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

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

2. Motion to enter into executive session for the purpose of considering the employment history of particular persons and matters leading to the appointment or employment of a particular person (Public Officers Law § 105(f)).

Motion by Board Member Leffler and seconded by Board Member Kimble to enter into Executive Session for the reason stated above at 5:31 p.m.

Asklar __Y__ Forster __absent__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 4-0.

Motion by Board Member Asklar and seconded by Board Member Leffler to exit Executive Session at 6:34 p.m.

Asklar __Y__ Forster __absent__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 4-0.

3. Adjournment of Meeting

Motion by Board Member Kimble and seconded by Board Member Asklar to adjourn the meeting at 6:35 p.m.

Asklar __Y__ Forster __absent__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 4-0.

DRAFT



Niagara Falls Water Board (NFWB) Overall Project Budget Summary (Phase 1 Overall Budget = \$27M)
 Last Updated: 10/17/2023

Project	Scope	Budget	Scope/Vendor	Estimated/ Final	Key	
					% Billed	Recent Work Update
1	Sedimentation Basin Upgrades	\$10,390,000	Design and Bidding (AECOM - Approved)	\$409,000	100%	Work continues on Basin #3. (Additional construction fee requested for concrete repair.)
			CA & CI (CPL - Approved)	\$470,000	70%	
			GEN Construction (Hohl - Per Bid - Approved)	\$7,836,250	72%	
			ELEC Construction (CIR - Per Bid - Approved)	\$922,769	77%	
			Project Total	\$9,638,019	74%	
			Remaining Budget	\$751,981		
2	GPS	\$4,100,000	Design and Bidding (GHD - Approved)	\$218,800	Final	Construction Complete.
			CA & CI (GHD - Approved)	\$315,230	Final	
			GEN Construction (STC - Per Bid - Approved)	\$2,653,000	Final	
			ELEC Construction (CIR - Per Bid - Approved)	\$418,300	Final	
			HVAC Construction (Danforth - Per Bid - Approved)	\$864,400	Final	
			Project Total	\$4,469,730		
			Remaining Budget	(\$369,730)		
3	Screens and Grit Transportation Equipment Improvements	\$1,920,000	Design and Bidding (Arcadis - Approved)	\$166,785	100%	Construction continues, waiting for control panel due in end of September.
			CA & CI (Arcadis - Approved)	\$217,750	93%	
			GEN Construction (Hohl - Per Bid - Approved)	\$1,551,986	82%	
			ELEC Construction (CIR - Per Bid - Approved)	\$255,210	76%	
			Project Total	\$2,191,730	84%	
			Remaining Budget	(\$271,730)		
4	Carbon and Filter Support Gravel Replacement	\$2,000,000	Design, Bidding, and CA/CI (AECOM - Approved)	\$114,718	Final	Construction Complete.
			GEN Construction (Carbon Activated - Per Bid - Approved)	\$1,798,840	Final	
			Final Project Total	\$1,913,558	Final	
			Final Remaining Budget	\$86,442		
			Design/E.I. Team - Approved	\$102,120	100%	
5	Electrical System Improvements	\$2,610,000	Phase 2 Design - Approved	\$198,941	100%	Submittals have been approved, waiting for delivery of transformers.
			Task 1 Construction - Ferguson - Approved	\$179,010	100%	
			Task 2 Construction - Ferguson - Approved	\$1,491,000	0%	
			Project Total	\$1,971,071	100%	
			Remaining Budget	\$638,929		

6	Effluent Disinfection	\$3,650,000	Design, Bid, and CI (AECOM - Approved)	\$189,966	Final	Construction Complete.			
			GEN Construction (M&B - Per Bid - Approved)	\$1,421,042	Final				
			ELEC Construction (Ferguson - Per Bid - Approved)	\$108,000	Final				
			ELEC Construction (Ferguson - Approved Proposal - Net. Imp.)	\$338,047	Final				
			CA/In-House - CPL (Included in current CPL term contract)	~ 5% or \$185,000 if by engineer					
Project Total			\$2,057,056						
Remaining Budget			\$1,592,944						
7	Replacement of Critical Heating and Ventilation Equipment	\$1,160,000	Design and Bidding (E.I. Team - Approved)	\$111,800	100%	Construction closeout.			
			CA/ CI (EI Team - Approved)	\$56,120	76%				
			ELEC Construction (CIR - Per Bid - Approved)	\$177,363	31%				
			HVAC Construction (Danforth - Per Bid - Approved)	\$782,000	68%				
			Running Total	\$1,127,283	62%				
Remaining Budget			\$32,717						
8	Replacement of Blower Equipment	\$300,000	Design/In-House AECOM/ CPL (Included in current CPL contract)	N/A	N/A	Construction Complete.			
			CA/CI/In-House - CPL (Included in current CPL term contract)	N/A	N/A				
			Construction (Armor Sales & Service)	\$2,478	Final				
			Construction (Core Welding)	\$950	Final				
			Construction (D&W Industrial)	\$28,222	Final				
			Construction (Mollenberg)	\$46,925	Final				
			Construction (Niagara Controls)	\$11,544	Final				
			Final Total	\$90,118					
			Final Remaining Budget				\$209,882		
			Piping Assessment Report (Ramboll - Approved)				\$59,770	Final	
9	Replacement of Process Piping	\$640,000	Design, Bidding, and CA/CI (JMD - Approved)	\$63,480	Final	Construction Complete.			
			Construction - (MLP - Per Bid - Approved)	\$428,300	Final				
			Running Total	\$551,550	Final				
			Remaining Budget				(\$88,450)		
			Phase 1 Design/ Construction/Kaman - Approved				\$352,450	76%	
10	SCADA Improvements	\$455,000	Phase 2 Design/ Construction - Approved (For Project #6)	\$146,200		Kaman continues SCADA integration work with Capital Project contractors.			
			Running Total	\$498,650	76%				
			Remaining Budget				(\$43,650)		
Phase 1 Budget Total =		\$27,000,000	Anticipated Total Cost (Percentage of Total Budget)	\$24,508,764	Remaining Ph. Budget	\$2,491,236			

Niagara Falls Water Board (NFWB) Overall Capital Project Budget Summary (Phase 2 Overall Budget = \$13M)

Project	Scope of Work	Budget	Scope/Vendor	Estimated Task	Key	
					Not approved Preliminary Estimate	Recent Work Update
2B	Outfall	\$1,700,000	Design, Bidding, and CA/CI (GHD - Approved)	\$37,400	% Billed	Recent Work Update (See Project #2 Update)
			GEN Construction (STC - Per Bid - Approved)	\$562,000	100%	
			Running Total	\$599,400	90%	
11A	18" Plant Drain Upgrade	\$225,000	Remaining Budget	\$1,100,600	91%	Completed
			11A Design, Bidding, and CA/CI (JMD - Approved)	\$15,890	Final	
			Const. (Danforth - Per Bid - Approved)	\$169,000	Final	
11B	Hypo and Sludge Improvements	\$975,000	Running Total	\$184,890	Final	Completed
			Remaining Budget	\$40,110	Final	
			11B Design, Bidding, and CA/CI (JMD - Approved)	\$68,343	Final	
12	Intermediate Pumps Upgrades	\$3,075,000	Const. (Danforth - Per Bid - Approved)	\$571,490	Final	Completed
			Running Total	\$639,833	Final	
			Remaining Budget	\$335,167	Final	
Ph. 2 Budget = \$13,000,000			Intermediate Pump Assessment (GHD - Approved)	\$21,716	Final	RFP is prepared to be send out.
			Running Total	\$21,716	Final	
			Remaining Budget	\$3,053,284	Final	
			Phase 2 Running Total	\$4,499,123		
			Phase 2 Remaining Budget	\$8,500,877		

* Updated to reflect full available Phase 2 Budget, grant not yet approved

NFWB Financial Award Summary

Last Updated: 10/17/23

Note: Changes from last summary are in red text



Description	Amount	Source	Status
AWARDED			
Various Watermain Improvements 2018 GRANT Portion	\$5,495,000 total \$3,000,000 grant \$2,495,000 loan 2/11/21 Agreement Date 2/11/26 use funds by	NYS EFC DWSRF 18588	City Engineer and Urban Engineers started design on two streets. CPL is involved with; 18th Street completed, Whitney Ave project canceled, 77th Street under design.
Various Watermain Improvements 2018 LOAN Portion	\$5,495,000 total \$3,000,000 grant \$2,495,000 loan	NYS EFC DWSRF 18588	City Engineer and Urban Engineers started design on two streets. 18th Street under construction. Whitney Ave in bid process. 77th Street under design. Anticipate overall costs will be higher than \$5.5 million and additional loan will be needed.
Sewer Plant Phase 1 Improvements	\$13,500,000 grant	NYS DASNY ID #15688	Awarded. Reimbursements received that total \$8.9 million. CPL preparing draw request for \$400,000.
Sewer Plant Phase 1 Improvements	\$13,500,000 loan long term \$27,000,000 loan short term	NYS EFC #C9-6603-12-00	Financial agreement has been processed April 2021. Disbursement request #1 for \$1.6 million has been received by NFWB. EFC approved 2nd request paperwork in amount of \$8.8 million, payment remitted. CPL preparing reimbursement #3 in amount of \$4 million.
Sewer Plant Phase 2 Improvements	\$13,000,000 total \$6,500,000 grant	NYS DASNY	Projects 2B, 11A, 11B and 12 are allowed to access this funding. Email sent to DEC 5/4/23 requesting projects to use remaining funds for. Awaiting DEC response.
LaSalle Sewer Area Phase 2 system report update & flow monitoring	\$250,000 total \$100,000 grant \$150,000 NFWB Match	NYSDEC Engineering Planning Grant	Application submitted 7/30/21. Grant awarded December 2021. May 2022 conference call with NFWB, DEC and EFC. NYS okay with revised schedule. EFC approved Arcadis agreement 3/13/23.
LaSalle Sewer Area Phase 2 Construction	\$1,000,000 total \$800,000 grant \$200,000 NFWB match	NYSDEC WQIP C01522GG #111619	Application submitted 7/30/21. Grant awarded December 2021. May 2022 conference call with NFWB, DEC and EFC. NYS okay with revised schedule. Possible improvements can be done in 2022 or 2023. NFWB staff working with DEC for agreement paperwork.
LaSalle Sewer Area Phase 2 Construction	\$1,018,400 loan	NYS EFC CWSRF C9-6603-13-00	Application made to Intended Use Plan and listed. Funding can be for short & long terms to help assists with above WQIP grant. Bond resolution sent to EFC 12/23/22. EFC sent missing items letter 2/9/23. 4/25/23 conf call with NFWB, EFC and DEC to discuss missing items. NFWB to provide requested information.

NFWB Financial Award Summary



Last Updated: 10/17/23

Note: Changes from last summary are in red text

Description	Amount	Source	Status
Drinking Water Fluoridation Component 1 (Planning Study for water plant upgrades)	\$25,000 grant	NYS Division of Family Health #T37250GG	Application submitted 10/1/21. Planning grant awarded 2/7/22. Requested paperwork provided to DOH 3/7/22. NFWB sent quarterly report to DOH 11/7/22. NFWB obtained proposal and awarded study. Provide remaining paperwork to NYS once study complete.
2021 Various Watermain & System Improvements	\$10,025,000 total \$3,000,000 grant \$7,025,000 loan	NYS EFC DWSRF 19056	Board approved resolution 10/25/21. Application to EFC made 11/19/21. Funding awarded April 2022, NFWB accepted 5/13/22. EFC sent missing items letter 3/2/23 and request response by 3/31/23. 4/25/23 conf call with NFWB, EFC and DEC to discuss missing items. EFC approved extension on 9/27/23 to get agreement processed by 9/30/25. NFWB to provide requested information which involve obtaining design proposals.
2021 Various Sewer & System Improvements	\$4,500,000 total \$1,125,000 grant \$3,375,000 loan	NYS EFC CWSRF C9-6603-14-00	Board approved resolution 10/25/21. Application to EFC made 11/19/21. Funding awarded April 2022, NFWB accepted 5/13/22. EFC to send draft agreement for review. EFC requesting information on backup generator. CPL working with suppliers and staff. EFC sent missing items letter 2/3/23 and request response by 2/28/23. 4/25/23 conf call with NFWB, EFC and DEC to discuss missing items. NFWB to provide requested information which involve obtaining design proposals.
2022 Various Sewer & System Improvements	\$5,400,000 total \$1,250,000 grant \$4,150,000 loan	NYS EFC CWSRF C9-6603-16-00	NFWB staff & CPL met 3/7/22 to discuss. EFC submission deadline 9/9/22. Application submitted 9/8/22. EFC announced award 11/4/22. NFWB accepted award 11/16/22. EFC sent missing items letter 2/10/23 and request response by 3/10/23. 4/25/23 conf call with NFWB, EFC and DEC to discuss missing items. NFWB to provide requested information which involve obtaining design proposals.
2022 Lead Service Line Removal Bipartisan Infrastructure Law (BIL)	\$472,780 grant	NYS EFC DWSRF	Program offers funds to replace lead service lines from main to house. NFWB staff elected to submit 8/18/22. Application and report submitted 8/31/22. NFWB is listed on Intended Use Plan. DOH sent award letter 6/30/23. NFWB working with DOH for paperwork to obtain funding.

NFWB Financial Award Summary

Last Updated: 10/17/23

Note: Changes from last summary are in red text



Description	Amount	Source	Status
FUTURE			
Local Government Records Management Improvement	Grant, varies. Up to \$150,000 if submit with City	NYS Archives	Recommend NFWB partner with City to maximize grant award. If City not interested, NFWB should make application by themselves. Application period anticipated to be early 2021. NFWB met with City Feb 2021 to discuss. CPL awaiting direction.
Local Government Efficiency Program	Grant, varies. Up to \$150,000 if submit with City	NYS DOS	For projects that will achieve improvements between NFWB and other entities such as County, City, Public Safety, etc. NFWB met with City Feb 2021 to discuss. CPL awaiting direction.
Large Funding Request Sewer Plant Biological Conversion	\$250,000,000 Total To be 3 parts on EFC IUP \$20 mill loan (design) \$100 mill \$130 mill	NYS & Federal	Effort underway with officials for request. Several meetings with officials and WNY funding delegation. CPL submitted financial application to EFC IUP list 1/11/21. Funding request submitted to Senator Schumer 4/9/22. EFC Intended Use Plan listing updated 6/7/22. Meeting between NFWB, EFC and DEC 4/26/23 to discuss conversion. \$20 million loan request made to EFC IP on 6/16/23. \$100 million EFC WIA & BIL application made on 8/11/23 for \$25 million WIA and \$25 million BIL grants. \$10 million grant application submitted to CFA WQIP program on 8/11/23. Anticipate awards late 2023.
Large Funding Request Lead Removal	\$70,000,000	NYS & Federal	Prior meetings with officials and WNY funding delegation. Recommend revisiting once lead service line inventory is finished. NYS will has program to replace lead services.
Drinking Water Fluoridation Component 2 (construction funds for water plant upgrades)	up to \$1,000,000 grant	NYS Division of Family Health	To be submitted for once study prepared and approved by NYS. NYS has open submissions through 2028.
Water System Pipe Condition Assessment & Real Time Analysis			NFWB staff & CPL discussed 3/7/22 desire to perform assessments within water system. NFWB previously received proposals, however they were cost prohibitive. CPL to see if any funding programs available.

NFWB Financial Award Summary

Last Updated: 10/17/23

Note: Changes from last summary are in red text



Description	Amount	Source	Status
Additional Lead Removal Funding Programs			NFWB staff met with Senator Gillibrand staff 8/22 and obtained information on several funding programs. CPL to investigate and provide response for possible opportunities.
2023 Various Watermain & System Improvements	\$15,240,000 total \$5,000,000 grant possible \$10,240,000 loan	NYS EFC DWSRF	Submission made 8/11/23 to EFC WIIA program for grant and loans. Anticipate awards late 2023.
2023 Various Sewer & System Improvements	\$650,000 total \$162,000 grant possible \$487,500 loan	NYS EFC CWSRF	Submission made 8/11/23 to EFC WIIA program for grant and loans. Anticipate awards late 2023.

NFWB Financial Award Summary



Last Updated: 10/17/23

Note: Changes from last summary are in red text

Description	Amount	Source	Status
COMPLETED / NOT ACTIVE			
LaSalle Sewer Area Phase 1 system report update & flow monitoring	\$100,000 grant	NYSDEC Engineering Planning Grant EPG #93794	Total payment of \$100,000 has been received by NFWB.
Sewer Plant Consent Order Items 11 & 14	\$500,000 grant	NYS DEC & EFC R9-20170906-129	Paperwork submitted and EFC/DEC reviewed. Payment has been issued.
Bollier Avenue Watermain Improvements 2017	\$400,000 total \$240,000 grant	NYS EFC DWSRF 18435	Funding Agreement Signed. Construction completed October 2020. All EFC reimbursements received.
Water Efficiency Green Grant Innovation Program	grant up to 75% of work \$625,000 estimated project cost	NYS CFA	Grant program to pay for meter installation, replacements or upgrades. Anticipated submission deadline July 2022. Neptune involved to help confirm cost and scope. Desire to upgrade meters from AMR to AMI type. CPL sent NFWB email regarding application requirements. NFWB not moving forward per 5/25/22 email.
2022 Various Watermain & System Improvements	\$7,785,000 total \$3,000,000 grant \$4,785,000 loan	NYS EFC	NFWB staff & CPL met 3/7/22 to discuss. EFC submission deadline 9/9/22. Application submitted 9/8/22. Not awarded with 11/4/22 EFC announcements. NFWB sent EFC email 2/3/23 noting to not accept loan and will resubmit for grant in 2023.
Zero-Emission Vehicle Infrastructure Grant (electric charging stations)	max \$250,000 per location and max \$500,000 to NFWB, up to 20% NFWB match	NYS OCC	Stations must be accessible by public. NFWB interested in adding to Water Plant front parking lot. Part of CFA process with July deadline. Per program language, NFWB is not an eligible entity that could apply.

May 12, 2023

Mike Eagler Sr. and Bill Wright
City of Niagara Falls
5815 Buffalo Avenue
Niagara Falls, NY 14304

RE: Software Transition from N_SIGHT to Neptune 360

Dear Mr. Eagler and Mr. Wright,

The purpose of this letter is to remind you that Neptune is expected to no longer be able to support N_SIGHT® after December 31, 2023. As a result, we encourage all N_SIGHT customers to begin their transition to Neptune® 360, our next generation data management platform, as quickly as possible.

N_SIGHT was developed in 2002 using the PowerBuilder programming language. This technology is becoming obsolete and is no longer supported by the developer (SAP/Appeon), making it challenging to maintain the application.

Transitioning to Neptune 360 will ensure that your business processes remain uninterrupted. Neptune 360 is built on the most advanced technological infrastructure, with a focus on data integrity and state-of-the-art security. The platform is cloud-based, allowing Ti-SALES and Neptune to better support and protect your data, keep pace with technology changes, and release improvements and new features on an ongoing basis.

Your transition can be accelerated by sending a copy of a current N_SIGHT billing import file to Debbie Richards at drichards@tisales.com. She will validate the file to ensure successful integration with Neptune 360, and will work with you and your billing vendor if any file updates are required.

Ti-SALES and Neptune are dedicated to making your transition to Neptune 360 seamless. If you would like to schedule a demonstration or discuss a transition plan, please feel free to contact your Ti-SALES Territory Manager Marcus Anten at (585) 953-7117.

Sincerely,



Louis Schoolcraft II
Vice President

Neptune® 360™ Cloud-Based Data Management Platform

Neptune’s Cloud-Based Data Management platform “Neptune® 360™” functions as a Meter Data Management System all within one platform.

It is offered in a **Software-as-a-Service (SaaS)** model which provides utilities with a powerful data platform critical to leveraging all remote metering assets and data.

The platform has data storage capabilities for storing, cleansing and processing all data received from various field metering and collections devices prior to data usage. The platform stores real-time online metering data for twenty-four (24) months for long-term data analysis. Additional years of data storage is available upon request.

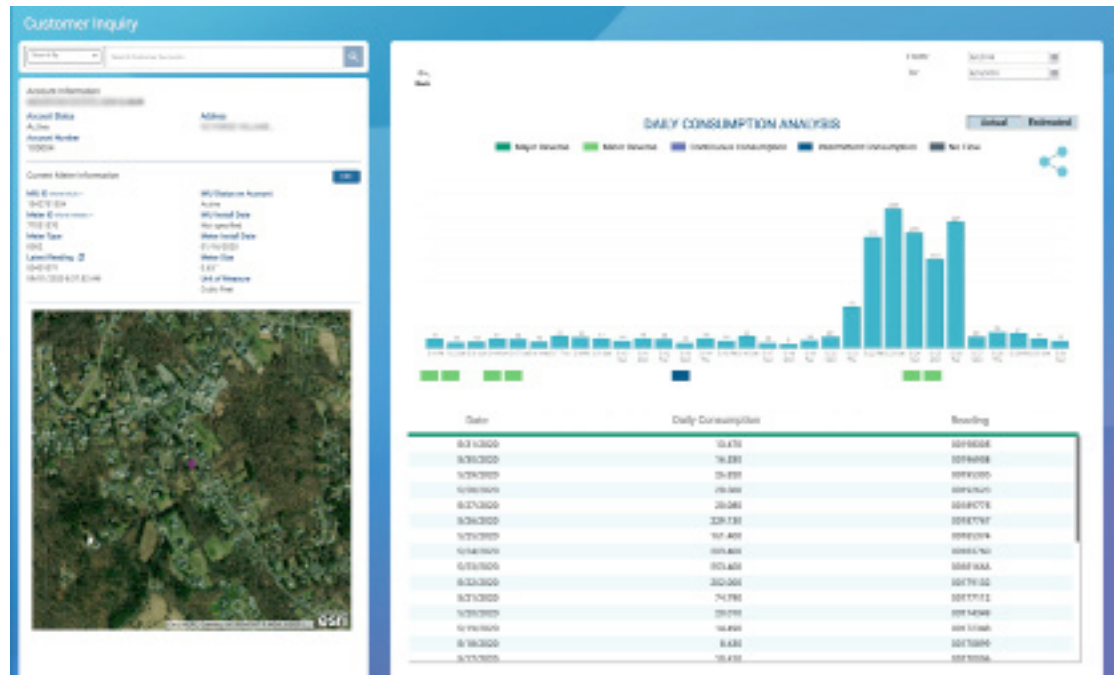
Neptune® 360™ is designed as a single cloud-based platform providing a single source of secure, accurate data and access for all meter reading types including AMR and AMI enabling powerful data consolidation whenever needed. Neptune is responsible for hosting the application and providing all software management activities to ensure that utilities’ metering data is accurate and actionable.



Neptune® 360™ intuitive and modern design is built upon the most advanced technological infrastructure focusing on data integrity. Neptune has partnered with Amazon Web Services (AWS) as its hosting provider because of its flexibility, exceptional security, deployment speed and performance. These AWS features, along with our metering and data integrity experience, allow us to provide a fast lane project start-up within a secure environment along with advanced servicing and support of daily operations for our utility partners.

The platform comes equipped with Application Programming Interfaces (APIs) designed specifically for sharing and seamlessly integrating meter data with existing systems or applications. Neptune® 360™ integrates with more than 200+ CIS/Billing





software vendors, to ensure the successful transfer of meter reading data.

Neptune® 360™ Functions and Capabilities

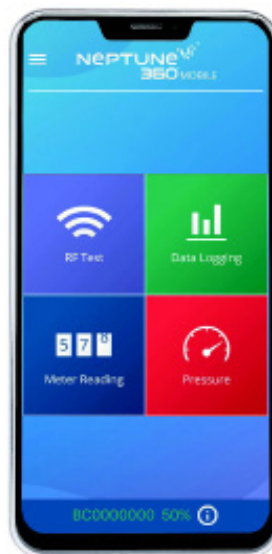
Neptune 360™ provides features and functionalities for utility customer service representations, operations and meter services as well as conservation initiatives. Neptune 360™ platform includes several dashboard metrics that provides reporting analysis for System Consumption, Top 10 Accounts, Complete, Incomplete and Skipped meters, Continuous and Intermittent Consumption, Major and Minor Reverse Flow, as well as Claimed and Found meters. In addition, the platform’s dashboard views provide system-wide exceptions for system users with actionable data to assist with issue resolution.

Neptune 360™ provides monthly, daily and hourly consumption information in a graphical and tabular format. The user can interact with the graph to view data sets. Each report can be exported to PDF or

CSV for sharing throughout the utility and/or emailed to a customer to assist with customer inquiries. A graphical interface is available per account of all consumption data as well as a mapping capability for viewing geographically the location of meter assets.

Neptune® 360™ Mobile Application

Neptune®360™ Mobile is included within the platform that allows for exception meter reading for AMI solutions, mobile meter reading, either drive-by, handheld, or Bring Your Device (BYOD) for utilities with AMR solutions. Utilities that are primarily AMI may need optional backup mobile reading if data is not available via the AMI fixed network for billing. The Neptune® 360™ Mobile Application is available and is designed to integrate with the platform application to provide exception meter reading and data logging through connection with the mobile MRX920™ and R900@Belt Clip Transceiver (BCT) collection hardware. This enables the user to perform re-reads, to support monthly reading routes, and/or perform local data logging in response to customer inquiries.



The mobile application is Android and iOS compatible and supports both standard phone and tablet devices.

Neptune® 360™ Mobile Application provides direct communication wirelessly from the field using an alternative to ruggedized devices. There's no need to bring your mobile device back into the office to synchronize information with the host software. Other application capabilities include:

- **Meter Reading:** Complete exception for readings missed by AMI or complete route AMR route readings
- **RF Test:** Validate device is sending readings through endpoint
- **Data Log:** Capture 96 days of hourly consumption to address customer issues faster

With the Neptune® 360™ hosted solution all the installation efforts and onboarding activities are conducted by Ti-SALES & Neptune personnel. Ti-SALES also assigns an implementation specialist that will work to ensure successful integration with CIS/Billing software and if applicable any third-party integration efforts through our Application Programming Interfaces. The implementation specialist also works with the utility to ensure all configurations are complete prior to the customer handoff.

Neptune® 360™ Security

Neptune's Meter Data Management (MDM) System is hosted via Amazon Web Services (AWS), a Tier 1 and ISO 27001 data center, and covered by their disaster recovery policies and resources. This cloud-based data management platform is hosted in a Virtual Private Cloud (VPC). Within the VPC, Neptune's platform is installed on a set of Amazon Elastic Compute Cloud (EC2) instances, configured in proper private and



public network segments. In addition, the web servers for Neptune's platform sit behind sets of load balancers and a firewall.

Neptune's platform also has its own backup methodology built in. Database and log transportation file backups are performed every day in a seven-day rotation. The backups are stored to a volume directly attached to the database server. These volumes have multiple replicas built into AWS' cloud infrastructure. Daily and weekly EC2 instance snapshots (including the OS) are moved and stored to our provider's object storage. Daily images are securely kept for two days and weekly for two weeks. The object storage is replicated across multiple data centers.

The MDM system utilizes many industry standard security practices to ensure that system and data integrity is maintained at all points throughout the system. The host database is an encrypted and authenticated database with all sensitive data stored in a separately encrypted or salted and hashed format. The presentation layer is protected with techniques such as input validation, prepared statements, ORM, and many others to ensure the integrity of the system.



36 Hudson Road
Sudbury, MA 01776-2039

800-225-4616
978-443-2002
Fax: 978-443-7600
www.tisales.com

Quote	QTE0064450
Quoted To	Mike Eagler
Date	08/08/2023

Sold To: Niagara Falls Water Board
5815 Buffalo Ave.
Niagara Falls NY 14304-3832

Ship To: Niagara Falls Water Board
5815 Buffalo Ave.
Niagara Falls NY 14304

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
NIAG7	(716) 286-4371	(716) 283-9748	Niagra Falls NY	Neptune 360	Marcus Anten
Expires	Estimated Delivery	Freight		Terms	Master Number
10/07/2023	TBD	Allowed		NET 30	363464

Item Number	Description	Quantity	Price	Extension
N360AAMRSETUP	Neptune 360 Advanced AMR Set-up and Training Fee (One-Time Fee) Shipping direct from vendor	1	\$0.00	\$0.00
N360AAMR20000	Neptune 360 Advanced Module Annual SaaS Subscription for AMR (10K-20K Cust) Per Endpoint Per Year Shipping direct from vendor	18,500	\$1.03	\$19,055.00
Quoted By: Ryan Hourihan				

Subtotal		\$19,055.00
Other Charges		\$0.00
Tax		\$0.00
TOTAL DUE		\$19,055.00

Visit our website @ www.tisales.com

If you are in agreement with this quote and wish to order, please sign, date, and fax back to 978-443-7600 or email us at orders@tisales.com

Signature: _____ Date: _____



October 19, 2023

Michael S. Eagler Sr., Acting Executive Director
Michael C. O'Laughlin Water Treatment Plant
5815 Buffalo Avenue
Niagara Falls, NY 14304

RE: **NIAGARA FALLS WATER BOARD
18th STREET WATER MAIN REPLACEMENT
CHANGE ORDER 1**

Dear Director Eagler:

Construction of the watermain replacement project is now complete. Several bid items were not fully utilized and therefore the final project amount is lower than bid award amount. Therefore, a change order is needed to balance the bid items. Overall, the final contract amount will be \$96,631.55 than the awarded amount. Please refer to attached summary sheet and summary below. Change Order 1 form is attached that has been signed by the Contractor and our office. If acceptable, please sign as owner and return copy to our attention.

<u>Contract</u>	<u>Change Order 1 Amount</u>	<u>Contract with Change Order 1</u>
\$1,678,000.00	-\$96,631.55	\$1,581,368.45

If you have any questions or require any additional information, please contact me at (716) 218-4743.

Very truly yours,

CPL

Seth Krull, P.E.
Project Engineer

Enclosures

Niagara Falls Water Board
 18th Street Watermain Replacement
 DWSRF 18588
 Change Order 1 Summary
 Last Updated: 10/9/23
 CPL R22.16553.00

Change Order 1

Item No.	Description	Bid Price	Bid Unit	Bid Quantity	Installed Quantity	Difference	Cost	Add / Deduct
Overs / Unders								
4A	8-inch Diameter DR-18 PVC Water Main	\$80.00	LF	100	35	-65	-\$5,200.00	Deduct
4B	16-inch Diameter DR-18 PVC Water Main	\$380.00	LF	3,100	3,205	105	\$39,900.00	Add
5B	16-inch Diameter Butterfly Valve	\$10,000.00	EA	6	7	1	\$10,000.00	Add
8	Granite Curb Replacement	\$80.00	LF	100	38	-62	-\$4,960.00	Deduct
ECA-1	Erosion Control Allowance	\$10,000.00	LS	1	0	-1	-\$10,000.00	Deduct
FCA-1	Field Change Allowance	\$150,000.00	LS	1	\$23,628.45	\$126,371.55	-\$126,371.55	Deduct
	Subtotal						-\$96,631.55	

Determine Absolute Amount of Above Items

Change Order 2 Total -\$96,631.55

Determine updated Contract total

Award Contract Amount	\$1,678,000.00
Change Order 2 total	-\$96,631.55
New Contract Amount with Change Order No.	\$1,581,368.45

**Niagara Falls Water Board
Personnel Actions and Report
Monday, October 23, 2023**

**Personnel Actions Sheet & Requested of the Board.
All appointments are subject to the appointee meeting the minimum qualifications and all applicable civil service conditions.**

A. PERSONNEL ACTIONS RECOMMEND TO HIRE				
Line Item Number	Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION
1	2 Sr. Lab Techs	WTP Lab WWTP Lab	Grade 20B \$45,546	Replace positions vacated by resignations

B. RECOMMENDED PROMOTION / MOVE / APPOINTMENT				
Line Item Number	Name and Position	Type of Labor Move	Change in Pay Rate or Grade	ADDITIONAL INFORMATION

C. PREVIOUSLY TABLED PERSONNEL ACTIONS (From 2023)				
Line Item Number	Action and Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION

D. OTHER PERSONNEL ACTIVITY FOR BOARD NOTIFICATION				
Name	Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION
Vince Virtuoso	Meter Technician	Meters	Grade 15A	Resignation effective 10/27/2023
Brian Eldridge	Chemist/WWTP Lab Technical Director	WWTP Laboratory	Grade 23A	Resignation effective 11/03/2023
Kevin Lubkowsi	Promotion from WTP Operator Trainee to WTP Operator	WTP Operations	Grade 4B	Completed NY State 11A Certification - Automatic Promotion from Trainee to Operator

E. PERSONNEL ON LONG TERM LEAVE OF ABSENCE				
Name	Last Day Worked	Dept.	Return Status	Comments
CDT Trainee	10/19/2023	OSW	Unknown	Disability
Crew Leader	9/5/2023	WWTP Bldgs. & Grounds	Unknown	Workers Comp

2023 Year to Date - NFWB Paid Time Off for Union Business

Employee	Hours of NFWB Paid Union Time	Wages	Benefits	Total Including Benefits
USW Employee 1	245.25	6308.60	\$2,452.50	\$8,761.10
USW Employee 2	219.50	6222.71	\$3,788.70	\$10,011.41
USW Employee 3	110.00	2865.45	\$1,100.00	\$3,965.45
USW Employee 4	108.00	2505.81	\$1,080.00	\$3,585.81
USW Employee 5	9.00	221.28	\$90.00	\$311.28
USW Employee 6	27.00	772.71	\$467.10	\$1,239.81
USW Employee 7	10.50	323.99	\$181.65	\$505.64
USW Employee 8	255.75	8614.06	\$2,557.50	\$11,171.56
USW Employee 9	120.00	2408.42	\$1,200.00	\$3,608.42
USW Employee 10	33.00	809.67	\$330.00	\$1,139.67
IBEW Employee	100.50	3135.05	<u>\$1,730.00</u>	<u>\$4,865.05</u>
	1238.5	\$34,187.75	\$14,977.45	\$49,165.20
Time Period: January 1, 2023 through October 19, 2023				



Niagara Falls Water Board

5815 Buffalo Ave
Niagara Falls, NY 14304

To: All Employees & Unit Chairs

Subject: **2024 Holidays**

Below is a list of the contractual holidays for the year **2024** with the date the holiday will be observed:

New Year's Day*	Monday	January 1, 2024
Martin Luther King Jr. Day*	Monday	January 15, 2024
Lincoln's Birthday	Monday	February 12, 2024
Washington's Birthday	Monday	February 19, 2024
Memorial Day*	Monday	May 27, 20224
Independence Day*	Thursday	July 4, 2024
Labor Day*	Monday	September 2, 2024
Columbus Day	Monday	October 14, 2024
Veterans Day*	Monday	November 11, 2024
Thanksgiving Day*	Thursday	November 28, 2024
Christmas Day*	Wednesday	December 25, 2024
Birthday where applicable*		

*Paid Holiday for employees hired after 12/31/07.



**NIAGARA FALLS WATER BOARD
APPROPRIATION TRANSFER**

TC	DATE	DOCUMENT	FY	FUND

FROM: Dennis Kirkland

TO: Director of Financial Services

I hereby request the following budget transfer: Sodium Hypochlorite to Carbon

DESCRIPTION	AMOUNT TO BE TRANSFERRED	FUND	DEPT	SUB DEPT	MAJOR ACCOUNT	MINOR ACCOUNT	FT
Carbon	500,000.00	GA	8130	0100	0419	012	T
Sodium Hypochlorite	(500,000.00)	GA	8130	0100	0419	024	F
TOTALS	T -500,000.00 F-(500,000.00)						

Reason for transfer Move from overfunded Hypochlorite solution to Carbon to pay for Carbon Filter Change outs.	NOTE: F/T: F=From Debit, T=To (Credit) Do not duplicate account numbers
	Prepared by: <i>[Signature]</i>
	Approving Director:
	Director of Financial Services:

NFWB Live
Budget Amendments Report

From Date: 9/1/2023 - To Date: 9/30/2023

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: FA Water Board - Water						
Department: 1990 Contingency Account						
Sub Department: 0000 .						
0449.599 - Undesignated Services				Amended Balance as of: 9/1/2023		\$40,000.00
	09/18/2023	2023-00003374	TRANSFER FROM CONTINGENCY TO TOOLS & MACHINE PARTS	\$0.00	\$10,000.00	\$19,500.00
				\$0.00	\$10,000.00	\$30,000.00
Sub Department: 0000 . Totals:				\$0.00	\$10,000.00	
Department: 1990 Contingency Account Totals:				\$0.00	\$10,000.00	
Department: 8330 Purification						
Sub Department: 0200 Maintenance						
0419.005 - Tools & Machine Parts				Amended Balance as of: 9/1/2023		\$20,000.00
	09/18/2023	2023-00003374	TRANSFER FROM CONTINGENCY TO TOOLS & MACHINE PARTS	\$10,000.00	\$0.00	\$95,000.00
				\$10,000.00	\$0.00	\$30,000.00
Sub Department: 0200 Maintenance Totals:				\$10,000.00	\$0.00	
Department: 8330 Purification Totals:				\$10,000.00	\$0.00	
Fund Totals: Water Board - Water				\$10,000.00	\$10,000.00	
Grand Totals:				\$10,000.00	\$10,000.00	



Revenue Budget Performance Report

Fiscal Year to Date 09/30/23

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	50,000.00	.00	50,000.00	5,047.50	.00	34,115.00	15,885.00	68	42,565.00
2140.001	District 1	2,101,006.00	.00	2,101,006.00	1,820.52	.00	1,497,434.06	603,571.94	71	826,319.27
2140.002	District 2	2,546,082.00	.00	2,546,082.00	1,688.56	.00	1,782,568.16	763,513.84	70	1,123,427.08
2140.003	District 3	1,909,562.00	.00	1,909,562.00	500,312.79	.00	1,422,853.84	486,708.16	75	1,041,153.40
2140.004	Non-Resident	42,000.00	.00	42,000.00	.00	.00	28,144.57	13,855.43	67	31,698.91
2140.005	Industrial	3,591,522.00	.00	3,591,522.00	.00	.00	1,789,884.69	1,801,637.31	50	812,691.07
2140.006	Industrial SIU	3,189,405.00	.00	3,189,405.00	.00	.00	2,015,435.56	1,173,969.44	63	1,526,293.84
2140.008	Hydrant Usage	6,000.00	.00	6,000.00	58.24	.00	2,354.05	3,645.95	39	668.70
2140.599	Miscellaneous Departmental Incom	5,000.00	.00	5,000.00	.00	.00	6,857.28	(1,857.28)	137	1,750.00
2141.000	Allowance for Unpaid Trfd	(125,000.00)	.00	(125,000.00)	.00	.00	53,274.06	(178,274.06)	-43	50,193.41
2144.003	Fire Service	91,000.00	.00	91,000.00	.00	.00	.00	91,000.00	0	.00
2144.005	Service Charge	455,000.00	.00	455,000.00	24,892.10	.00	338,386.21	116,613.79	74	338,261.00
2144.006	Lab Analysis	35,000.00	.00	35,000.00	1,372.98	.00	19,299.55	15,700.45	55	22,856.50
2144.008	Missing Meter Charge	25,000.00	.00	25,000.00	1,360.00	.00	17,651.50	7,348.50	71	12,730.00
2144.009	Mtr Install/Reinstall/Reactivate	5,000.00	.00	5,000.00	475.00	.00	3,075.00	1,925.00	62	3,600.00
2144.010	Final Meter Read/Inspect	18,000.00	.00	18,000.00	1,475.00	.00	11,975.00	6,025.00	67	14,825.00
2144.011	Hydrant Testing	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
2144.012	Backflow Certification	7,500.00	.00	7,500.00	60.00	.00	4,895.00	2,605.00	65	5,045.00
2148.001	District 1	78,928.00	.00	78,928.00	(34.29)	.00	69,702.88	9,225.12	88	62,118.96
2148.002	District 2	49,005.00	.00	49,005.00	(23.88)	.00	42,403.51	6,601.49	87	36,458.45
2148.003	District 3	65,561.00	.00	65,561.00	37,244.61	.00	102,028.13	(36,467.13)	156	76,577.19
2148.004	Non-Resident	2,178.00	.00	2,178.00	.00	.00	584.62	1,593.38	27	324.78
2148.005	Industrial	16,549.00	.00	16,549.00	.00	.00	20,033.96	(3,484.96)	121	9,645.89
2148.006	Industrial SIU	7,638.00	.00	7,638.00	.00	.00	.00	7,638.00	0	.00
2148.599	Penalty - Miscellaneous	4,460.00	.00	4,460.00	.03	.00	.27	4,459.73	0	1.60
	<i>Departmental Income Totals</i>	\$14,176,696.00	\$0.00	\$14,176,696.00	\$575,749.16	\$0.00	\$9,262,956.90	\$4,913,739.10	65%	\$6,039,205.05
	<i>Intergovernmental Charges</i>									
2230.A	City of Niag Falls-Generl	230,102.00	.00	230,102.00	.00	.00	.00	230,102.00	0	.00
	<i>Intergovernmental Charges Totals</i>	\$230,102.00	\$0.00	\$230,102.00	\$0.00	\$0.00	\$0.00	\$230,102.00	0%	\$0.00
	<i>Use Of Money & Property</i>									
2401.000	Interest Earnings	25,000.00	.00	25,000.00	.00	.00	196,107.86	(171,107.86)	784	(87,941.79)
	<i>Use Of Money & Property Totals</i>	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$196,107.86	(\$171,107.86)	784%	(\$87,941.79)
	<i>Licenses And Permits</i>									
2550.006	Cellular Towers	230,000.00	.00	230,000.00	16,190.86	.00	157,439.41	72,560.59	68	178,742.00
2590.004	Hydrant Permits & Rentals	12,000.00	.00	12,000.00	529.57	.00	4,661.49	7,338.51	39	3,105.03
	<i>Licenses And Permits Totals</i>	\$242,000.00	\$0.00	\$242,000.00	\$16,720.43	\$0.00	\$162,100.90	\$79,899.10	67%	\$181,847.03
	<i>Sale Of Prop/Cmp For Loss</i>									
2650.000	Sale Of Scrap	10,000.00	.00	10,000.00	89.41	.00	2,889.05	7,110.95	29	11,466.39



Revenue Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	FA - Water Board - Water									
	REVENUE									
	<i>Sale Of Prop/Cmp For Loss</i>									
2665.000	Sale-Equipment	2,723.00	.00	2,723.00	.00	.00	.00	2,723.00	0	.00
	<i>Sale Of Prop/Cmp For Loss Totals</i>	\$12,723.00	\$0.00	\$12,723.00	\$89.41	\$0.00	\$2,889.05	\$9,833.95	23%	\$11,466.39
	<i>Misc Local Sources</i>									
2701.000	Refund Appro Exp Prior Yr	.00	.00	.00	.00	.00	(13,162.74)	13,162.74	+++	1,124.55
2770.001	NSF Check Charge	8,000.00	.00	8,000.00	910.00	.00	8,540.00	(540.00)	107	6,125.00
2770.599	Undesignated	5,000.00	.00	5,000.00	4,588.79	.00	6,071.85	(1,071.85)	121	6,859.10
	<i>Misc Local Sources Totals</i>	\$13,000.00	\$0.00	\$13,000.00	\$5,498.79	\$0.00	\$1,449.11	\$11,550.89	11%	\$14,108.65
	<i>Interfund Revenues</i>									
2801.GA	Interfd Rev WtrBd-Sewr	.00	.00	.00	.00	.00	244,617.46	(244,617.46)	+++	316,796.04
	<i>Interfund Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244,617.46	(\$244,617.46)	+++	\$316,796.04
	REVENUE TOTALS	\$14,699,521.00	\$0.00	\$14,699,521.00	\$598,057.79	\$0.00	\$9,870,121.28	\$4,829,399.72	67%	\$6,475,481.37
Fund	FA - Water Board - Water Totals	\$14,699,521.00	\$0.00	\$14,699,521.00	\$598,057.79	\$0.00	\$9,870,121.28	\$4,829,399.72		\$6,475,481.37



Revenue Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	FGA - Water Authority									
	REVENUE									
	<i>Misc Local Sources</i>									
2770.599	Undesignated	.00	.00	.00	.00	.00	.00	.00	+++	(1,593,255.15)
	<i>Misc Local Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$1,593,255.15)
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$1,593,255.15)
Fund	FGA - Water Authority Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$1,593,255.15)



Revenue Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	GA - Water Board - Sewer									
	REVENUE									
	<i>Departmental Income</i>									
2120.001	District 1	2,732,467.00	.00	2,732,467.00	2,317.56	.00	1,992,105.16	740,361.84	73	1,102,322.19
2120.002	District 2	3,329,002.00	.00	3,329,002.00	2,235.86	.00	2,371,114.82	957,887.18	71	1,493,230.23
2120.003	District 3	2,504,700.00	.00	2,504,700.00	667,212.88	.00	1,896,269.28	608,430.72	76	1,386,682.17
2120.005	Industrial CSIRU	5,079,433.00	.00	5,079,433.00	.00	.00	2,495,241.25	2,584,191.75	49	1,175,333.48
2120.006	Industrial SIU	10,438,936.00	.00	10,438,936.00	1,412,479.09	.00	9,941,445.08	497,490.92	95	6,921,574.98
2120.008	Hydrant Usage	10,000.00	.00	10,000.00	77.09	.00	3,178.76	6,821.24	32	884.53
2120.102	Town Of Niagara	1,098,067.00	.00	1,098,067.00	.00	.00	704,844.31	393,222.69	64	453,641.02
2122.001	Visual Inspections	.00	.00	.00	.00	.00	(60.00)	60.00	+++	(180.00)
2122.002	Dye Tests	50,000.00	.00	50,000.00	5,047.50	.00	33,975.00	16,025.00	68	42,745.00
2128.001	District 1	98,024.00	.00	98,024.00	(68.02)	.00	93,310.24	4,713.76	95	82,445.72
2128.002	District 2	70,017.00	.00	70,017.00	(31.30)	.00	55,532.86	14,484.14	79	43,556.02
2128.003	District 3	86,948.00	.00	86,948.00	50,166.50	.00	136,333.83	(49,385.83)	157	102,720.48
2128.005	Industrial	19,095.00	.00	19,095.00	.00	.00	30,156.53	(11,061.53)	158	15,917.30
2128.006	Industrial SIU	20,368.00	.00	20,368.00	.00	.00	6,848.59	13,519.41	34	11,276.97
2141.000	Allowance for Unpaid Trfd	(125,000.00)	.00	(125,000.00)	.00	.00	67,100.84	(192,100.84)	-54	66,911.52
	<i>Departmental Income Totals</i>	\$25,412,057.00	\$0.00	\$25,412,057.00	\$2,139,437.16	\$0.00	\$19,827,396.55	\$5,584,660.45	78%	\$12,899,061.61
	<i>Use Of Money & Property</i>									
2401.000	Interest Earnings	25,000.00	.00	25,000.00	.00	.00	196,107.88	(171,107.88)	784	(87,941.80)
	<i>Use Of Money & Property Totals</i>	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$196,107.88	(\$171,107.88)	784%	(\$87,941.80)
	<i>Licenses And Permits</i>									
2590.006	SIU 5-Yr Permits	5,000.00	.00	5,000.00	.00	.00	500.00	4,500.00	10	1,000.00
	<i>Licenses And Permits Totals</i>	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$500.00	\$4,500.00	10%	\$1,000.00
	<i>Fines And Forfeits</i>									
2620.000	Forfeitures Of Deposits	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
	<i>Fines And Forfeits Totals</i>	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
	<i>Sale Of Prop/Cmp For Loss</i>									
2650.000	Sale Of Scrap	5,000.00	.00	5,000.00	.00	.00	807.36	4,192.64	16	5,764.92
	<i>Sale Of Prop/Cmp For Loss Totals</i>	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$807.36	\$4,192.64	16%	\$5,764.92
	<i>Misc Local Sources</i>									
2701.000	Refund Appro Exp Prior Yr	.00	.00	.00	.00	.00	(21,788.61)	21,788.61	+++	2,467.98
2770.599	Undesignated	25,000.00	.00	25,000.00	.00	.00	21,657.34	3,342.66	87	17,398.28
	<i>Misc Local Sources Totals</i>	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	(\$131.27)	\$25,131.27	-1%	\$19,866.26
	<i>Interfund Revenues</i>									
2801.F	Interfd Rev Fr Water	.00	.00	.00	.00	.00	384,556.29	(384,556.29)	+++	309,443.11
	<i>Interfund Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$384,556.29	(\$384,556.29)	+++	\$309,443.11
	REVENUE TOTALS	\$25,472,557.00	\$0.00	\$25,472,557.00	\$2,139,437.16	\$0.00	\$20,409,236.81	\$5,063,320.19	80%	\$13,147,194.10
Fund	GA - Water Board - Sewer Totals	\$25,472,557.00	\$0.00	\$25,472,557.00	\$2,139,437.16	\$0.00	\$20,409,236.81	\$5,063,320.19		\$13,147,194.10



Revenue Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund VFG - Plant Fund										
REVENUE										
<i>Use Of Money & Property</i>										
2401.000	Interest Earnings	700,000.00	.00	700,000.00	.00	.00	598,671.59	101,328.41	86	331,996.25
<i>Use Of Money & Property Totals</i>		\$700,000.00	\$0.00	\$700,000.00	\$0.00	\$0.00	\$598,671.59	\$101,328.41	86%	\$331,996.25
<i>Sale Of Prop/Cmp For Loss</i>										
2675.000	Gain on Disposal of Assets	.00	.00	.00	.00	.00	.00	.00	+++	16,250.60
<i>Sale Of Prop/Cmp For Loss Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$16,250.60
<i>Proceeds Of Obligations</i>										
4990.000	Grant Revenue	.00	.00	.00	.00	.00	751,939.87	(751,939.87)	+++	1,758,370.70
<i>Proceeds Of Obligations Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$751,939.87	(\$751,939.87)	+++	\$1,758,370.70
REVENUE TOTALS		\$700,000.00	\$0.00	\$700,000.00	\$0.00	\$0.00	\$1,350,611.46	(\$650,611.46)	193%	\$2,106,617.55
Fund VFG - Plant Fund Totals		\$700,000.00	\$0.00	\$700,000.00	\$0.00	\$0.00	\$1,350,611.46	(\$650,611.46)		\$2,106,617.55
Grand Totals		\$40,872,078.00	\$0.00	\$40,872,078.00	\$2,737,494.95	\$0.00	\$31,629,969.55	\$9,242,108.45		\$20,136,037.87



Expense Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	GA - Water Board - Sewer									
	EXPENSE									
	<i>Personnel Services</i>									
0100.000	Employee Adjustment	.00	.00	.00	440.75	.00	2,056.38	(2,056.38)	+++	.00
0111.000	Biweekly Comp Differential	.00	.00	.00	.00	.00	.00	.00	+++	911.12
0121.000	Weekly Comp Differential	.00	.00	.00	23.45	.00	126.40	(126.40)	+++	95.30
0125.000	Insurance OPT Out	102,356.00	.00	102,356.00	11,838.52	.00	73,913.06	28,442.94	72	68,360.02
0130.000	Temporary Payroll	438,990.00	(125,000.00)	313,990.00	34,512.63	.00	350,632.86	(36,642.86)	112	264,166.06
0140.000	Overtime	206,500.00	.00	206,500.00	21,468.25	.00	148,903.66	57,596.34	72	227,481.34
0150.000	Acting Next-In-Rank Pay	12,480.00	.00	12,480.00	7,153.21	.00	7,153.21	5,326.79	57	238.78
0151.A	Sunday Contractual Pay	51,000.00	.00	51,000.00	.00	.00	.00	51,000.00	0	15,787.43
0151.000	Sunday Premium Pay	.00	.00	.00	5,703.77	.00	37,766.61	(37,766.61)	+++	20,165.49
0152.000	Shift Premium Pay	.00	.00	.00	.00	.00	.00	.00	+++	115.66
0155.A	Holiday Contractual Pay	33,500.00	.00	33,500.00	3,799.45	.00	23,082.38	10,417.62	69	17,833.88
0155.000	Holiday Pay	.00	.00	.00	8,330.83	.00	57,226.29	(57,226.29)	+++	45,010.36
0165.000	Military Leave	.00	.00	.00	1,334.36	.00	14,586.15	(14,586.15)	+++	11,360.33
0170.000	Overtime Meals	8,100.00	.00	8,100.00	635.00	.00	4,034.00	4,066.00	50	5,760.75
0180.000	Comp. Time Earned	.00	.00	.00	789.94	.00	9,152.94	(9,152.94)	+++	7,001.30
0181.000	Vacation Pay	.00	.00	.00	2,413.86	.00	13,268.15	(13,268.15)	+++	64,185.33
0182.000	Personal Time	.00	.00	.00	527.02	.00	2,030.54	(2,030.54)	+++	1,281.41
0183.000	Compensatory Time Off	.00	.00	.00	11,078.20	.00	113,476.11	(113,476.11)	+++	47,728.15
0184.000	Funeral Leave	.00	.00	.00	1,043.02	.00	2,651.35	(2,651.35)	+++	2,610.04
0185.000	Jury Duty	.00	.00	.00	1,480.85	.00	1,480.85	(1,480.85)	+++	2,067.44
0186.000	Call-In Time	19,000.00	.00	19,000.00	2,868.11	.00	16,943.62	2,056.38	89	17,867.60
0189.000	Sick Leave	.00	.00	.00	7,674.35	.00	48,881.68	(48,881.68)	+++	46,891.63
	<i>Personnel Services Totals</i>	\$871,926.00	(\$125,000.00)	\$746,926.00	\$123,115.57	\$0.00	\$927,366.24	(\$180,440.24)	124%	\$866,919.42
	<i>Personnel - Position Control</i>									
0110.000	Biweekly Payroll	3,182,606.00	(35,000.00)	3,147,606.00	255,600.73	.00	1,751,437.36	1,396,168.64	56	1,745,574.68
0153.000	Stipend	.00	.00	.00	.00	.00	.00	.00	+++	57.69
	<i>Personnel - Position Control Totals</i>	\$3,182,606.00	(\$35,000.00)	\$3,147,606.00	\$255,600.73	\$0.00	\$1,751,437.36	\$1,396,168.64	56%	\$1,745,632.37
	<i>Capital Outlays</i>									
0210.000	Furniture & Furnishings	2,500.00	15,000.00	17,500.00	.00	.00	11,567.96	5,932.04	66	.00
0220.000	Office Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
0250.500	Safety Equipment	10,000.00	2,000.00	12,000.00	.00	2,055.06	8,992.58	952.36	92	4,045.78
	<i>Capital Outlays Totals</i>	\$13,000.00	\$17,000.00	\$30,000.00	\$0.00	\$2,055.06	\$20,560.54	\$7,384.40	75%	\$4,045.78
	<i>Capital Construction</i>									
0300.000	Capital Construction	.00	.00	.00	3,151.61	.00	75,439.57	(75,439.57)	+++	.00
	<i>Capital Construction Totals</i>	\$0.00	\$0.00	\$0.00	\$3,151.61	\$0.00	\$75,439.57	(\$75,439.57)	+++	\$0.00
	<i>Contractual Expenses</i>									
0411.000	Office Supplies	3,050.00	.00	3,050.00	.00	932.45	1,551.92	565.63	81	1,632.37
0412.000	Uniforms	2,940.00	.00	2,940.00	358.00	.00	3,100.47	(160.47)	105	1,761.00



Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	GA - Water Board - Sewer									
	EXPENSE									
	<i>Contractual Expenses</i>									
0413.000	Safety Shoes	11,000.00	.00	11,000.00	.00	.00	3,870.82	7,129.18	35	5,281.76
0414.000	Automotive-Gas,Oil,Grease	45,000.00	.00	45,000.00	6,353.82	.00	38,539.27	6,460.73	86	31,192.43
0416.000	Consumable Printed Forms	1,000.00	.00	1,000.00	.00	.00	34.00	966.00	3	565.04
0417.000	Tool Allowance	300.00	.00	300.00	.00	.00	300.00	.00	100	.00
0419.001	Automotive Parts	30,000.00	.00	30,000.00	4,177.51	.00	11,315.69	18,684.31	38	18,966.67
0419.003	Cleaning/Sanitary	10,000.00	.00	10,000.00	.00	1,022.05	3,199.46	5,778.49	42	6,257.15
0419.004	Agricultural/Botanical	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
0419.005	Tools & Machine Parts	212,000.00	.00	212,000.00	4,124.77	29,526.86	100,654.99	81,818.15	61	103,044.18
0419.006	Construction/Repair	175,000.00	.00	175,000.00	8,353.71	17,302.07	99,729.44	57,968.49	67	116,445.60
0419.008	Signals/Communication	5,000.00	.00	5,000.00	.00	.00	1,936.60	3,063.40	39	1,494.55
0419.009	Misc Chemicals	25,000.00	.00	25,000.00	1,687.46	2,352.53	13,435.21	9,212.26	63	10,233.25
0419.010	Laboratory	27,000.00	.00	27,000.00	.00	15,181.05	11,095.12	723.83	97	19,386.29
0419.012	Carbon	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	14,835.00
0419.014	Ferric Chloride	700,000.00	.00	700,000.00	21,936.64	105,701.76	495,313.28	98,984.96	86	359,154.77
0419.016	Primary Polymer	120,000.00	.00	120,000.00	.00	20,000.00	22,308.00	77,692.00	35	76,032.00
0419.017	Sludge Polymer	100,000.00	.00	100,000.00	.00	20,000.00	34,452.00	45,548.00	54	29,400.04
0419.018	Pebble Lime	150,000.00	.00	150,000.00	6,156.42	17,084.22	90,184.75	42,731.03	72	97,414.35
0419.024	Hypochlorite Solution	9,000,000.00	(132,500.00)	8,867,500.00	327,791.94	353,790.19	3,330,698.60	5,183,011.21	42	3,207,496.15
0419.599	Undesignated Supplies	57,300.00	7,500.00	64,800.00	3,717.49	8,130.95	22,505.36	34,163.69	47	57,602.28
0421.001	Phone Extension Chgs	46,500.00	.00	46,500.00	3,644.21	.00	31,340.68	15,159.32	67	31,641.91
0421.002	Wireless Services	11,000.00	.00	11,000.00	.00	.00	5,929.98	5,070.02	54	6,956.18
0422.000	Light & Power	670,000.00	.00	670,000.00	53,465.83	.00	482,392.27	187,607.73	72	484,844.03
0423.000	Water/Sewer	574,000.00	.00	574,000.00	.00	.00	384,788.12	189,211.88	67	309,443.11
0424.000	Gas	25,000.00	.00	25,000.00	637.13	.00	16,236.93	8,763.07	65	15,205.46
0432.000	Property Insurance	260,000.00	.00	260,000.00	.00	.00	.00	260,000.00	0	.00
0433.000	Liability Insurance	85,000.00	.00	85,000.00	.00	.00	142,871.35	(57,871.35)	168	131,727.60
0440.003	Motor Vehicle Equipment	60,000.00	.00	60,000.00	3,265.21	.00	38,424.66	21,575.34	64	42,605.50
0440.599	Undesignated Leases	1,500.00	.00	1,500.00	87.08	.00	547.12	952.88	36	583.87
0441.000	Rental Of Real Property	75.00	.00	75.00	.00	.00	.00	75.00	0	41.00
0442.000	Rental Of Equipment	16,500.00	.00	16,500.00	48.69	120.74	10,847.55	5,531.71	66	6,684.35
0442.003	Motor Vehicle Equip Rentl	6,000.00	.00	6,000.00	.00	.00	1,834.00	4,166.00	31	3,752.78
0442.599	Undesignated Rentals	4,000.00	.00	4,000.00	68.95	434.40	1,920.60	1,645.00	59	1,626.70
0443.000	Repair Of Real Property	40,500.00	.00	40,500.00	3,445.36	1,883.48	23,118.47	15,498.05	62	28,901.56
0444.000	Repair Of Equipment	142,000.00	.00	142,000.00	3,327.20	6,965.68	117,011.64	18,022.68	87	76,835.98
0446.000	Computer Services	4,500.00	.00	4,500.00	.00	.00	2,962.28	1,537.72	66	3,190.11
0446.007	Software	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
0449.000	Billing & Collection	47,000.00	.00	47,000.00	4,393.01	.00	39,537.09	7,462.91	84	33,992.14
0449.002	Sludge Disposal	2,000,000.00	.00	2,000,000.00	68,280.73	162,409.43	1,331,540.52	506,050.05	75	1,126,430.13



Expense Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	GA - Water Board - Sewer									
	EXPENSE									
	<i>Contractual Expenses</i>									
0449.004	Special Security	.00	.00	.00	.00	.00	.00	.00	+++	260.00
0449.008	Hazardous Waste Displ.	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
0449.500	Safety-Contractual	5,000.00	.00	5,000.00	.00	.00	343.00	4,657.00	7	1,692.50
0449.599	Undesignated Services	225,441.00	28,780.00	254,221.00	11,462.80	29,880.85	151,826.90	72,513.25	71	222,042.06
0451.000	Consultants	80,000.00	35,000.00	115,000.00	.00	21,185.00	80,984.51	12,830.49	89	103,971.03
0454.000	Attorney Services	40,000.00	.00	40,000.00	4,755.67	.00	11,818.37	28,181.63	30	13,904.99
0461.000	Postage	30,000.00	.00	30,000.00	1,379.97	.00	25,306.32	4,693.68	84	25,604.67
0463.000	Travel & Training Expense	13,500.00	4,220.00	17,720.00	.00	.00	1,006.82	16,713.18	6	5,108.34
0463.500	Safety Training	1,000.00	.00	1,000.00	.00	.00	275.00	725.00	28	.00
0465.000	Laundry & Cleaning	7,500.00	.00	7,500.00	632.79	1,308.42	5,984.38	207.20	97	6,064.52
0466.000	Books,Mags. & Memberships	500.00	.00	500.00	.00	.00	2,010.00	(1,510.00)	402	1,890.00
0467.000	Advertising	500.00	.00	500.00	51.71	.00	574.04	(74.04)	115	223.50
0471.000	Recruitment Expenditures	800.00	.00	800.00	182.88	.00	540.88	259.12	68	689.11
	<i>Contractual Expenses Totals</i>	\$15,192,906.00	(\$57,000.00)	\$15,135,906.00	\$543,786.98	\$815,212.13	\$7,196,198.46	\$7,124,495.41	53%	\$6,844,108.01
	<i>Employee Benefits</i>									
0801.000	NYS E.R.S. Retirement	427,310.00	.00	427,310.00	.00	.00	89,074.67	338,235.33	21	120,942.00
0803.000	Building Trades Benefits	.00	200,000.00	200,000.00	10,527.11	.00	182,527.44	17,472.56	91	.00
0820.000	Worker's Compensation	240,000.00	.00	240,000.00	782.74	.00	6,728.28	233,271.72	3	7,221.60
0830.000	Life Insurance	13,237.00	.00	13,237.00	.00	.00	9,495.98	3,741.02	72	10,091.32
0840.000	Unemployment Ins. NYS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
0860.000	Medical Insurance	2,347,747.00	.00	2,347,747.00	197,832.72	.00	1,708,620.12	639,126.88	73	1,667,716.40
0861.000	Dental Insurance	80,300.00	.00	80,300.00	.00	.00	.00	80,300.00	0	.00
0863.000	Vision Care Insurance	6,204.00	.00	6,204.00	.00	.00	3,634.06	2,569.94	59	4,178.89
0865.000	Chiropractic Insurance	930.00	.00	930.00	.00	.00	350.00	580.00	38	190.00
	<i>Employee Benefits Totals</i>	\$3,120,728.00	\$200,000.00	\$3,320,728.00	\$209,142.57	\$0.00	\$2,000,430.55	\$1,320,297.45	60%	\$1,810,340.21
	<i>Employee Benefit - FICA</i>									
0810.000	Social Security	261,077.00	.00	261,077.00	28,173.78	.00	199,413.08	61,663.92	76	195,457.73
	<i>Employee Benefit - FICA Totals</i>	\$261,077.00	\$0.00	\$261,077.00	\$28,173.78	\$0.00	\$199,413.08	\$61,663.92	76%	\$195,457.73
	EXPENSE TOTALS	\$22,642,243.00	\$0.00	\$22,642,243.00	\$1,162,971.24	\$817,267.19	\$12,170,845.80	\$9,654,130.01	57%	\$11,466,503.52
Fund	GA - Water Board - Sewer Totals	\$22,642,243.00	\$0.00	\$22,642,243.00	\$1,162,971.24	\$817,267.19	\$12,170,845.80	\$9,654,130.01		\$11,466,503.52
	Grand Totals	\$22,642,243.00	\$0.00	\$22,642,243.00	\$1,162,971.24	\$817,267.19	\$12,170,845.80	\$9,654,130.01		\$11,466,503.52



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund FA - Water Board - Water										
EXPENSE										
<i>Personnel Services</i>										
0100.000	Employee Adjustment	.00	.00	.00	79.82	.00	1,173.14	(1,173.14)	+++	.00
0111.000	Biwklly Comp Differential	.00	.00	.00	.00	.00	.00	.00	+++	1,782.63
0121.000	Weekly Comp Differential	.00	.00	.00	25.02	.00	159.35	(159.35)	+++	122.04
0125.000	Insurance OPT Out	61,479.00	.00	61,479.00	13,007.16	.00	75,313.56	(13,834.56)	123	47,394.91
0130.000	Temporary Payroll	106,000.00	(597.00)	105,403.00	24,817.09	.00	121,910.69	(16,507.69)	116	76,881.53
0140.000	Overtime	94,150.00	.00	94,150.00	10,330.13	.00	82,981.06	11,168.94	88	66,412.90
0150.000	Acting Next-In-Rank Pay	.00	.00	.00	423.16	.00	621.60	(621.60)	+++	4,834.11
0151.A	Sunday Contractual Pay	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	5,443.90
0151.000	Sunday Premium Pay	.00	.00	.00	1,911.02	.00	12,446.65	(12,446.65)	+++	6,363.18
0152.000	Shift Premium Pay	.00	.00	.00	.00	.00	.00	.00	+++	120.11
0155.A	Holiday Contractual Pay	8,500.00	.00	8,500.00	1,238.70	.00	5,775.65	2,724.35	68	4,221.66
0155.000	Holiday Pay	.00	.00	.00	11,521.25	.00	71,939.74	(71,939.74)	+++	49,339.59
0170.000	Overtime Meals	2,715.00	.00	2,715.00	242.00	.00	1,847.50	867.50	68	1,670.75
0180.000	Comp. Time Earned	.00	.00	.00	1,392.26	.00	8,600.02	(8,600.02)	+++	4,351.60
0181.000	Vacation Pay	.00	.00	.00	1,545.23	.00	25,445.11	(25,445.11)	+++	92,133.49
0182.000	Personal Time	.00	.00	.00	31.87	.00	1,707.41	(1,707.41)	+++	3,934.93
0183.000	Compensatory Time Off	.00	.00	.00	17,460.38	.00	131,463.79	(131,463.79)	+++	50,417.57
0184.000	Funeral Leave	.00	.00	.00	250.54	.00	5,274.01	(5,274.01)	+++	3,007.10
0186.000	Call-In Time	9,350.00	.00	9,350.00	1,101.97	.00	8,002.65	1,347.35	86	5,573.34
0189.000	Sick Leave	.00	.00	.00	10,277.74	.00	62,839.90	(62,839.90)	+++	70,545.95
0190.000	Vacation Cash Conversion	12,337.00	.00	12,337.00	.00	.00	2,505.42	9,831.58	20	9,288.84
<i>Personnel Services Totals</i>		\$310,531.00	(\$597.00)	\$309,934.00	\$95,655.34	\$0.00	\$620,007.25	(\$310,073.25)	200%	\$503,840.13
<i>Personnel - Position Control</i>										
0110.000	Biweekly Payroll	2,502,809.00	(35,000.00)	2,467,809.00	295,951.11	.00	1,909,220.28	558,588.72	77	1,517,732.73
0153.000	Stipend	4,925.00	.00	4,925.00	461.42	.00	4,383.49	541.51	89	5,575.82
<i>Personnel - Position Control Totals</i>		\$2,507,734.00	(\$35,000.00)	\$2,472,734.00	\$296,412.53	\$0.00	\$1,913,603.77	\$559,130.23	77%	\$1,523,308.55
<i>Capital Outlays</i>										
0210.000	Furniture & Furnishings	4,500.00	.00	4,500.00	.00	.00	2,082.39	2,417.61	46	.00
0230.000	Motor Vehicle Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
0250.000	Other Equipment	30,000.00	(10,000.00)	20,000.00	.00	943.13	11,585.48	7,471.39	63	13,676.27
0250.007	Computer Equipment	25,000.00	35,000.00	60,000.00	573.51	10,757.44	26,658.80	22,583.76	62	22,461.84
0250.500	Safety Equipment	2,000.00	.00	2,000.00	.00	1,396.27	1,416.78	(813.05)	141	.00
<i>Capital Outlays Totals</i>		\$66,500.00	\$25,000.00	\$91,500.00	\$573.51	\$13,096.84	\$41,743.45	\$36,659.71	60%	\$36,138.11
<i>Contractual Expenses</i>										
0411.000	Office Supplies	10,200.00	.00	10,200.00	370.19	1,796.08	9,247.76	(843.84)	108	5,899.07
0412.000	Uniforms	1,800.00	.00	1,800.00	.00	.00	1,118.00	682.00	62	1,067.00
0413.000	Safety Shoes	7,800.00	.00	7,800.00	551.98	.00	3,887.50	3,912.50	50	2,581.78
0414.000	Automotive-Gas,Oil,Grease	60,000.00	.00	60,000.00	3,740.93	.00	31,510.93	28,489.07	53	48,263.16



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	FA - Water Board - Water									
	EXPENSE									
	<i>Contractual Expenses</i>									
0415.000	Fuel Oil	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
0416.000	Consumable Printed Forms	1,000.00	.00	1,000.00	.00	.00	906.35	93.65	91	565.04
0417.000	Tool Allowance	150.00	.00	150.00	.00	.00	35.63	114.37	24	.00
0419.001	Automotive Parts	25,000.00	.00	25,000.00	4,197.51	.00	17,490.95	7,509.05	70	16,574.03
0419.003	Cleaning/Sanitary	5,000.00	.00	5,000.00	133.92	3,437.52	1,455.11	107.37	98	2,578.92
0419.005	Tools & Machine Parts	92,000.00	30,000.00	122,000.00	9,583.40	25,985.06	76,746.57	19,268.37	84	68,616.45
0419.006	Construction/Repair	200,000.00	.00	200,000.00	17,079.34	8,776.45	125,964.63	65,258.92	67	136,583.15
0419.009	Misc Chemicals	633,000.00	.00	633,000.00	12,443.32	118,710.60	448,137.00	66,152.40	90	322,351.95
0419.010	Laboratory	33,000.00	5,000.00	38,000.00	2,583.70	3,388.49	27,830.43	6,781.08	82	20,359.21
0419.599	Undesignated Supplies	6,250.00	.00	6,250.00	86.20	367.00	3,961.17	1,921.83	69	3,707.51
0421.001	Phone Extension Chgs	25,000.00	.00	25,000.00	2,081.76	.00	13,203.10	11,796.90	53	14,834.83
0421.002	Wireless Services	15,000.00	.00	15,000.00	382.21	.00	11,199.39	3,800.61	75	10,233.24
0422.000	Light & Power	600,000.00	.00	600,000.00	48,618.55	.00	410,225.20	189,774.80	68	399,903.86
0423.000	Water/Sewer	698,000.00	.00	698,000.00	.00	.00	244,617.46	453,382.54	35	316,796.04
0424.000	Gas	25,000.00	.00	25,000.00	38.78	.00	31,939.81	(6,939.81)	128	15,606.93
0432.000	Property Insurance	180,000.00	.00	180,000.00	.00	.00	.00	180,000.00	0	.00
0433.000	Liability Insurance	60,000.00	.00	60,000.00	.00	.00	98,041.03	(38,041.03)	163	101,969.65
0440.003	Motor Vehicle Equipment	84,000.00	.00	84,000.00	3,265.21	.00	38,424.73	45,575.27	46	42,605.54
0440.599	Undesignated Leases	1,500.00	.00	1,500.00	127.26	.00	848.54	651.46	57	971.67
0442.000	Rental Of Equipment	4,500.00	.00	4,500.00	10.00	.00	845.01	3,654.99	19	2,933.53
0442.003	Motor Vehicle Equip Rentl	5,000.00	.00	5,000.00	.00	.00	2,292.50	2,707.50	46	3,752.78
0442.599	Undesignated Rentals	4,000.00	.00	4,000.00	197.90	735.08	1,643.30	1,621.62	59	2,567.48
0444.000	Repair Of Equipment	33,200.00	.00	33,200.00	3,290.40	3,473.18	8,360.69	21,366.13	36	8,504.50
0446.000	Computer Services	4,500.00	.00	4,500.00	.00	.00	2,610.29	1,889.71	58	3,190.06
0446.008	Software Maint/Licenses	335,000.00	(35,000.00)	300,000.00	16,656.96	3,215.14	172,661.39	124,123.47	59	162,604.80
0449.000	Billing & Collection	47,000.00	.00	47,000.00	4,393.02	.00	39,537.18	7,462.82	84	33,941.52
0449.001	Sludge Removal	120,000.00	.00	120,000.00	.00	.00	169,720.31	(49,720.31)	141	.00
0449.003	Waste Disposal	.00	.00	.00	.00	.00	3,138.34	(3,138.34)	+++	.00
0449.008	Hazardous Waste Displ.	.00	.00	.00	.00	.00	408.63	(408.63)	+++	.00
0449.500	Safety-Contractual	5,000.00	.00	5,000.00	201.00	.00	3,220.00	1,780.00	64	70.00
0449.599	Undesignated Services	837,500.00	(28,730.00)	808,770.00	9,991.62	.00	773,125.49	35,644.51	96	752,323.64
0451.000	Consultants	63,000.00	35,000.00	98,000.00	2,530.73	1,510.35	80,339.41	16,150.24	84	82,088.30
0454.000	Attorney Services	35,000.00	.00	35,000.00	4,280.68	.00	11,343.38	23,656.62	32	13,329.98
0461.000	Postage	30,000.00	.00	30,000.00	1,379.97	.00	25,501.16	4,498.84	85	25,604.66
0463.000	Travel & Training Expense	19,500.00	4,327.00	23,827.00	1,578.60	.00	11,022.63	12,804.37	46	19,167.06
0463.500	Safety Training	.00	.00	.00	.00	.00	275.00	(275.00)	+++	.00
0465.000	Laundry & Cleaning	1,500.00	.00	1,500.00	.00	700.00	.00	800.00	47	862.15
0466.000	Books,Mags. & Memberships	500.00	.00	500.00	.00	.00	.00	500.00	0	558.00



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Fund FA - Water Board - Water										
EXPENSE										
<i>Contractual Expenses</i>										
0467.000	Advertising	500.00	.00	500.00	51.71	.00	574.05	(74.05)	115	223.51
0471.000	Recruitment Expenditures	800.00	.00	800.00	1,359.88	.00	2,333.88	(1,533.88)	292	1,408.12
<i>Contractual Expenses Totals</i>		\$4,340,200.00	\$10,597.00	\$4,350,797.00	\$151,206.73	\$172,094.95	\$2,905,743.93	\$1,272,958.12	71%	\$2,645,199.12
<i>Employee Benefits</i>										
0801.000	NYS E.R.S. Retirement	213,655.00	.00	213,655.00	.00	.00	44,537.33	169,117.67	21	60,471.00
0820.000	Worker's Compensation	225,000.00	.00	225,000.00	721.82	.00	4,828.42	220,171.58	2	(9,030.30)
0830.000	Life Insurance	10,515.00	.00	10,515.00	.00	.00	7,164.05	3,350.95	68	7,378.13
0840.000	Unemployment Ins. NYS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
0860.000	Medical Insurance	1,549,847.00	.00	1,549,847.00	127,370.15	.00	1,067,025.37	482,821.63	69	1,083,531.11
0861.000	Dental Insurance	54,350.00	.00	54,350.00	.00	.00	.00	54,350.00	0	.00
0863.000	Vision Care Insurance	4,125.00	.00	4,125.00	.00	.00	2,447.34	1,677.66	59	2,801.61
0865.000	Chiropractic Insurance	2,000.00	.00	2,000.00	.00	.00	1,115.00	885.00	56	1,070.00
<i>Employee Benefits Totals</i>		\$2,064,492.00	\$0.00	\$2,064,492.00	\$128,091.97	\$0.00	\$1,127,117.51	\$937,374.49	55%	\$1,146,221.55
<i>Employee Benefit - FICA</i>										
0810.000	Social Security	220,451.00	.00	220,451.00	29,298.03	.00	189,755.51	30,695.49	86	148,210.96
<i>Employee Benefit - FICA Totals</i>		\$220,451.00	\$0.00	\$220,451.00	\$29,298.03	\$0.00	\$189,755.51	\$30,695.49	86%	\$148,210.96
EXPENSE TOTALS		\$9,509,908.00	\$0.00	\$9,509,908.00	\$701,238.11	\$185,191.79	\$6,797,971.42	\$2,526,744.79	73%	\$6,002,918.42
Fund FA - Water Board - Water Totals		\$9,509,908.00	\$0.00	\$9,509,908.00	\$701,238.11	\$185,191.79	\$6,797,971.42	\$2,526,744.79		\$6,002,918.42
Grand Totals		\$9,509,908.00	\$0.00	\$9,509,908.00	\$701,238.11	\$185,191.79	\$6,797,971.42	\$2,526,744.79		\$6,002,918.42



Expense Budget Performance Report

Fiscal Year to Date 09/30/23

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	FGB - Water Board									
	EXPENSE									
	<i>Capital Outlays</i>									
0250.007	Computer Equipment	.00	11,368.00	11,368.00	.00	.00	.00	11,368.00	0	.00
	<i>Capital Outlays Totals</i>	\$0.00	\$11,368.00	\$11,368.00	\$0.00	\$0.00	\$0.00	\$11,368.00	0%	\$0.00
	<i>Contractual Expenses</i>									
0419.599	Undesignated Supplies	4,700.00	.00	4,700.00	20.51	.00	3,959.42	740.58	84	3,287.32
0451.000	Consultants	60,000.00	.00	60,000.00	.00	.00	58,205.00	1,795.00	97	32,517.75
0454.000	Attorney Services	40,000.00	(11,368.00)	28,632.00	1,220.40	.00	18,267.74	10,364.26	64	2,533.00
0459.000	Auditors	28,000.00	.00	28,000.00	.00	.00	27,643.75	356.25	99	26,000.00
0461.000	Postage	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
0466.000	Books,Mags. & Memberships	7,050.00	.00	7,050.00	34.50	.00	5,793.04	1,256.96	82	4,533.50
	<i>Contractual Expenses Totals</i>	\$140,000.00	(\$11,368.00)	\$128,632.00	\$1,275.41	\$0.00	\$113,868.95	\$14,763.05	89%	\$68,871.57
	EXPENSE TOTALS	\$140,000.00	\$0.00	\$140,000.00	\$1,275.41	\$0.00	\$113,868.95	\$26,131.05	81%	\$68,871.57
Fund	FGB - Water Board Totals	\$140,000.00	\$0.00	\$140,000.00	\$1,275.41	\$0.00	\$113,868.95	\$26,131.05		\$68,871.57
	Grand Totals	\$140,000.00	\$0.00	\$140,000.00	\$1,275.41	\$0.00	\$113,868.95	\$26,131.05		\$68,871.57

BANK BALANCES - FY 2023

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	WITHDRAWALS	TRANSFERS	NET CHANGE IN VALUE	MONTH ENDING VALUE	PY MONTH ENDING VALUE
JANUARY	X4881	Board Expense Account	91,624.82	287.45			(287.45)	91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	4,099,830.73		(397,451)	4,801,910.24	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	598,455.55	166,599.72			166,599.72	725,055.67	636,556.69
	X8914	Payroll	161,356.74		(740,673.69)	729,913.18	(67,000.90)	154,656.74	109,411.19
	X8914	Benefits	6,725.75		(60,029.60)	15,887.25	5,438.25	12,799.00	12,799.00
FEBRUARY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,296,728.13		(2,311,773.53)	(15,025.90)	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	725,055.67	127,279.91			127,279.91	847,375.58	725,055.67
	X8914	Payroll	154,656.74		(660,735.75)	565,294.07	(2,568.32)	151,956.06	112,959.28
	X8914	Benefits	12,924.00		(8,890.25)	10,028.00	1,137.75	13,771.75	13,610.75
MARCH	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,095,095.04		(4,474,042.48)	(1,278,947.43)	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	847,375.58	172,093.88			172,093.88	1,019,469.46	847,375.58
	X8914	Payroll	151,160.10		(501,461.12)	545,406.41	44,000.00	141,160.10	110,353.08
	X8914	Benefits	13,771.75		(8,833.00)	10,009.00	4,945.00	14,607.75	9,901.75
APRIL	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	3,458,014.18		(2,111,233.40)	1,351,688.63	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,019,469.46	207,934.90			207,934.90	1,227,404.36	1,019,469.46
	X8914	Payroll	141,160.10		(549,644.08)	551,011.55	9,367.46	150,517.56	100,279.57
	X8914	Benefits	13,607.75		(10,622.00)	12,247,375.04	1,614,750.34	14,929.75	82,135.65
MAY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,504,176.35		(2,285,879.93)	238,296.42	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,227,404.36	173,176.50			173,176.50	1,400,580.86	1,227,404.36
	X8914	Payroll	150,517.56		(595,362.81)	673,486.32	270,123.51	420,651.07	100,279.57
	X8914	Benefits	3,985.75		(7,961.00)	28,646.00	18,669.75	22,864.75	17,364.75
JUNE	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,701,110.69		(2,051,192.76)	649,917.93	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,400,580.86					1,400,580.86	1,400,580.86
	X8914	Payroll	142,750.34		(627,864.33)	726,078.16	90,000.00	639,914.07	142,750.34
	X8914	Benefits	9,969.74		(3,922,398.15)	2,363,077.11	(600,321.04)	11,011,124.16	792,675
JULY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	3,879,540.71		(2,596,412.92)	3,281,128.19	8,196,449.50	5,198,449.50
	X8203	Depository-KeyBank	377,909.98	207,241.00			207,241.00	585,150.98	377,909.98
	X8914	Payroll	151,451.26		(577,461.10)	564,602.17	(12,848.93)	138,602.33	137,350.10
	X8914	Benefits	12,799.63		(8,780.00)	20,109.52	11,329.52	24,089.15	14,379.75
AUGUST	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,865,955.06		(1,966,733.27)	900,221.79	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	577,909.98	197,565.76			197,565.76	775,475.74	577,909.98
	X8914	Payroll	138,602.33		(543,105.49)	543,105.49	984.96	139,587.29	139,587.29
	X8914	Benefits	24,089.15		(12,661.40)	11,132.00	(279,255.33)	22,559.75	13,034.75
SEPTMBER	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,872,800.74		(1,966,733.27)	900,221.79	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	775,475.74	197,565.76			197,565.76	973,041.50	775,475.74
	X8914	Payroll	139,587.29		(539,539.92)	565,143.00	984.00	139,587.29	139,587.29
	X8914	Benefits	22,559.75		(10,881.00)	11,691.70	(279,255.33)	21,370.45	13,730.75
OCTOBER	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,772,427.82		(1,705,631.03)	207,249.57	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	973,041.50					973,041.50	973,041.50
	X8914	Payroll	139,587.29		(571,802.87)	1,675,507.88	1,243,702.30	711,784.42	139,587.29
	X8914	Benefits	14,379.75		(7,961.40)	1,715.00	(279,255.33)	14,379.75	14,379.75
NOVEMBER	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,872,800.74		(1,966,733.27)	900,221.79	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,162,083.00					1,162,083.00	1,162,083.00
	X8914	Payroll	139,587.29		(539,539.92)	565,143.00	984.00	139,587.29	139,587.29
	X8914	Benefits	13,034.75		(7,961.40)	1,715.00	(279,255.33)	13,034.75	13,034.75
DECEMBER	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,872,800.74		(1,966,733.27)	900,221.79	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,162,083.00					1,162,083.00	1,162,083.00
	X8914	Payroll	139,587.29		(539,539.92)	565,143.00	984.00	139,587.29	139,587.29
	X8914	Benefits	13,034.75		(7,961.40)	1,715.00	(279,255.33)	13,034.75	13,034.75

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	WITHDRAWALS	TRANSFERS	NET CHANGE IN VALUE	MONTH ENDING VALUE	PY MONTH ENDING VALUE
JANUARY	X4881	Board Expense Account	91,624.82	287.45			(287.45)	91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	4,099,830.73		(397,451)	4,801,910.24	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	598,455.55	166,599.72			166,599.72	725,055.67	636,556.69
	X8914	Payroll	161,356.74		(740,673.69)	729,913.18	(67,000.90)	154,656.74	109,411.19
	X8914	Benefits	6,725.75		(60,029.60)	15,887.25	5,438.25	12,799.00	12,799.00
FEBRUARY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,296,728.13		(2,311,773.53)	(15,025.90)	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	725,055.67	127,279.91			127,279.91	847,375.58	725,055.67
	X8914	Payroll	154,656.74		(660,735.75)	565,294.07	(2,568.32)	151,956.06	112,959.28
	X8914	Benefits	12,924.00		(8,890.25)	10,028.00	1,137.75	13,771.75	13,610.75
MARCH	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,095,095.04		(4,474,042.48)	(1,278,947.43)	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	847,375.58	172,093.88			172,093.88	1,019,469.46	847,375.58
	X8914	Payroll	151,160.10		(501,461.12)	545,406.41	44,000.00	141,160.10	110,353.08
	X8914	Benefits	13,771.75		(8,833.00)	10,009.00	4,945.00	14,607.75	9,901.75
APRIL	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	3,458,014.18		(2,111,233.40)	1,351,688.63	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,019,469.46	207,934.90			207,934.90	1,227,404.36	1,019,469.46
	X8914	Payroll	141,160.10		(549,644.08)	551,011.55	9,367.46	150,517.56	100,279.57
	X8914	Benefits	13,607.75		(10,622.00)	12,247,375.04	1,614,750.34	14,929.75	82,135.65
MAY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,504,176.35		(2,285,879.93)	238,296.42	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,227,404.36	173,176.50			173,176.50	1,400,580.86	1,227,404.36
	X8914	Payroll	150,517.56		(595,362.81)	673,486.32	270,123.51	420,651.07	100,279.57
	X8914	Benefits	3,985.75		(7,961.00)	28,646.00	18,669.75	22,864.75	17,364.75
JUNE	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,701,110.69		(2,051,192.76)	649,917.93	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	1,400,580.86					1,400,580.86	1,400,580.86
	X8914	Payroll	142,750.34		(627,864.33)	726,078.16	90,000.00	639,914.07	142,750.34
	X8914	Benefits	9,969.74		(3,922,398.15)	2,363,077.11	(600,321.04)	11,011,124.16	792,675
JULY	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	3,879,540.71		(2,596,412.92)	3,281,128.19	8,196,449.50	5,198,449.50
	X8203	Depository-KeyBank	377,909.98	207,241.00			207,241.00	585,150.98	377,909.98
	X8914	Payroll	151,451.26		(577,461.10)	564,602.17	(12,848.93)	138,602.33	137,350.10
	X8914	Benefits	12,799.63		(8,780.00)	20,109.52	11,329.52	24,089.15	14,379.75
AUGUST	X4881	Board Expense Account	91,624.82					91,624.82	91,624.82
	X4881	ODM Reserve	5,198,449.50	2,865,955.06		(1,966,733.27)	900,221.79	5,198,449.50	5,198,449.50
	X8203	Depository-KeyBank	577,909.98	197,565.76			197,565.76	775,475.74	577,909.98
	X8914	Payroll	138,602.33		(543,105.49)	543,105.49	984.96	139,587.29	139,587.29
	X8914	Benefits	24,089.15		(12,661.40)	11,132.00	(279,255.		

Wilmington Trust

BANK BALANCES-FY 2022

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
JANUARY	X3250	Debt Service	7,786,729.24	515,620.29		26,638.40	(44,182.71)	7,692,546.53
	X3251	Construction	877.47		[586,441.40]	2.76	2.76	880.23
	X3252	Debt Service Reserve	7,123,949.38			26,713.75	26,713.75	7,150,663.13
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	916,276.56	101,621.42	[914,592.70]	1,770.90	(811,200.38)	105,076.18
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	196,907.22	10,506,458.18	[704,638.57]	21,048.29	9,822,867.90	9,979,375.12
		Totals	15,960,039.11	11,123,699.89	[2,205,672.67]	76,174.10	8,994,201.32	24,954,240.43

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
FEBRUARY	X3250	Debt Service	7,692,546.53	515,620.29		26,287.33	541,907.62	8,234,454.15
	X3251	Construction	880.23			2.69	2.69	882.91
	X3252	Debt Service Reserve	7,150,663.13			24,705.02	24,705.02	7,175,368.15
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	105,076.18			320.74	320.74	105,396.92
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	9,979,375.12		[1,488,476.76]	28,515.38	[1,459,961.38]	8,519,413.74
		Totals	24,954,240.43	515,620.29	[1,488,476.76]	79,831.16	[893,025.31]	24,061,215.12

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
MARCH	X3250	Debt Service	8,234,454.15	515,620.29		31,411.31	548,031.60	8,782,485.75
	X3251	Construction	882.92			3.07	3.07	885.99
	X3252	Debt Service Reserve	7,175,368.15			27,462.69	27,462.69	7,202,830.84
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	105,396.92	80,735.84		647.97	81,383.81	186,780.73
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	8,519,413.74		[327,236.85]	28,754.58	[298,482.17]	8,220,991.47
		Totals	24,061,215.12	596,356.13	[327,236.85]	89,279.62	358,398.90	24,419,614.02

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
APRIL	X3250	Debt Service	8,782,485.75	1,035,740.58	[4,500.00]	33,905.64	1,065,146.22	9,847,631.97
	X3251	Construction	885.99	3.12		3.12	3.12	889.11
	X3252	Debt Service Reserve	7,202,830.84			26,739.73	26,739.73	7,229,570.57
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	186,780.73	182,357.26		1,000.43	183,357.69	370,138.42
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	8,220,991.47		[338,712.21]	28,414.34	[310,297.87]	7,910,633.60
		Totals	24,419,614.02	1,218,100.96	[343,212.21]	90,060.14	964,948.89	25,384,562.81

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
MAY	X3250	Debt Service	9,847,631.97		[261,520.44]	37,039.26	[274,481.18]	9,623,150.79
	X3251	Construction	889.11			3.37	3.37	892.48
	X3252	Debt Service Reserve	7,229,570.57			27,803.48	27,803.48	7,257,374.05
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	370,138.42			1,403.73	1,403.73	371,542.15
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	7,910,633.60		[1,381,847.15]	26,763.78	[1,355,083.37]	6,555,550.23
		Totals	25,384,562.81		[1,643,367.59]	93,013.62	[1,550,353.97]	23,834,208.44

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
JUNE	X3250	Debt Service	9,623,150.79	515,765.19		38,064.08	553,829.27	10,176,980.06
	X3251	Construction	892.48			3.36	3.36	895.84
	X3252	Debt Service Reserve	7,257,374.05			27,018.96	27,018.96	7,284,393.01
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	371,542.15	91,178.63		1,731.13	97,909.76	464,451.91
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	6,555,550.23		[517,265.90]	24,425.99	[492,839.91]	6,062,710.32
		Totals	23,834,208.44	606,943.82	[517,265.90]	91,243.52	180,921.44	24,015,130.38

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
JULY	X3250	Debt Service	10,176,980.06	515,765.19	[4,506,670.05]	27,713.43	[3,963,191.43]	6,213,788.53
	X3251	Construction	895.84			3.51	3.51	899.35
	X3252	Debt Service Reserve	7,284,393.01			28,050.95	28,050.95	7,312,443.96
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	464,451.91	91,178.63	[548,755.63]	1,072.78	[456,504.22]	7,947.69
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	6,062,710.32		[1,075,533.75]	22,225.64	[1,053,308.11]	5,009,402.21
		Totals	24,015,130.38	606,943.82	[6,130,959.43]	79,066.31	[5,444,949.30]	18,570,181.08

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
AUGUST	X3250	Debt Service	6,213,788.53			25,213.23	25,213.23	6,239,001.86
	X3251	Construction	899.35			3.65	3.65	903.00
	X3252	Debt Service Reserve	7,312,443.96			28,291.12	28,291.12	7,340,735.08
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	7,947.69	138,713.63		576.90	139,290.53	147,238.22
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	5,009,402.21		[459,177.34]	19,941.27	[439,336.07]	4,570,066.14
		Totals	18,570,181.08	138,713.63	[459,177.34]	73,926.17	[246,537.54]	18,323,643.54

MONTH	ACCT #	Account Name	STARTING VALUE	DEPOSITS	Payments	Change in Market Value	NET CHANGE IN VALUE	MONTH ENDING VALUE
SEPTEMBER	X3250	Debt Service	6,239,001.86			24,218.70	24,218.70	6,263,220.56
	X3251	Construction	903.00			3.55	3.55	906.55
	X3252	Debt Service Reserve	7,340,735.08			27,406.49	27,406.49	7,368,141.57
	X9279	Expense Account	16,079.32					16,079.32
	X4118-0	2022A DSF	147,238.22	138,713.63		1,125.12	139,838.75	287,076.97
	X4118-1	2022A Issuance	9,619.92					9,619.92
	X2722	Capital Fund Construction	4,570,066.14		[474,784.49]	17,933.40	[457,751.09]	4,112,315.05
		Totals	18,323,643.54	138,713.63	[474,784.49]	69,787.26	[266,283.90]	18,057,359.94

WEALTH ADVISORS- 2643

Treasury Reconciliation FY 2023

MONTH	STARTING VALUE	DEPOSITS/WITHDRAWALS	TRANSFERS	CHANGE IN VALUE	MONTH ENDING VALUE	PY MONTH ENDING VALUE
JAN	15,227,145.81	(25,383.34)	-	53,171.98	15,254,934.45	15,436,824.17
FEB	15,254,934.45	(26,552.96)	-	(7,432.01)	15,220,949.48	15,433,352.18
MAR	15,220,949.48	(46,834.27)	-	129,939.40	15,304,054.61	15,430,135.70
APR	15,304,054.61	(51,111.64)	-	18,135.81	15,271,078.78	15,424,553.53
MAY	15,271,078.78	(27,208.21)	-	32,674.76	15,276,545.33	15,421,170.00
JUN	15,276,545.33	(48,449.39)	-	48,507.42	15,276,603.36	15,397,568.19
JUL	15,276,603.36	(47,551.20)	-	58,636.49	15,287,688.65	15,398,795.06
AUG	15,287,688.65	(60,465.12)	-	58,581.89	15,285,805.42	15,322,422.45
SEP	15,285,805.42	-	-	-	15,285,805.42	15,233,218.27
OCT	15,285,805.42	-	-	-	15,285,805.42	15,174,647.51
NOV	15,285,805.42	-	-	-	15,285,805.42	15,229,644.66
DEC	15,285,805.42	-	-	-	15,285,805.42	15,227,145.81
FY TOTAL		(333,556.13)	-	392,215.74		

BANK PAID DATE	Req #	Invoice Date	PP # of #	VENDOR	Project Name	DESCRIPTION	INVOICE	AMOUNT	CIP FUNDING ACCOUNT
9/11/2023	2023-151	9/1/2023	2	Arcadis	LaSalle SSES Phase 1	Professional Services	34385509	\$ 34,209.06	S-3
9/11/2023	2023-152	8/15/2023	1	CPL	West Rivershore Watermain	Professional Services	93125	\$ 3,875.00	W-24
9/11/2023	2023-153	8/11/2023	22	Hofl Industrial	Basin Modifications	Construction	179324-22	\$ 111,545.91	WWTP-1
9/18/2023	2023-154	9/8/2023	16	Hofl Industrial	Gen/Mech-Screenings & Grit transport	Construction	179421-16	\$ 7,600.00	WWTP-3
9/18/2023	2023-155	8/30/2023	3	4th Generation	18th Street Water Main Replacment	18th Street Water Main Replacment	3	\$ 286,960.17	W-10
9/18/2023	2023-156	9/8/2023	2	C&S Engineers	Flouride System Assessment	Flouride System Assessment	1114683	\$ 30,594.35	WTP-6.4
								\$ 474,784.49	



Monthly O&M Report For the Month of September 2023

1. Treatment & Plant Maintenance

1.1. Water – Robert Rowe, updated 10/11/2023.

OPERATIONS AND MAINTENANCE

Total water production for the month of September was 538 million gallons. The average daily water production was 17.9 million gallons. The plant data summary table is included below for your reference.

2023 TOTALS AND AVERAGES

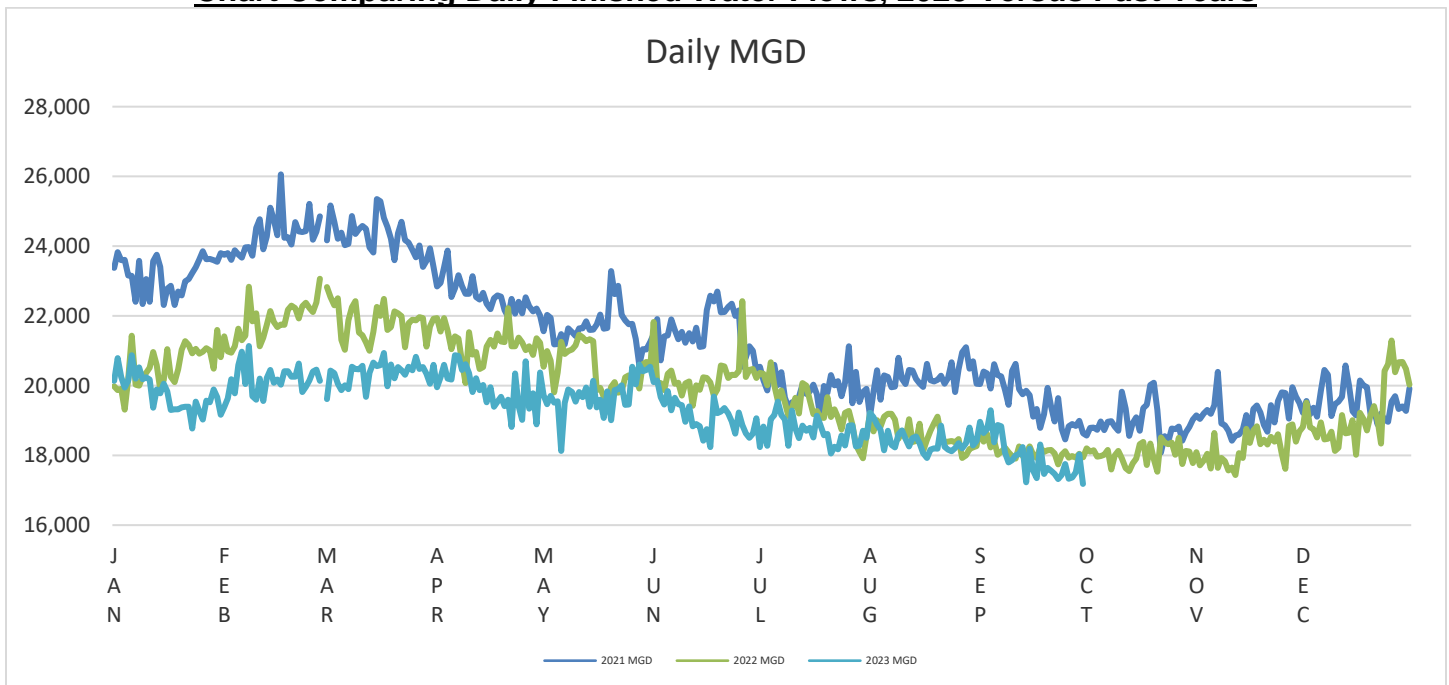
	R/W	PRE CL2	PACL	H2SiF6	PO4	POST CL2	F/W 1000 GAL/ DAY
	PUMPAGE	LBS	LBS	LBS	LBS	LBS	
JAN	612909	7237	154400	15124	1634	3720	19771
FEB	564652	6502	120100	14151	1547	3353	20166
MAR	630959	6898	138000	15821	1742	3980	20354
APR	598023	7137	122000	14989	1624	3782	19934
MAY	611999	7730	105200	15865	1940	4054	19742
JUN	574667	7087	80500	15130	2765	3941	19156
JUL	578946	7976	89800	15325	3128	3945	18676
AUG	571295	8286	94000	14598	3078	3613	18429
SEP	538480	7632	105000	12732	2874	3402	17949
OCT							
NOV							
DEC							
TOTAL	5281930	66485	1009000	133735	20332	33790	174176



FOR COMPARISON: 2022 TOTALS AND AVERAGES

	R/W	PRE CL2	PACL	H2SiF6	PO4	POST CL2	F/W 1000 GAL/ DAY
	PUMPAGE	LBS	LBS	LBS	LBS	LBS	
JAN	637659	6204	121300	15499	1680	4054	20570
FEB	612048	6616	111900	15155	1682	3718	21859
MAR	677306	7211	139500	17187	1854	4264	21849
APR	636257	7744	116500	15914	1757	3999	21209
MAY	635991	7910	108200	16438	1732	4341	20516
JUN	608333	8066	82900	16195	1625	4035	20278
JUL	600130	8528	89200	16400	1606	4134	19359
AUG	577218	8690	95700	15248	1728	3748	18620
SEP	543695	8185	95900	13682	831	3452	18123
OCT	559128	6949	100100	13280	1548	3352	18036
NOV	545795	6661	107800	13006	1495	3416	18193
DEC	596240	7564	147800	13954	1619	3513	19234
TOTAL	7229800	90328	1316800	181958	19157	46026	237844

Chart Comparing Daily Finished Water Flows, 2023 Versus Past Years





2023 ANALYTICAL RESULTS

	RAW TURB NTU	RAW pH	PRE Cl2 RES.mg/l	POST Cl2 RES.mg/l	EFF TURB NTU	EFF pH	F. RES mg/l
JAN	19.3	8.0	0.58	1.24	0.043	7.5	0.67
FEB	14.7	8.1	0.57	1.24	0.047	7.5	0.67
MAR	8.0	8.1	0.56	1.24	0.031	7.6	0.67
APR	6.1	8.0	0.55	1.24	0.038	7.4	0.71
MAY	1.4	8.0	0.53	1.25	0.037	7.5	0.72
JUN	1.9	7.9	0.54	1.26	0.032	7.5	0.68
JUL	4.3	8.1	0.50	1.24	0.030	7.6	0.66
AUG	0.7	8.1	0.52	1.23	0.036	7.6	0.72
SEP	0.8	8.1	0.52	1.25	0.047	7.6	0.73
OCT							
NOV							
DEC							
AVG	6.4	8.0	0.54	1.24	0.038	7.5	0.69

Operations and Maintenance Highlights

Freeze Thaw Bed #3 awaiting piling and drying of solids for removal. Meanwhile, the project to bypass the Freeze Thaw and send our waste stream to WWTP is moving along very well.

The Emergency Backup Generator project is underway, with upgrades to engine, switchgear, and transfer switch controls to give us greatly improved control and functionality of the system.

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

We have received approval to move forward from DOH

Updated quote for booster pump skid received

WTP Roofing Project is underway, with Low Lift, Filter Gallery, and Admin areas are being prioritized and progressing well.

Low Lift Pumps #2 and #5 are in need of repair.



Wastewater – Dennis Kirkland, Acting Chief Operator- updated 10/09/23

September 2023

Sampling Notes - None

Project #1 (Sedimentation Basins and Screening) Sed basin #5 is majority done other than a few punch-list items and SCADA incorporations and floating baffle Sed Basin #3 has some concrete injections on both side of the basin to fix some cracks. There is still SCADA incorporation work to be done on sed #3 before we take ownership. Hohl will be moving onto sed basin #2 within a couple months or so and begin dismantling.

Project #2 (GPS) This project is complete. We have all the hard copy O&M manuals and Digital O&M manuals as well. Training in all aspects of the Project has been received by the proper departments.

Project #3 (Poly, Grit Conveyor, BFP (Belt Filter Press)) The BFP portion was held up on materials and approvals of change orders. Progress has been made in the Polymer area and Velodyne and Hohl will be setting up a test on the back up systems next month. NFWB personnel piped in overflow and drain lines. Project #3 is close to completion.

Project #5 (Electrical) At June Board meeting Ferguson was authorized to replace transformers for two power centers, other portions of Project 5 are being re-evaluated by CPL. The timeline for transformer replacement is not yet final. We have chosen a location where the Transformer will go along with Ferguson and NFWB personnel.

Project #7 (HVAC) Work is complete at the facility. Training has been completed and there is a few punch list items and O&Ms manuals need to be handed over as well.

Project #9 & #11 (Inside/Outside Piping) Project #9 and Project #11 are both completed. Only thing is this spring NFWB is to reseed the area that was dug up due to project.

Project #10 (Kaman – Overall Controls) Kaman is still waiting for components for the controls that will be added to the BFP and incorporating them. Capabilities will be added to the HMI (Human Machine Interfaces) screens at each of the three belt filter presses. Kaman would be involved in the HOA switch on each Gorge Pump. Kaman is waiting on the level sensor and tipping pole sensors to move forward with project #1 Sed basins incorporation. They also worked on the HMI and level sensor incorporation. In the scum building. They also have basin incorporation to do on all finished basins.

In conclusion, everything at the WWTP has been moving forward without issue. Conditions have never been better, and morale has never been higher. Each department has put in time and effort to make sure all the projects and upgrades to the facility are getting done the way we have envisioned and in a timely manner.



WASTEWATER TREATMENT PLANT OPERATING DATA														
2023	FLOWS			Chlorine Residual	Rainfall	SLUDGE		Polymer		FeCl3	LIME	H2O2	NaOCl	Grit
	EFF	CBE	GPS			NET	LANDFILL	BFP	PRIM					
MONTH	MGD	MGD	MGD	PPM	inches	(Tons)		(Lbs)		(gals.)	(Tons)	(gals.)	(gals.)	(Tons)
January	29.84	46.43	14.12	1.7	0.7	1360.0	365.0	1029.0	2389.0	19690	39.7	0	198850	31.9
February	24.78	42.82	13.82	1.6	1.0	1092.0	319.0	575.0	2139.0	16920	23.3	0	175760	26.8
March	33.05	48.46	15.03	1.5	1.6	1487.0	401.0	1408.0	2475.0	22820	46.5	0	242440	34.1
April	28.34	42.67	13.48	1.5	2.7	1378.0	386.0	1317.0	2235.0	21090	51.3	0	139155	17.4
May	20.74	33.68	11.71	1.6	0.5	1476.0	373.0	2098.0	2059.0	18180	47.8	0	126660	4.6
June	19.81	31.45	11.43	1.6	1.5	1351.0	372.0	1664.0	2012.0	18860	49.2	0	103180	19.2
July	23.41	36.91	12.55	1.4	3.4	1313.0	344.0	1943.0	2192.0	19240	54.7	0	153350	16.3
August	22.31	35.92	12.24	1.5	2.0	1383.0	367.0	1378.0	1859.0	17780	36.5	0	159490	14.0
September	19.43	30.39	10.92	1.3	1.4	689.0	203.0	1247.0	2034.0	14460	37.2	0	250120	10.9
October														
November														
December														
Totals	24.63	38.75	12.81	1.5	14.8	11529.0	3130.0	12659.0	19394.0	169040	386.2	0	1549005	175.2

Explanation of data abbreviations:

INF: Influent

EFF: Effluent

CBE Carbon Bed Effluent

GPS: Gorge Pump Station

MGD: Millions of Gallons per Day

PPM: Parts Per Million

BFP: Belt Filter Press

PRIM: Primary

FeCl3: Ferric Chloride

H2O2: Peroxide

NaOCl: Sodium Hypochlorite

2022 Data for Comparison Purposes

WASTEWATER TREATMENT PLANT OPERATING DATA														
2022	FLOWS			Chlorine Residual	Rainfall	SLUDGE		Polymer		FeCl3	LIME	H2O2	NaOCl	Grit
	INF/EFF	CBE	GPS			NET	LANDFILL	BFP	PRIM					
MONTH	MGD	MGD	MGD	PPM	inches	(Tons)		(Lbs)		(gals.)	(Tons)	(gals.)	(gals.)	(Tons)
January	21.28	32.04	12.47	2.0	0.8	1341.0	372.0	1336.0	3117.0	21140	63.6	0	202700	19.6
February	28.61	41.96	13.22	1.7	1.2	1455.0	338.0	1383.0	3462.0	24200	67.6	0	188370	22.3
March	27.56	40.99	14.66	2.0	2.3	946.0	300.0	1119.0	3528.0	24240	42.4	0	252175	11.4
April	24.94	40.19	13.96	1.8	1.1	956.0	276.0	1642.0	3306.0	23620	54.6	0	289230	13.8
May	22.80	37.90	13.27	1.6	1.9	1243.0	371.0	1594.0	3686.0	24980	57.0	0	345240	14.2
June	21.05	32.89	13.74	1.4	1.6	940.0	273.0	1357.0	3415.0	22940	25.4	0	414870	7.5
July	19.95	32.17	12.33	1.3	2.5	1197.0	355.0	1980.0	3513.0	24020	76.1	0	392060	10.3
August	20.99	32.98	14.39	1.4	2.4	1164.0	356.0	1707.0	6883.0	22820	44.9	0	390270	13.6
September	21.60	34.36	11.49	1.1	1.7	1160.0	345.0	1478.0	5470.0	20260	56.5	0	377060	3.4
October	23.31	37.38	11.98	1.2	1.8	1168.0	319.0	1922.0	6336.0	22280	61.7	0	420600	7.2
November	23.96	37.96	12.03	1.7	1.5	1043.0	287.0	1532.0	6312.0	21750	80.0	0	273220	11.1
December	26.33	40.64	12.71	1.7	1.3	1525.0	377.0	1391.0	5592.0	23510	46.8	0	190950	23.3
Totals	23.53	36.79	13.02	1.6	20.0	14138.0	3969.0	18441.0	54620.0	275760	676.6	0	3736745	157.7



2.1. Sewer Collection & Water Distribution Cortez Bradberry, updated 10/11/2023

Sewer Collections System										
2023	Service Calls	Flushing (Feet)	UFPO Responses	Receivers Cleaned	Bypass Pumping (Hours)	Catch Basins	Manholes	Main	Connections	Lateral
January	138	13210	559	47	50.3	4	6	3	3	4
February	151	16590	500	56	24.92	7	4	4	7	3
March	156	33201	931	135	145.5	2	5	1	2	4
April	148	29160	937	476	41.1	4	2	0	2	5
May	150	27465	1128	368	0	3	5	1	4	4
June	157	23405	1137	289	0	4	2	1	7	9
July	148	21900	1201	251	43.5	3	5	3	2	4
August	153	17890	1126	151	2.4	5	2	6	4	0
September	84	14987	870	275	0	3	4	1	3	2
October										
November										
2.4December										
Totals										

Water Distribution																
2023	Main Break	Svc. Leaks	Curb Box Reset	Valve Repaired	Valve Replaced	Hydrant Replaced	Hydrant Repaired	Hydrant Flow	Hydrant Flush-Winterized	Hydrant Leaks	Hydrants out of Svc.	Misc. Svc. Calls	Concrete	Landscape	UFPO	
January	5	8	17	0	4	0	2	0	67	0	0	138	0	0	559	
February	7	5	12	3	1	1	1	0	102	0	0	151	0	0	500	
March	2	8	15	3	0	15	1	0	237	0	0	156	2	0	931	
April	5	11	17	8	2	13	3	12	188	0	0	148	13	5	1023	
May	6	8	5	5	5	2	1	8	212	0	0	150	15	32	1128	
June	9	7	13	7	2	4	9	13	415	1	0	157	12	9	1137	
July	8	6	16	4	1	3	7	22	307	0	0	148	13	18	1201	
August	7	12	23	8	2	6	5	18	227	0	0	153	9	11	1126	
September	4	5	16	1	1	8	1	20	261	0	0	84	4	6	870	
October																
November																
December																
Totals	53	70	134	39	18	52	30	70	1482	1	0	984	46	52	6154	



3. Analytical Services

3.1 Water Laboratory – Jordan Boyd, updated 10/10/2023

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

- Monthly collection for the Distribution System was conducted in September. 60 Samples for Free Chlorine, Turbidity, Phosphate, Fluoride, Standard Plate Count & Coliform. Those results were satisfactory and were within reporting limits.
- Monthly sampling for TOC, DOC & UV254 on both finished and source water were collected in September. All samples were in compliance.
- Third quarter UCMR5 samples (Unregulated Contaminant Monitoring Rule 5) were collected in September and sent out to Pace Analytical for analysis. Results are pending.
- Lead and copper samples are finished being collected by homeowners for our Triennial requirement. All samples were analyzed in-house. All results were satisfactory and under the limit.

2. In-house/DEC Monitoring

- All in-house monitoring for process water bacteriology and chemistry was within normal limits for September.
- No water main breaks or community complaints were sampled in September.
- The monthly SPDES sample collected from the freeze thaw beds was within normal limits for September. Chloroform and Dichlorobromomethane were sampled in September according to the new SPDES permit established for 2023.
- Samples analyzed for 2023: 8,878.

3. Laboratory Contract Analysis

- The Chemistry Laboratory analyzed 8 samples for Total Organic Carbon and 9 Wet Chemistry Samples for City of Lockport and Town of Tonawanda, and 3 Wet Chemistry samples from the Village of Lewiston.
- The Lab analyzed 19 Lead and 19 Copper samples from various municipalities in Niagara County.
- The Microbiology lab analyzed 18 samples from the Aquarium of Niagara's indoor and outdoor pools and 3 samples from the Village of Lewiston. All results were reported to the representative contacts.
- Revenue created for 2023 was \$19,622.00



3.2 Wastewater Laboratory - Brian Eldridge 10/11/2023

1. The data for September's State Pollutant Discharge Elimination System (SPDES) report is currently being compiled.
2. BHC and PCB 1668 samples were collected in September.
3. Samples will be collected in October for the second round of the Mercury MMP.



4. Customers & Compliance

4.1. Meter Shop – Bob Reid Updated 10/10/23

MONTH:	WORK ORDERS	STOPPED METERS	Registers Replaced	Properties Tagged	INDUSTRIAL METERS READ	RESIDENTIAL METERS READ
JANUARY	75	7	6	7	0	7186
FEBRUARY	76	5	7	12	0	5244
MARCH	72	2	14	11	570	5418
APRIL	76	0	6	7	0	7184
MAY	109	0	7	9	0	5243
JUNE	97	4	8	12	570	5417
JULY	90	0	5	6	0	7182
AUGUST	91	0	9	12	0	5235
SEPTEMBER	101	5	9	13	558	5408
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	787	23	71	89	1698	48109

METER READINGS:

DISTRICT 1	B.REID	M.MYERS	V.Virtuoso	J.PAUL	F.DERUBEIS	TOTAL
9/6/23	801			634		1435
9/7/23	1714			1672		3386
9/8/23	304			241		545
9/11/23					42	42
TOTAL	2819			2547	42	5408
INDUSTRIALS						
9/5/23	263			295		558
TOTAL	3082			2842	42	5966

Shop read 5408 Residential Meters, also read 558 Industrial Meters.



4. Industrial Pretreatment - Monitoring / Enforcement – Joel Paradise updated 10/11/2023

Hauled Waste Program – The Hauled waste moratorium imposed on August 16th, 2017 is still in effect. All indications are that this program will not be reinstated.

Investigations/Enforcement – All inspections have been conducted and Notices of Violation have been issued as required.

SIU Updates:

1. All SIU (Significant Industrial User) whose discharge permits nearing expiration in the next several months have been sent their renewal applications for our review and eventual reissuance of their NFWB wastewater discharge permit. This is an ongoing and continuing process.
The Cross Connection Inspectors work of conducting his inspections as a function of building sales, monitoring the annual tests results of all back flow prevention devices, along with updating our database and filing/archiving the hard copies has been progressing on schedule.
2. SIU discharge permits are being continually updated using the most recent data generated by Steve Stewart to verify / adjust discharge limits.
3. The RFP for the Local Limits re-evaluation was awarded to AECOM and work is underway.
4. NFWB and the DEC continues to closely monitor Cascades which has made significant progress getting their ETP back working as designed and appears to have turned the corner with their discharge permit compliance. The weekly reports submitted by Cascades indicate that they have maintained effluent discharges for SOC well below their discharge permit limits consistently now since June 10th, 2022 although there have been several instances where the TSS valued on the discharge to the WWTP were above their discharge permit limits. We continue to monitor the situation through site visits, sampling, and their required weekly progress reports. We are in the process of writing an Order on Consent and assessing violations and associated fines. The consolidation of discharge permits #50 and #73 is almost ready to be issued.
5. The 2021 Annual IPP Report to the USEPA, copied to NYSDEC has been completed , mailed out, and was received in a timely fashion. We are still awaiting their comments.
6. The electronic copy Niagara Falls Water Board's 2022 Industrial Pretreatment Program's Annual Report to the USEPA due March 1st, 2023 was sent out in the AM on Monday, February 27th, 2023. The hard copies were postmarked for delivery via USPS on 3/27/2023 and received on 3/3/2023.



4. Industrial Pretreatment - Monitoring / Enforcement (continued) updated 10/11/2023

7. The new combined Cascades / Greenpac discharge permit #80 "Greenpac Mill LLC" was issued on April 13, 2023.

8. The NFWB received the report of the results of the NFWB Pretreatment Compliance Audit conducted on behalf of the EPA on Tues. 2/14 - 2/15/2023. The report arrived on Tuesday, April 25th in the form of an "Information Request" and "Administrative Compliance Order". An appropriate response was transmitted to and accepted by EPA, satisfactorily resolving the matter.

9. A second Cross-Connection Inspector has been discussed. An individual hired for that position earlier in 2023 resigned.

10. All 3rd Quarter 2023 SIU Self-Monitoring Reports were submitted on time and are being evaluated for discharge permit compliance.

11.) The NFWB Discharge Permit #61 issued to "Goodyear Tire & Rubber Company as Agent for Forest Glen Site" (Forest Glen) was signed by the Executive Director and is set for renewal at midnight on October 1st, 2023 for a term not to exceed 5 years. It was sent out on September 5th, 2023.

12. On Tuesday, September 12th, 2023 we collected the required quarterly collection system BHC samples. As in prior BHC sampling events, the samples were delivered to the Lab and sent out for analysis.

13.) The carbon treatment process addition at SIU #55, Sherwood Forest Properties, LTD, originally planned to go online sometime in December of this year, began treatment on a trial basis on September 20th, 2023. Preliminary results from SIU #55 of testing of the effluent are showing very encouraging results (non-detect for BHCs). This should go A LONG WAY toward eliminating, if not eliminating any further NFWB alpha BHC SPDES violations OR violations of any violations of the other 3 isomers. Compliance testing will continue to verify the processes' ability to maintain compliance with the lower BHC discharge limits proposed by the NFWB and help to determine an appropriate schedule for the changing out of each of the 2- 5000 pound carbon treatment vessels.

13. On Wednesday, October 11th, 2023 we collected samples as per the Mercury collection system monitoring program of the NFWB sewer collection system.



5. Safety – John Accardo, Updated 10/11/2023

1. Cellphone use memorandum distributed.
2. Working to schedule reasonable suspicion training with WNYCOSH.
3. In September, worked on addressing Zurich loss control recommendations at WWTP, including fire doors, tarp on power center, and NFFD pre-plan.

6. Technical Services – Doug Williamson, updated 10/10/2023

1. **LaSalle SSO Abatement Program and Consent Order (R9-20080528-32):**
LaSalle SSES Phase 1 Engineering report is being developed. We have a second **NYSDEC Engineering Planning grant** of \$100,000 in place for new Sanitary Sewer Evaluation Surveys in LaSalle along with the engineering report.

We also have an **NYSDEC WQIP grant** of \$800,000 in place for the construction improvements recommended by this engineering report. A revised work plan that included Phase 1, 2 and 3 LaSalle sewer shed work areas was approved by the NYSDEC on May 24th. We are planning on revising the current LaSalle consent order for years 12 - 18 and eliminate the remaining work items within the schedule that have a negligible impact on I & I.

2. **NYSDEC Consent Order (R9-20170906-129) WWTP Phase I and II Projects:**
In September, we continued to support CPL and the design consultants on the WWTP Phase I and II projects and continually work on the grant reimbursements for construction work completed. Construction progress meetings are being held for ongoing projects, as necessary.

Project 1 Sedimentation Basins and Scum Collection System Modification –Construction at sedimentation basin no.3 continued in August.

Project 2 GPS Rehabilitation – Work has been completed and Final Project close-out documents were received on March 31st. We submitted a reimbursement request for the GPS Tunnel Rehabilitation work.

Project 3 Screenings and Grit Transport Equipment Improvements – Construction is ongoing in the polymer area. Progress meeting was last held on May 19th.

Project 5 Electrical System Improvements – Waiting on power center 2 and 5 transformer delivery for Phase II work with Ferguson Electric.



Project 7 Replacement of Critical Heating & Ventilation Equipment – Final project walk-thru was held on June 20th and construction is complete, except for a few outstanding close-out items.

Project 10 SCADA Improvements – work continued as necessary.

Project 12 WWTP Intermediate Pumps Condition Assessment report was received from GHD on January 23rd and has been reviewed. We plan to put out an RFP for design, bidding and construction administration services.

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

Items:

In September, we continued to address the WWTP SPDES Permit NY0026336 and Consent Order (R9-20170906-129) items.

Ferric chloride tanks #214 & #215 were inspected by Ensol for the 5-year CBS inspection by August 9th. Sulfuric Acid tank #213 is now officially listed as closed in place with the NYSDEC, as of July 21st, 2023.

We received a Notice of Intent to Renew and Modify the WWTP SPDES permit from the NYSDEC on August 7th. A Notice was published in the Niagara Gazette on August 10th. We met several times to discuss the modifications.

We received a Notice of Violation - BHC Noncompliance from the NYSDEC on August 22nd from the NYSDEC that was addressed on September 29th with a SIU BHC Implementation Plan.

NFWB Publicly Owned Treatment Works (POTW) quarterly advertisement was published in the Niagara Gazette on September 8th.

The WWTP NetDMR was approved on September 13th for July 2023. A report of non-compliance event for alpha BHC limit violation was provided to the NYSDEC on September 28th for August 2023.

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

We installed the flow meters for the Fall Town of Niagara flow monitoring for the period of 9/11/23 (flow meter installs) to 10/9/23 (flow meter removals).

We are looking into renegotiating the Agreement in early 2024.

5. **Stormwater Management**

WNYSC meeting was held in September.

6. **Engineering Support**

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



Needed. Attended monthly **WWTP and WTP O & M meetings** regarding ongoing and planned projects.

Updated 2023 Continuing Disclosure Report capital improvement plan items.

7. **Capital Improvement Projects:**

In September, the **5 Year Capital Improvement Plan** project progress and related grants continued to be tracked. Met with EFC and CPL in April regarding CWSRF projects and plan to meet quarterly, if necessary. CPL memo that was updated on April 24th regarding **WWTP Phase II Projects** was submitted to NYSDEC/EFC for approval on May 4th. Grants status update meeting was held on May 9th with CPL, AECOM and NFWB staff and plan to meet monthly.

We put together a **draft Request for Qualifications for Architectural/Engineering Services** to provide the NFWB with a list of pre-qualified firms to be assigned various consulting tasks as need arises. This RFQ is under review and will also serve as the NFWB's compliance with the New York State EFC Certification for A/E Services Procurement for Federally Funded Projects.

Water Projects

The **2021 WIIA Water Grant** of \$3 million was awarded on April 19th, 2022. WTP and water replacement projects are being planned.

2023 EFC WIIA Grant Application was submitted on August 11th for water projects.

Sewer Projects

The **Local Limits Reevaluation** to reevaluate the local limits established on our significant industrial user's sanitary sewer discharges progressed with AECOM in September.

WTP Projects

In September, the **Water Treatment Plant Fluoride System Assessment** progressed with C & S Engineers, Inc. We submitted the engineering report accessing the fluoride system to the NYSDOH on September 27th, under Drinking Water Fluoridation Component 1 (Planning Study for water plant upgrades), NYS Division of Family Health Grant #T37250GG. The 5th quarterly report and Claim for Payment were submitted to the NYSDOH on September 27th.

2023 EFC WIIA Grant Application was submitted on August 11th for WTP projects.

In September, we met regarding the WTP sludge drying bed slurry being redirected to the WWTP and the WTP generator upgrades project.

WWTP Projects (additional)

The **2021 WIIA Sewer (WWTP) Grant** of \$1,125,000 was awarded on April 19th, 2022. We are planning on how to proceed with these projects.



The **2022 WIIA grant for WWTP and sewer projects** of \$1,350,000 was awarded on November 4th, 2022. We are planning on how to proceed with these projects.

2023 EFC WIIA Grant Application was submitted on August 11th for WWTP and sewer projects.

WWTP Sodium Hypochlorite Tank Replacement

We are working on the engineering agreement with AECOM for the design, bidding and construction administration services for sodium hypochlorite tank and pump replacement project.

WWTP Intermediate Pumps

We were able to successfully install a blind flange on the suction piping to WWTP intermediate pump no.1. We received 5 bids for the 42" butterfly valve procurement on September 21st. The procurement was awarded to the low bidder at the September Board meeting. We will be issuing an RFP for design, bidding and construction administration services soon for award at a future Board meeting.

WWTP Electrical Room HVAC Improvements

We received two proposals for the design, bidding and construction administration services and are waiting on a decision whether to award the work or issue an RFP.



2023 OXIDIZER BUDGET

BUDGET = \$9,000,000.00 for year

COST = \$3,711,801.25 to date

% USED = 41.24% to date

BUDGET = \$24,657.53 per day avg. \$750,000.00 per month avg.

COST = \$13,596.34 per day avg. \$412,422.36 per month avg.
24.7 Flow (MGD) 273 total days



WWTP DATA		OXIDIZER USEAGE				SLUDGE REMOVAL			
MONTH	FLOW (MG)	H2O2 (GAL)	NaOCl (GAL)	GAL PER MG FLOW	TOTAL ESTIMATED COST	LANDFILL SLUDGE (TONS)	SOLIDS THROUGH PUT (%)	FERRIC CHLORIDE (TONS)	LIME (TONS)
Jan-2023	924.9	0	203,550	223	\$486,280.95	364.8	136.7	36.9	39.7
Feb-2023	693.8	0	175,760	258	\$419,890.64	319.5	181.2	31.7	23.3
Mar-2023	1,024.5	0	242,440	172	\$579,189.16	255.7	77.1	42.8	44.8
Apr-2023	850.2	0	139,155	330	\$332,441.30	385.6	111.0	39.5	51.3
May-2023	643.0	0	126,660	198	\$302,590.74	372.6	120.4	34.1	47.8
Jun-2023	594.4	0	103,180	175	\$246,497.02	372.1	154.4	35.4	49.2
Jul-2023	725.6	0	153,350	223	\$366,353.15	338.7	100.8	35.9	54.7
Aug-2023	694.0	0	159,490	230	\$381,021.61	366.9	144.1	33.3	36.5
Sep-2023	582.8	0	250,120	430	\$597,536.68	203.2	122.4	27.1	37.2
Oct-2023									
Nov-2023									
Dec-2023									
TOTALS	6,733.2	0	1,553,705	249	\$3,711,801.25	2,979.0	122.6	316.7	384.4

Low value for year
High value for year

2022 Oxidizer Figures for Comparison:

2022 OXIDIZER BUDGET

BUDGET = \$7,500,000.00 for year

COST = \$4,504,060.00 to date

% USED = 60.05% to date

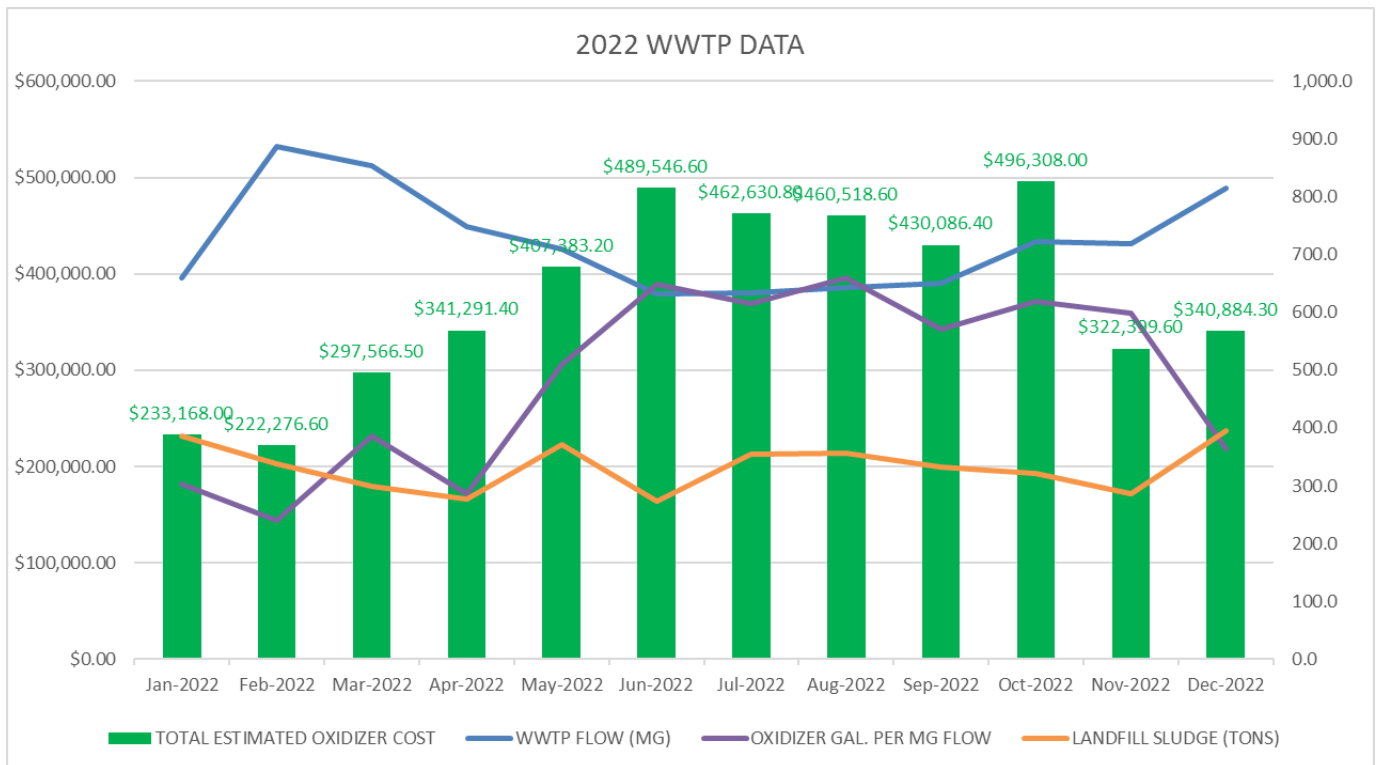
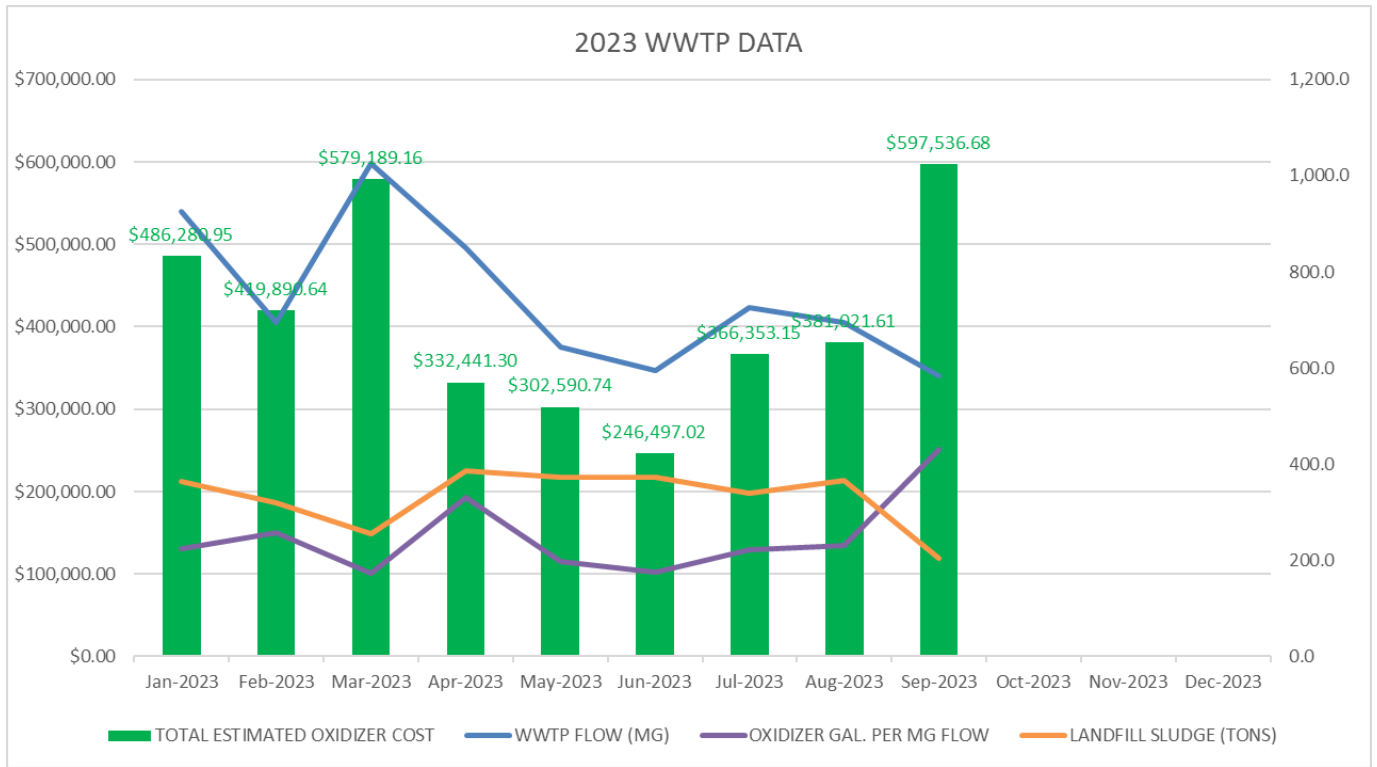
BUDGET = \$20,547.95 per day avg. \$625,000.00 per month avg.

COST = \$12,339.89 per day avg. \$375,338.33 per month avg.
23.8 Flow (MGD) 365 total days



WWTP DATA		OXIDIZER USEAGE				SLUDGE REMOVAL			
MONTH	FLOW (MG)	H2O2 (GAL)	NaOCl (GAL)	GAL PER MG FLOW	TOTAL ESTIMATED COST	LANDFILL SLUDGE (TONS)	SOLIDS THROUGH PUT (%)	FERRIC CHLORIDE (TONS)	LIME (TONS)
Jan-2022	659.8	0	197,600	302	\$233,168.00	386.3	152.1	39.4	73.2
Feb-2022	886.9	0	188,370	240	\$222,276.60	338.3	116.1	45.4	67.6
Mar-2022	854.3	0	252,175	387	\$297,566.50	299.7	129.1	45.5	42.7
Apr-2022	748.2	0	289,230	287	\$341,291.40	276.1	98.3	44.3	54.8
May-2022	709.3	0	345,240	509	\$407,383.20	371.1	131.2	46.8	57.0
Jun-2022	631.7	0	414,870	649	\$489,546.60	273.4	119.8	43.0	25.4
Jul-2022	633.7	0	392,060	615	\$462,630.80	354.7	111.7	45.0	76.1
Aug-2022	642.7	0	390,270	660	\$460,518.60	355.5	140.0	42.8	44.9
Sep-2022	649.6	0	364,480	571	\$430,086.40	332.1	89.1	37.1	55.7
Oct-2022	722.5	0	420,600	619	\$496,308.00	321.6	92.0	41.8	64.3
Nov-2022	718.8	0	273,220	599	\$322,399.60	286.8	102.3	40.8	80.1
Dec-2022	815.8	0	288,885	364	\$340,884.30	394.6	96.6	44.4	42.9
TOTALS	8,673.3	0	3,817,000	484	\$4,504,060.00	3,990.3	112.2	516.2	684.4

Low value for year
High value for year





7. SECURITY REPORT— John Accardo 10/11/2023

1. No WWTP security incidents were reported in September.

8. INFORMATION TECHNOLOGY (I.T.) 10/11/2023 – Jon Joyce

Primary System Statuses

- ✚ **VMware Environment** – No issues to report.
- ✚ **New World Cloud** – No issues to report.
- ✚ **Exchange Office 365** – No issues to report.
- ✚ **Network WTP/WWTP/Gorge** – No Issues to report.
- ✚ **Network Security** – No incidents to report.

Updates/Issues Addressed/Resolved for the Current Month: (Not Included: Daily Tasks/User Issues)

NFWB – WTP overhead paging system is now up and running. All VoIP phones now have a page button programmed. Still working on getting a quote for WWTP overhead page system.

NFWB – The call-off-phone system has been tested successfully. Ready for deployment.
716.299.7731

NFWB – Fiber successfully ran to the far end of the building in support of new digital cameras.

NFWB – Create network topology for cyber audit

NFWB - Update and rewrite disaster recovery and backup plan.

NFWB – Testing for print management software. “printer logic”

Project planning:

- TBD: Upgrade WTP Main Security Gate. We’ve determined that we will need a trench dug so we can run conduit with direct burial Ethernet or Fiber to the gate. From there we will need to seek a new Gate/Intercom that will interface with our existing Verkada security system. Due to weather and the Gate intercom no available yet, estimated potential kick-off May/June



9. SYSTEM INFRASTRUCTURE AND OPERATIONS – Russell DeFranco 10/12/2023

Security:

1. Re-quoting from JCI for access control only. Presently, going with Verkada security cameras, as they are much less expensive and require far less infrastructure to operate.
Purchase Investment Summary based on OGM rates:
2. Front door interior access control device in place.
3. Secured Clearwell Building with weatherproof and tamper proof lock system.
4. Fence project awaiting materials to perform work by Fox Fence. Anticipate project to begin within two weeks.
5. Scheduled training and acquired safety harnesses with lanyards for high lift users. Necessary to perform maintenance on site.
6. Preparation for winter weather in progress. Snow fences installed, driveway markers and landmark indicators in progress.
7. WTP entrance gate camera repaired.

Safety:

1. Crash bar installation on Chlorine building in progress Recommended by PERMA.
2. AED ordered for WTP. Presently, only one AED at plant.
3. Chlorine ventilation piping repair in progress.
4. Full face mask fit testing for new staff and myself in progress.
5. Second Safety meeting scheduled for September 13, 2023. In progress improving safety standards and compliance to PERMA, PESH, and DOH standards.
6. O & M Safety and Environmental Safety Data Inspection forms to be addressed on September 18, 2023, safety meeting.
7. Operations performing monthly inspections on AED, first aid kits, and safety equipment preparedness.
8. Forklift training for new and current staff.
9. Covid cleaning of WTP facility conducted by John Smith and John Mahon.



O & M:

1. Chlorine ventilation piping gallery repairs completed.
2. Freeze thaw beds slurry to sewer awaiting connection of sludge line directly to sewer line between Sludge building and supernate building. Permits in place. Waiting for two more quotes for sampler installation.
3. All entrance and exit doors throughout WTP accessed for insulation quality by union caulker.
4. Electricians upgrading lighting to LEDs throughout the WTP in progress.
5. Ordered Turbidity meters for this month scheduled installation.
6. Chief of operations CMT Mechanic and myself scheduled operations and maintenance needs pertaining to low voltage installation of fiber wire, conduit, and cabinets.
7. Painter Kurt Haentges training apprentice painter at WTP.
8. Union caulker repaired tower tank seal.

NIAGARA FALLS WATER BOARD RESOLUTION # 2023-10-001

SEWER LINE CHEMICAL ROOT CONTROL

WHEREAS, the Niagara Falls Water Board (“Water Board”) is responsible for maintaining an extensive network of sewer mains in the City of Niagara Falls; and

WHEREAS, the intrusion of roots into sewer mains can cause structural damage to sewer mains and may block or reduce flow, cause overflows, or reduce hydraulic capacity (leading to a loss of self-scouring velocities); and

WHEREAS, to combat roots in its sewer mains, the Water Board performs camera inspections of its system and makes targeted application of approved root-control chemicals into its sewer mains; and

WHEREAS, no Water Board employee is NYS certified as a pesticide applicator who is authorized to apply sewer root control chemicals, and the only company currently registered with the NYS Department of Environmental Conservation Bureau of Pesticides Management for pesticide category 5E – Sewer Line Root Control is Duke’s Root Control, Inc. (“Duke’s”), and thus that company currently is the sole source for sewer line chemical root control application services; and

WHEREAS, Duke’s has provided a quotation dated September 15, 2023 to apply sewer line root control in a number of sewer mains as specified by Water Board personnel for \$38,680.04;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board hereby authorizes the Executive Director to procure sewer line chemical root control application services from Duke’s Root Control, Inc., for a total sum not to exceed that firm’s \$38,680.04 quotation.

Water Board Personnel Responsible for Implementation of this Resolution:

Executive Director
Acting Chief of Outside Maintenance

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

8120.4900.0419.004, Agricultural/Botanical
Budget Line Supplied by: M. Eagler
Available Funds Confirmed by: B. Majchrowicz

On October 23, 2023, 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 Asklar	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman Forster	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Nicholas J. Forster, Chairman

Sean W. Costello, Secretary to Board



400 Airport Rd., Suite E Elgin, IL 60123

SALES QUOTATION

Document Number: **1845** Document Date: **09/15/2023** Page: **1/1**

Customer No.: **C-001527** Contact / Phone / Email: **MICHAEL EAGLER
716-282-1015
MEAGLERED@NFWB.ORG**

Your Contact: **Bob Hunn 131** Payment Terms: **Net 30**

Bob@dukes.com

Shipping Type: FOB Point

Delivery Address:
NIAGARA FALLS W.B.
1201 Buffalo Ave

Niagara Falls NY 14303
USA

NIAGARA FALLS W.B.
5815 BUFFALO AVE

NIAGARA FALLS NY 14304
USA

Description	Quantity	UoM	Price	Total
6" PIPE SEWER ROOT CONTROL		Per EA	\$ 1.69	
Item Code: V-F-APL-SEWRC-01X06FT				
8" PIPE SEWER ROOT CONTROL	1,248	FT	\$ 1.69	\$ 2,109.12
Item Code: V-F-APL-SEWRC-01X08FT				
10" PIPE SEWER ROOT CONTROL	6,893	FT	\$ 1.86	\$ 12,820.98
Item Code: V-F-APL-SEWRC-01X10FT				
12" PIPE SEWER ROOT CONTROL	2,211	FT	\$ 2.02	\$ 4,466.22
Item Code: V-F-APL-SEWRC-01X12FT				
15" PIPE SEWER ROOT CONTROL	4,706	FT	\$ 2.83	\$ 13,317.98
Item Code: V-F-APL-SEWRC-01X15FT				
18" PIPE SEWER ROOT CONTROL	1,198	FT	\$ 3.93	\$ 4,708.14
Item Code: V-F-APL-SEWRC-01X18FT				
20" PIPE SEWER ROOT CONTROL	320	FT	\$ 3.93	\$ 1,257.60
Item Code: V-F-APL-SEWRC-01X20FT				
24" PIPE SEWER ROOT CONTROL		Per FT	\$ 6.45	
Item Code: V-F-APL-SEWRC-01X24FT				

Quotation Subtotal: **\$ 38,680.04**

Total Amount: \$ 38,680.04

Plus applicable Sales Tax

Quotation Valid Until: 12/01/2023

Website: www.dukes.com

Tax ID No.: 75-3026801

Bureau of Pesticides Management - Information Portal

[Pesticide Professionals](#) [Restricted Pesticide Dealers](#) [Pesticides Business/Agencies](#) [← Home](#)

Businesses

Business Name:

Registration #:

Category: x v

Include Not-For-Hire Agencies

Location

State: v

Region: v

County: v

City:

Showing 1 - 1 out of 1 Businesses

DUKE'S ROOT CONTROL INC

Business Registration #: 17608
5e - Sewer Line Root Control

3983 EASTBORNE DR
SYRACUSE, NY 13206
USA

[← Previous](#) [Next →](#)

**RENEWING MEMORANDUM OF UNDERSTANDING WITH JAMESTOWN
COMMUNITY COLLEGE RELATIVE TO USE OF NFWB FACILITIES FOR WATER
AND WASTEWATER OPERATOR CERTIFICATION
AND CONTINUING EDUCATION COURSES**

WHEREAS, the Niagara Falls Water Board employs water and wastewater treatment plant and water distribution system operators who need to complete DEC and DOH approved courses in order to secure requisite licenses for Water Board operations and career advancement; and

WHEREAS, for several years, DEC-approved wastewater treatment plant operator certification courses were unavailable in Western New York, creating a significant demand for this training and a shortage of licensed operators; and

WHEREAS, in 2022, the Water Board and Jamestown Community College (“JCC”) entered into a Memorandum of Understanding (“MOU”), with the Water Board offering its facilities for JCC’s use when delivering water and wastewater treatment plant operator certification and continuing education courses so that these much-needed opportunities would be available to Water Board staff and for the staff of other municipal treatment plants in the region; and

WHEREAS, hosting JCC’s courses at Water Board facilities leverages both the opportunity for firsthand educational opportunities in the Water Board’s treatment plants and the Water Board’s investment in an upgraded conference room that is ideal for hosting such courses; and

WHEREAS, in addition to the benefit to the Water Board of increased training opportunities, JCC also provides discounted course tuition for Water Board employees; and

WHEREAS, the original MOU now has expired, and the Water Board and JCC mutually desire to enter into a new MOU in order to continue this mutually-beneficial arrangement;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board authorizes its Executive Director to execute a Memorandum of Understanding with Jamestown Community College which outlines each party’s responsibilities with respect to the use of Water Board facilities to deliver water and wastewater operator certification courses, to be effective from October 15, 2023 through August 31, 2024.

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

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On October 23, 2023, 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 Asklar	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman Forster	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Nicholas J. Forster, Chairman

Sean W. Costello, Secretary to Board



Memorandum of Understanding

This agreement is made between Jamestown Community College, a corporation organized and existing under the laws of the State of New York, having its principal place of business at 525 Falconer Street, Jamestown, New York, 14701, herein called "JCC", and the Niagara Falls Water Board, 5815 Buffalo Avenue, Niagara Falls, NY 14304, herein called "NFWB."

In consideration of the mutual covenants contained herein, JCC and NFWB agree as follows:

It is understood that JCC will provide the following:

- Instructor-led Water and Wastewater operator certification classes and continuing education classes
- Advertising for the classes via email, Facebook and website
- Electronic Sign-in sheets, evaluations, and certificates of completion
- JCC will hire and pay instructors.
- JCC will provide all books and materials needed for each class session.
- JCC will send the sign-in sheets into the state for recording.
- JCC will provide a certificate of insurance to the NFWB with them listed as additional insured.

It is understood that NFWB will be responsible for the following:

- Providing adequate classroom space for each class session. This space will include ample seating with desk or table space for each student, Wi-Fi or internet with the ability for the instructor to use a PC and/or connect a laptop to project PowerPoints or similar presentations.
- Printing of the welcome letter, sign-in sheets, evaluations, certificates of completion provided electronically from JCC
- Helping to promote the classes to contacts within the field.

It is understood that NFWB may need to limit the number of courses or attendees in order to avoid interference with NFWB operations. These limits will be provided to JCC at the time of scheduling the course.

- JCC will confer with NFWB prior to scheduling courses to confirm the availability of classroom space for the requested dates and times.

Method of payment, it is understood and agreed that:

- NFWB will be allowed to send up to 5 employees to a class at a discounted rate as shown below. Additional employees (above 5) may attend, but at full tuition. Payments will be made directly to JCC either through an invoicing process or via our website. In all cases, the cost will include the book fee if one is required for the training.

Discounted rates for up to 5 employees are as follows:

- o Grade IA Advance Water Treatment - \$975 per student (Orig. \$1245)
- o Grade IIA - \$1275 per student (Orig. \$1595)
- o Grade IIB - \$675 per student (Orig. \$925)
- o Grade C - \$565 per student (Orig. \$725)
- o Grade D - \$565 per student (Orig. \$725)
- o Continuing Education courses specific to Water Treatment (priced at \$60) \$50
- o Basic Lab Course - \$90 per student (Orig. \$120)
- o Basic Wastewater Operations - \$1275 per student (Orig. \$1595)
- o Basic Wastewater Operations Lab - \$975 per student (Orig. \$1245)

INDEMNIFICATION

Each party agrees to indemnify the other party, its agents and employees, against all claims, damages, losses and expenses, including reasonable attorneys’ fees, arising out of the performance of training that are caused, in whole, by negligence of that party. To the extent that it is determined that claims, damages, losses and expenses are the result of the negligence both parties, each party shall bear its share of damages as is proportionate to its degree of negligence. This agreement does not constitute an employer/employee relationship to JCC, its agents and employees and NFWB’s agents and employees.

DURATION

This agreement shall become effective on October 15, 2023 and shall terminate on August 31, 2024 unless extended by mutual agreement in writing. This agreement may be terminated by either party hereto, or by 30 day written notice by either of the parties.

ASSIGNMENT

This agreement is personal to the parties hereto and may not be assigned by JCC and/or NFWB, in whole or in part, without the prior written consent of both JCC and NFWB.

AUTHORITY

NFWB shall have no right or authority, either expressed or implied, to assume or create, on behalf of JCC, any obligation or responsibility of any nature.

MODIFICATION

This agreement may be modified by a written amendment executed by each of the parties hereto.

Michael Martello
Vice President of Administration
Jamestown Community College
525 Falconer Street
P.O. Box 20
Jamestown, NY 14702-0020

Signature of Representative

Date

Michael Eagler, Sr.
Acting Executive Director
Niagara Falls Water Board
5815 Buffalo Avenue
Niagara Falls, NY 14304

Signature of Representative

Date

For WD office use only:

- Copy to Co-Sponsor
- Michael Martello signature
- Signed copy to Julie Marsh

COMBINED BID FOR 2024 WATER AND WASTEWATER TREATMENT PLANT CHEMICALS

WHEREAS, Niagara Falls Water Board (“Water Board”) was assisted by the City of Niagara Falls Purchasing Department in soliciting bids for chemicals necessary for the operation of the Water Board’s Water and Wastewater Treatment Plants under Bid No. W2023-05; and

WHEREAS, City of Niagara Falls Purchasing has tabulated the results and highlighted the lowest responsible bidder meeting the specifications for each of the necessary chemicals as set forth on the attached October 10, 2023 Memorandum;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board hereby awards Bid No. W2023-05 for Water and Wastewater Treatment Plant Chemicals to the low bidders meeting the bid specifications for each of the necessary chemicals as set forth in the attached October 10, 2023 Memorandum which hereby is incorporated into and made part of this Resolution.

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

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
WTP Misc. Chemicals FA.8330.0100.0419.009,
Ferric Chloride GA.8130.0100.0419.014,
High Calcium Quicklime GA.8130.0100.0419.018,
Sodium Hypochlorite GA.8130.0100.0419.024, and
Hydrogen Peroxide GA.8130.0100.0419.028
Budget Lines Supplied by: B. Majchrowicz
Funds Confirmed by: B. Majchrowicz

On October 23, 2023, 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 Asklar	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman Forster	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Nicholas J. Forster, Chairman

Sean W. Costello, Secretary to Board



TO: The Board

FROM: Michael Eagler
Acting Executive Director

Sean Costello, Esquire
General Counsel and Board Secretary

DATE: October 10, 2023

SUBJECT: Bid #W2023-05 Purchase of Chemicals for Municipal Water and Waste Water Treatment Facilities

We respectfully request you award the above referenced bid as follows:

TO: **JCI Jones Chemicals**
1765 Ringling Blvd
Sarasota, FL

FOR: **Item #1:** Chlorine, one-ton cylinders (Niagara Falls estimated usage – 80 Cylinders)
\$2,850.00 Per Cylinder

TO: **Kemira Water Solutions**
4321 W 6th Street
Lawrence, KS 66049

FOR: **Item #2:** Ferric Chloride (Niagara Falls estimated usage – 340,000 gallons)
\$1204.00/Dry Ton

TO: **Univar Solutions**
200 Dean Sievers Place
Morrisville, PA 19067

FOR: **Item #3:** Hydrofluorosilicic Acid (Niagara Falls estimated usage – 100 tons)
\$645.00/Wet Ton

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www.nfwb.org



- TO: **Bison Laboratories, Incorporated**
Attn: Steven P. Morber
100 Leslie Street
Buffalo, New York 14211-1621
- FOR: **Item #4: Sodium Hypochlorite in tank trucks**
(Niagara Falls estimated usage – 5,500,000 Gallons) **\$ 1.5820/Gallon**
- FOR: **Item #5: Hydrogen Peroxide in tank trucks** **N/A for 2024 Calendar Year**
- TO: **Carmeuse Americas - Pittsburgh**
Attn: Matt Glynn
11 Stanwix Street – 21st Floor
Pittsburgh, Pennsylvania 15222
- FOR: **Item #6: Granular High Calcium Quicklime**
(Niagara Falls estimated usage – 850 tons) **\$ 358.49/Ton**
- TO: **Shannon Chemical**
PO Box 376
Malvern, PA 19355
- FOR: **Item #7: Poly-Orthophosphate (Niagara Falls estimated usage – 20 tons)**
\$ 2,348.00/Ton
- TO: **Usalco**
2601 Cannery Ave
Baltimore, MD 21226
- FOR: **Item #8: Polyaluminum Chloride (Niagara Falls estimated usage – 750 tons)**
\$ 440/Wet Ton

The City of Niagara Falls Purchasing Agent certifies that all bids were solicited in accordance with Section 103 of the General Municipal Law.

Notice that bids were to be received was advertised in the Niagara Gazette and bid requests were sent to Forty-five (45) vendors. Fifteen (15) bid responses were received. The above referenced companies submitted the lowest bid prices for each respective item.

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Funds for this expenditure are budgeted in the following codes: FA.8330.0100.0419.009, GA.8130.0100.0419.014, GA.8130.0100.0419.018, GA.8130.0100.0419.024 and GA.8130.0100.0419.028.

Respectfully submitted,

Michael Eagler
Acting Executive Director, NFWB

A handwritten signature in blue ink that reads "Leeann K. Huey".

Leeann K. Huey
Purchasing Agent, City of Niagara Falls

Enc.

ASKLAR ____ **KIMBLE** ____ **LARKIN** ____ **LEFFLER** ____ **FORSTER** ____

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EMPLOYMENT OF DAVID CONTI

WHEREAS, NYSDEC regulations require that wastewater treatment plants such as the one operated by the Niagara Falls Water Board are required to have a chief operator and appropriate assistants who meet minimum operator qualifications set by the NYSDEC; and

WHEREAS, the NYSDEC determines required operator qualifications for wastewater treatment plants by scoring plants based on the type and complexity of the wastewater treatment plant; and

WHEREAS, to meet NYSDEC requirements for responsible supervision of the actual operation of the NFWB WWTP, a NYS Grade 4 wastewater treatment plant operator license is required; and

WHEREAS, Grade 4 licensure requires a combination of education, experience, and satisfactory completion of an examination, and while NFWB employees are working to obtain Grade 4 licensure, no NFWB employee currently holds a Grade 4 license; and

WHEREAS, in recent years the NFWB has, with DEC approval, spent considerable sums to meet the requirement for a Grade 4 operator using a contractor and then by using a temporary employee, and the temporary employee no longer is able to serve in that role; and

WHEREAS, the NFWB therefore needs to take action to obtain the services of a Grade 4 license holder to meet NYSDEC regulatory requirements for the operator in responsible for the actual operation of the WWTP; and

WHEREAS, the NFWB also has identified the need for additional management expertise in the areas of treatment plant operations, regulatory compliance, safety, operator training, capital planning, project management, and collective bargaining agreement administration; and

WHEREAS, David Conti is a water and wastewater industry professional who holds a valid NYSDEC Grade 4 Wastewater Treatment Plant Operator certification, the license required for WWTP operations, a NYSDOH IA-SW/GUI Filtration Plant Water System Operator License, which is the license required to operate the WTP, a Class D Distribution System Certificate, for water main piping, as well as NYSDEC and NYSDOH trainer credentials; and

WHEREAS, Mr. Conti not only can meet the Water Board's immediate and urgent need for a Grade 4 wastewater treatment operator license, his experience and background will strengthen the Water Board management team in multiple areas, improving operations, reducing risk, and potentially lessening the need to rely on paid consultants for certain projects and services;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, the Niagara Falls Water Board hereby authorizes the employment of David Conti at a salary of \$110,000, with 20 days of vacation per year and starting with 10 days of vacation and 5 days of sick leave, and otherwise to be granted the same health insurance and other benefits afforded to Tier II employees, Mr. Conti's job title to be approved by the Board upon a review of available Civil Service management exempt job titles or if necessary creation of a suitable title for Director of Treatment and Compliance or similar.

On October 23, 2023, 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 Asklar	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman Forster	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Nicholas J. Forster, Chairman

Sean W. Costello, Secretary to Board

PROFESSIONAL SERVICES FOR EXECUTIVE DIRECTOR SEARCH

WHEREAS, the Niagara Falls Water Board (“Water Board”) seeks to recruit a well-qualified Executive Director to lead the organization; and

WHEREAS, the Water Board has actively worked to recruit an Executive Director using in-house staff and by advertising the position in local newspapers, career websites, and with trade industry groups, but it seeks to identify additional candidates by working with a professional executive search firm that can proactively source and contact candidates who are qualified for the important work performed by the Executive Director, including planning, managing, directing, assigning, controlling, and directing the operation of the Water Board’s water and wastewater facilities; and

WHEREAS, the Water Board directly solicited proposals for executive search services from a total of 22 firms, and six firms submitted proposals by the deadline set for receipt thereof; and

WHEREAS, the Water Board has reviewed the proposals received and seeks to select the firm that will have the greatest chance of successfully recruiting quality candidates for the permanent Executive Director position;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that the Water Board hereby accepts the proposal from _____ to perform executive search services for the position of Executive Director, and the Acting Executive Director is hereby authorized to execute any agreement required to initiate that firm's work.

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

Water Board Budget Line with Funds for this Resolution:
Consultants FGB.8000.0000.0451.000
Budget Line Supplied by: B. Majchrowicz
Available Funds Confirmed by: B. Majchrowicz

On October 23, 2023, 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 Asklar	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman Forster	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Nicholas J. Forster, Chairman

Sean W. Costello, Secretary to Board

Statement of Qualifications and References

AP Professionals is a full service, locally owned and operated placement firm. Our Williamsville location is our headquarters and the flagship office that started in 1993. One of the areas we specialize in is C-Suite, Executive Placements. Although we are not MWBE certified, our President and Managing Partner, Kelly Cultrara, is an equity partner. She manages the day-to-day operations. Our sister company, AP Professionals in Phoenix, AZ is currently completing all the necessary paperwork to become a certified SDVOB.

In 2019, we were hired on retainer by the Erie County Water Authority to hire their new Executive Director. In addition to interviewing all the candidates that had applied directly to them, we also did an extensive search and presented them with several candidates that we found on our own. The search was successful, and you can certainly speak to them regarding that search along with some other candidates we have successfully placed with them.

Capitalizing on three decades of proficiency in staffing, our team of seasoned experts engages with each client and candidate, delving into their unique requirements and aspirations to build a mutually beneficial association to build a mutually beneficial partnership. During all client meetings, we take a conversational stance with your team to assess the work environment and job requirements to present ideal candidates from the talent pool to ensure a long-lasting partnership. Specializing in multiple disciplines, including C-Suite, we leverage a robust multidivisional structure to provide operational autonomy to address clients' distinct needs. We also adopt a hands-on approach while performing screening and evaluation processes to ensure operational excellence and select the 'right' fit. AP Professionals of WNY prioritizes prompt and consistent communication with candidates and clients through our round-the-clock follow-up practices. This proactive approach enables our clients to attract the right talent while gauging their compensation expectations according to the economic situation.

We look forward to building a lasting and successful partnership with the Niagara Falls Water Board.

1. Terrance McCracken – Secretary to the Erie County Water Authority, tmccracken@ecwa.org
2. Margaret A. Murphy, Sr. Associate Attorney for the Erie County Water Authority, 716-849-8433, mmurphy@ecwa.org
3. Julie A. Becht, Chief Human Resources Officer, Freed Maxick, 716-847-2651, Julie.Becht@freedmaxick.com

Proposed Plan for Sourcing

Founded in 1993 in Buffalo, New York, AP Professionals has become a leader in staffing and contract services through its aggressive regional growth model. Our offices in Buffalo and Rochester, New York employ over 20 professional recruiters who present well over 100 years of industry recruiting experience.

What makes us unique is that we are not a stand-alone agency. We are part of a large group of companies giving us an unparalleled network.

Our success with managing and servicing staffing projects is a direct result of forming strong partnerships with our clients where we have effectively become a key extension of the hiring process. It is our commitment to success, quality and delivery of services that has earned us this distinction.

AP Professionals maintains an on-going commitment to technology and dedicates its' resources to providing state-of-the-art tools to serve our clients efficiently and to capitalize on the labor market. We are proof positive that a local company with vision, hard work and a commitment to excellence can grow beyond our local economy and become a vendor of choice on a national and regional level.

Recruitment Process:

AP operates in a constant state of supply and demand. It is our mission to maintain an active and current pipeline of talent across all functional disciplines. We boast a database of over 300,000 candidates throughout our company and are confident in our pipeline and our people are committed to quality and service.

AP will adhere to the following protocol for servicing requirements:

Permanent Requests:

- Candidates will be fully briefed and qualified on the precise requirements of a given position including accurate salary and benefit information prior to submittal.
- AP will *only* submit candidates that are in the range of the client's job specification criteria. AP will provide a select grouping of candidates that closely match the given job requirement.

The AP "Certified Recruitment Process"

1. Requirement Creation

- a. Client Name
- b. Pertinent contact info including interviewers and decision makers.
- c. Method of Deployment, transmittal [e mail, hard copy, confidential copies]
- d. Detailed job description including:
 - Skills/abilities
 - Educational Requirements
 - Pertinent training, seminars, trade associations
 - Experience Level [Jr., Sr.]
 - Certifications
 - Clearance, credit etc.
 - Location [s]
 - Technical Knowledge

- Culture
- Travel
- Reporting structure including direct and dotted line.
- Management style
- Internal candidates

2. Resource Search

- a. Client and Company Referrals
- b. Companies to recruit from
- c. Companies not to recruit from
- d. Search Resources
 - Internet
 - Job Services, outplacement agencies
 - Target Recruiting
 - Trade associations and advertising
 - State and Federal Agencies
 - Targeted Alumni Associations
 - College and Universities

3. Screening and Qualification

- a. Salary
- b. Thorough review of job offer
- c. Other pending offers

4. Employment Check and Verifications

- a. Credit
- b. Criminal
- c. Professional
- d. Personal

5. Candidate Submittal

6. Client Evaluation and Feedback

7. Hire and Employment

- a. Ongoing communications
- b. Negotiation process

8. Maintenance, Follow up and Retention

Job Offer Requirements/Check List:

Financial Issues

- Sign on Bonus/401 K transferability
- Pension plan
- Bonus plan: objective and/or subjective. Pre tax profit, gross margin, or after tax
- Stock options and types: esop, employee purchase and vesting, etc.
- Compensation level
- Paid parking
- Expense reimbursements
- Travel policies
- Review and raise policy
- Cost of living differential

Professional

- Board of directors, involvement in meetings etc.
- Tuition reimbursement, continuing education, executive development
- Would you accept counter offer
- Other pending opportunities
- Salary, exempt status
- Performance appraisal, cycles and processes
- Reporting structure, dotted line and direct
- Title - make sure the title and responsibilities are what you expect

Legal Issues

- Employment contract
- Trade secrets
- Severance contract, roll over continuance or specific grace period
- Intellectual property e.g. patent information
- Severability issues

Discrimination Pledge - EEOC

AP Professionals, referred to as “the company”, is an Equal Opportunity Employer. All staff hiring, promotion and personnel decisions are made without regard to race, color, religion, gender identification, age, handicap, national origin, marital status or veteran status. We follow the same rule in making referrals of candidates and accepting orders from employers. Screening of applicants is always based on one factor alone – merit. Our employees are required to sign a Non-Discrimination Pledge affirming they understand and comply with this policy.

AP Professionals of WNY Proposed Fee Schedule

Executive Placement

AP's Fortune 500 and local clients have come to rely on our expertise in placing CEO's, CFO's, CIOs, and director level personnel. AP's professional staff of highly skilled partners, and a seasoned staff of recruiters with relevant industry experience, have secured our position as an industry leader in today's shrinking labor market.

Retained Search

Professional search at the executive level has taken on new dimensions. Our retained search continues to provide an edge in this competitive recruiting market. Below we have outlined an agreement detailing the specific terms and three phases necessary to satisfy your Executive Director requirement.

Phase I - \$15,000 Retainer – Sourcing phase begins.

Phase II - \$5,000 Interviewing phase begins.

Phase III – Balance due – Offer accepted.

AP Professionals Fee Schedule

We provide a customized approach for each client that integrates the search and recruiting process with your goals while integrating your unique process and organizational requirements. This agreement confirms our candidate placement fees and employment satisfaction guarantee. We look forward to successfully filling your position.

Permanent Placement Fee – 25% of annualized base salary.

AP Professionals Guarantee

AP Professionals extends the following ninety (90) calendar day guarantee providing that the invoice is paid within ten (10) days from the start date. There is no guarantee if payment is received after ten (10) calendar days. Should the employee leave or be terminated within the first ninety (90) calendar days of employment, AP Professionals will provide Client with a full replacement credit (i.e., assist with hiring another candidate for free).

The guarantee period begins on the start date. Start date is the date that the candidate starts working for Client. This guarantee applies only if the hired candidate voluntarily leaves Client or if Client terminates the hired candidate for any reason (other than the following). If termination is a result of a reduction in force, closing of an office, change in mission statement, reorganization, lack of funds, lay-off, changes in strategy or business objections, acts of God, changes in the job description, terms of employment or compensation, or any other related circumstances that are beyond the control of AP Professionals or the hired candidate, the guarantee does not apply.

References

Reference checks supplied by AP Professionals are conducted as a part of our service to you. These references are intended to be a cross section of a candidate's work experience and education as it relates to your specific requirements. The hiring company is responsible for detailed reference and background checks with regard to candidates' resumes. AP Professionals can provide full background checks (education, work, criminal) as necessary and with prior agreement between the hiring company and AP Professionals.

Confidentiality

We appreciate your confidence in us and ask that all candidate referrals be held confidentially in accordance with the professional standards set by both your organization and AP Professionals.

Equal Opportunity Employer

Client and AP Professionals affirm and agree that they are equal employment opportunity employers and are in full compliance with any and all applicable anti-discrimination laws, rules, and regulations. Client and AP Professionals agree not to harass, discriminate against, or retaliate against any employee of the other because of his or her race, national origin, age, sex, religion, disability, marital status, or other category protected by law; nor shall either party cause or request the other party to engage in such discrimination, harassment, or retaliation. In the event of any complaint of unlawful discrimination, harassment, or retaliation by any employee, Client and AP Professionals agree to cooperate in the prompt investigation and resolution of such complaint.

Term and Termination

This agreement shall remain in full effect for twelve (12) months or until terminated by either party upon providing the other written notice. Termination of the agreement shall not relieve either party from obligations already incurred.

I hereby agree that I have read, understood, and will abide by the above Terms and Conditions:

AP Professionals of WNY

Company name:

By: *Kelly Cultrara*

Client representative:

Print name here: Kelly Cultrara

Print name here:

Title: President / Managing Partner

Title:

Date: 10/17/2023

Date: .



October 16, 2023

Sean Costello
General Counsel & Secretary
Niagara Falls Water Board

Dear Sean,

On behalf of Career Partners International Buffalo | Niagara (CPIBN), thank you for contacting us as you begin the process to hire an Executive Director for The Niagara Falls Water Board.

As the Director of the Search Services division of CPIBN, I have over 20 years of broad experience assisting organizations in achieving and exceeding their recruitment goals. I've spent my career developing and cultivating strong business relationships in our community with both profit and not-for-profit organizations. While I don't have wastewater industry experience, my background is unique in that it includes both agency and corporate recruiting, and I offer expertise in talent acquisition, employee engagement and relationship development. We are not a NYS Certified MWBE or SDVOB. I utilize an entrepreneurial and creative approach to all search projects with an innate sense of urgency and unrelenting focus. I utilize a structured and methodical recruiting process that has enabled me to successfully fill numerous executive level positions in the Western New York area.

The search process of CPIBN is a thoughtful, thorough, and expansive approach. We integrate aggressive sourcing, state-of-the-art assessments, and careful vetting processes to ensure that we find candidates that have the potential to be the best fit for our clients. To keep our clients involved and informed we collaborate by providing bi-weekly updates on the status of the search.

Lastly, we serve our customers with the highest level of excellence and integrity, and we provide value to our clients by assuring them of strict confidentiality.

The attached proposal details our response to the requested information.

Thank you for considering Career Partners International Buffalo | Niagara for this exciting opportunity. Please reach out to me directly if you have any questions.

Kind regards,

MaryEllen Carlo
Director of Search Services



CPIBN Contact information

Career Partners International Buffalo | Niagara
330 Harris Hill Road
Williamsville, NY 14221
Cell-716-464-0008
Office – 716-631-2994
mecarlo@cpibn.com

Brief History of the Firm

CPIBN is proud to have been pioneers in our business in Western New York since 1986 (35 years). We are grateful for the opportunity to have served our community with dedication, compassion, and professionalism. We are a full-service talent management solutions firm specializing in career transition, leadership development, and search services. As it relates to search services, we have developed and maintained an extensive database of candidates over the last three decades. Our alumni stay connected to us and we always have a feel for someone who is passive and who is actively looking for a new opportunity. We track our candidates and have built long-lasting relationships with all of them. At CPIBN, we believe that to be your best, you must play to your strengths. We practice that philosophy every day by striving to provide the best talent management services to clients like you, and our recruiting and assessment services are best-in-class in Buffalo, Western New York and nationally.

Our Selection Process is Focused on Diversity Recruiting

At CPIBN we believe that diversity means clearing the way for different genders, races, ethnicities, sexual orientations, ages, and cultural beliefs to have a voice. We're proud to be a business that supports people of all backgrounds, and I have personally leveraged my social and professional network to meet new candidates in order to build a more diverse pipeline. On a local level, my experience working with the Michigan Street African American Heritage Corridor Commission and the National Federation for Just Communities has expanded my reach, network, and contacts with diverse candidates as well. As our clients continue to make good on their promise to increase diversity and inclusion in the workplace, we have partnered with them in making this a reality. CPIBN's recruiting strategy is focused on actively sourcing from a wide array of contacts and networks to ensure that our clients benefit from having varied backgrounds and life experiences in their candidate pool.

Analytic tools and databases

At CPIBN we feel we are on the leading edge of today's use of analytical tools and databases, utilizing various resources and methods to find and screen potential candidates, including state of the art assessments. In addition to using CPIBN's database and vast contact list, we are expert users of LinkedIn recruiter, all on-line job boards, and several networking platforms. We leverage our network of professional organizations, referrals, and recommendations to identify both active and more importantly passive candidates. **During the recruiting process, the search committee will receive a spreadsheet on a bi-weekly basis identifying all contacts and candidates, and the status of each candidate in order to keep the committee up to date regarding the search's progress.**

Non-Profit Executive Recruiting Assignments – References are highlighted in red

Ralph C. Wilson Foundation

**Program Officer (National Search)
VP of Adm and Finance (National Search)**

Western New York Bloodcare

Reference -- Tom Long -- Board Chair (716) 861 - 2224

Chief Executive Officer

Buffalo Urban League

**Director of Finance
Chief Human Resources Officer
Staff Accountant**

The Kenan Center

Contact -- Scott DeLuca -- Board Chair (716) 481 - 8216

Executive Director

People Inc

**VP Marketing and Communication
Sr VR of Health Care
Business Development and Quality Standards
Asst VP of Health Care Services
Director of Patient Services
Associate VP for Health Care Services
VP of Rehabilitative Services
AVP of Outpatient Rehabilitative Health Services**

Elderwood

Director of Benefits

Person Centered Services

President and CEO

Buffalo Futures (newly created division of Service Collaborative)

Sr Director

The International Institute

Executive Director (National Search)

Buffalo & Erie County Botanical Gardens

Contact – Tisha Luciani -- Search committee contact (716) 262 - 4734

President/CEO (National Search)

CPiBN Recruiting Plan – The following outlines our structured process, capabilities, and fee:

1. Management Meeting

Meet with you to define position and behavioral requirements and potential sources for quality candidates. Discuss areas of sensitivity for the recruitment process.

2. Review Database

Review our database for candidates meeting qualifications. We would also like to review any resumes that you may have already received to eliminate duplication.

3. Proactive Sourcing

Create awareness of position opening in WNY and the US through numerous sources and source candidates through active networking and social media. (Approximately 6-8 weeks – this is the most time-consuming part of the search)

4. Pre-qualification and initial interviews

Acknowledge and prescreen candidates. In-depth interviews would be held with those that meet initial qualifications. (Approximately 3-4 weeks)

5. Behavioral Assessment

Conduct appropriate assessments including The WorkPlace Big Five for Personality, Leadership Derailers, and Energizing Competencies to ensure position fit and overall “fit” with the organization.

6. ‘Short List’ Notebook

Search committee members will be provided with a notebook that will include an extensive and in-depth review of each “Short List” candidate including their resume, cover letter, answers to pre-interview questions, assessment results, and reference check (1). I will review this notebook with the Search Committee prior to scheduling first round interviews.

7. Schedule First Found Interviews

8. Schedule second interview/final interview/PowerPoint presentation

Top candidate(s) interviewed again. Candidates may be asked to present a power point presentation on a topic chosen by client. Additional references are checked if appropriate.

9. Offer/Candidate Acceptance

Work with you to develop a winning offer. Make offer and act as liaison during negotiations.

10. Candidate Notification

Thank other candidates for interest and provide outcome.

11. Onboarding

Provide onboarding services to identify early wins and help develop a successful job pattern.

Fee for Service

The fee for this service agreement is on an exclusive contingency basis and is based on 25% of the base salary of the person hired. All candidates going forward will be considered CPIBN candidates regardless of the source. CPIBN will provide a 6-month guarantee on all candidates placed through its efforts. In the event an employee hired through CPIBN terminates employment, or is terminated for cause, CPIBN will work with client to replace the candidate at no additional charge. This guarantee will not apply if the candidate is released by Client due to lack of work, merger, corporate downsizing, or if the client misrepresented itself or the position in any way. Both parties agree that any information shall be treated as confidential and shall not be disclosed to others except where required to complete services. Candidates provided to the Employer hired within a one-year period of the commencement of this search are subject to the search fee described above. The fee will be charged upon the hiring of our candidate and due net 30 days.

Procom Services America, Inc. – Christine Plowucha, Enterprise Account Executive

Response to Niagara Falls Proposal to Assist with Recruitment of Executive Director for Niagara Falls Water Board

Statement of Qualifications

Since 1978, Procom Services has offered IT/Professional talent to many different industries including government and manufacturing. We've delivered IT/Professional talent for leadership roles – VP or above since our inception. In 2022, we recorded \$1.2B USD North American revenue, ranking top 50 for staffing solutions and top 20 for IT Staffing. With 12,000+ contractors assigned, 750+ redeployed monthly, and 547 direct hire placements over the last 12 months, we're well-equipped for hiring this executive director role.

Operating throughout North America, Procom is privately held and family-owned, headquartered in Toronto, Ontario and Cary, North Carolina. Procom Services excels in professional and IT staffing across industries. Although we do not have any specific experience in water/wastewater or with a NYS public authority, we work with many government entities and public/private companies helping to source and hire their senior leadership teams and this role would be treated as an executive search as we do those. Over the past 12 months we have helped to hire 86 leadership roles – VP or higher.

How we will go about sourcing and presenting candidates

Procom employs a comprehensive search process backed by BI and data analytics tools, ensuring targeted talent identification. By understanding your ideal employee and crafting compelling messages, we swiftly engage candidates within 15-20 seconds of contacting them. Our ISO-certified RightFit methodology, proven across the US and Canada, ensures scalability and predictability, minimizing inefficiencies. Procom's RightFit™ is an ISO 9001:2015 certified, 5-step recruitment methodology. A few of the steps include developing a sourcing plan (research on municipalities/companies that have similar roles), sourcing and qualification (from our research, we begin reaching out to candidates to discuss skillsets and how they relate to the role), shortlisting, detailed presentation to client, interview and onboarding help and ensuring retention. Procom's tailored approach ensures quality talent within time constraints for each assignment. Collaborating closely, we highlight reasons candidates should join you: growth, purpose, project, advancement, culture, and more. We meet all candidates either in person or virtually so that we can verify their ID and qualify them on their skillset - both hard skills and soft skills, along with motivation to change roles. We have access to assessments if the Niagara Falls Waterboard requests this and our Account Executive conducts a final screen of the candidate prior to submittal to the Niagara Falls Waterboard board of directors.

With 150+ recruiting experts across 20 North American offices, we offer local, regional, and national insights. Our specialized service delivery teams cater to unique needs, spanning industries and roles. Our market intelligence repository encompasses program data, fee structures, rates, and technologies, enabling real-time insights. As market ambassadors, we uphold your reputation and ethics, acting as an extension of your team. We emphasize personal connection, aiming to meet (or virtually meet) hiring team/manager to grasp culture, team make-up and manager styles. We embrace diverse talent pools, partnering diverse organizations throughout the United States. Our Inclusive job postings span various platforms, including minority sites, while all our staff undergoes unconscious bias training to ensure skills-based recruiting and interviewing. Clients are encouraged to do the same in training hiring managers in skills-based recruiting and unbiased interviewing/hiring. Procom's commitment is to excellence, ensuring mutual success, excelling where we are strongest.

Example of candidate submittal:

Please find the resume of Jane Doe for Chief Operating Officer. Jane has spent the last 22 years working in banking focusing on operations, payments, leading through change and building strong sound well run teams. The bulk of her career was spent with XYZ Bank including check processing, ACH, Retail Lending and Fraud Prevention. She is a

'details person' and believes that understanding how workflows and how teams' processes work is the key to building success and best servicing your customers. Jenn is very well versed in all payment methods and has a deep understanding of the timing, rules, regulations, and risks surrounding money movement. She has a track record of building highly successful teams with sound business practices, efficient operations and engaged team members. She says there is a sweet spot in melding customer enablement, clean operations, risk management and revenue growth and she loves working to find solutions where these four factors can be brought together and have a track record of success.

Message from the candidate: "Working for XYZ Bank afforded me the opportunity to attend the Executive Banking school where I was able to learn the overarching practices required in management of a Financial Institution. I also recently completed XYZ's Senior Leadership Development Program which is only available to 25 employees each year. This was an amazing opportunity to learn from colleagues who are at the top of their banking discipline. As a manager I am honest, fair, creative, and hard-working. I have built many amazing teams, and it is a true pleasure to see those teams succeed and grow. The COO opportunity at ABC Bank appears to be just the role I have been looking for. I look forward to gaining a stronger understanding of what you are looking for in a candidate."

Location: Wheatfield, NY with several branches around her within the 5-mile radius.

Communication: 10/10.

Reason for leaving current role: "I recently left XYZ for an opportunity at a firm called Viva. It is a small company of less than 200 people and I have really enjoyed working for a smaller firm with a progressive mindset. Unfortunately, Viva filed Chapter 11 bankruptcy five months after I started with them. It is disappointing because we have accomplished so much in the short time I have been with Viva."

Availability: 2-weeks' notice

Additional Details:

Pay Rate: \$200K

Legal: USC

LinkedIn: [Profile](#) of candidate provided.

Summary of Team Qualifications:

We offer highly tenured teams Senior Recruiters (avg 7+ years), far exceeding the industry norm. Our Enterprise Account Executive for the Niagara Falls Waterboard account has 20+ years of experience in several aspects of the staffing industry and lives in the WNY area. We have a dedicated client services team working with the Account Manager(s) for efficient onboarding/offboarding and retention over the first 90 - 120 days of the candidate's employment with our clients. Delivery managers facilitate communication account executive and the recruitment team, driving recruitment delivery for the account, understanding hiring managers' needs, timelines, and budgets to attract and retain talent. Our AE and recruiters act as an extension of your organization, facilitating interview scheduling, help with onboarding, and ensuring the candidate has a smooth transition to the client as an employee. This role will be assigned a dedicated senior recruiter who has had success with hiring this level of talent. Procom's concierge team ensures that the employee's employment through the first 120 days with our client is going smoothly and if there are any issues or concerns, this is addressed to the client team immediately. Post placement follow-up includes reaching out by email/call at the end of the first day, first week, second week and then monthly answering any questions or concerns, staying in touch to ensure white glove service with our candidates is positive.

Proposed Fee Structure:

Our Proposed fee schedule would be 25% of the annual salary of the candidate due upon start date with a 90-day guarantee.

For exclusive direct hire (Procom is the only outside vendor working on role): Fill rate: 95%, considering cancellations or internal hires Avg. time to selection: 17 days - Minimum 3 qualified candidates submitted - Offer acceptance: 95%

For non-exclusive direct hire: Fill rate: 40% - Avg. time to selection: 19 days, Minimum 3 qualified candidates submitted - Offer acceptance: 90%

**** These timeframes begin upon intake completion and assume an engaged client responds within a maximum of 2 business days to submittals and interviews, we recommend 1 day.****

Proposed rate structure for Direct Hire - Senior level (director and above): 25% of annual salary and a 90-day FULL guarantee.

*****For search exclusivity we are willing to discount these fees by 2.5%*****

References:

Carrie Czerwinski – VP HR, Servotronics, Elma, NY – Hired a VP of Sales
Ph: 716-655-5990 X1260, Cczerwinski@servotronics.com

Frank Polino – Advisor to Board, Lake Shore Savings Bank, Dunkirk, NY – Hired Chief Operating Officer
Ph: 716-867-0397

Shawn Pierce – Director of HR Americas, Eastman Kodak Company – Hired several senior Engineering roles
Ph: 513-332-3661, shawn.pierce@kodak.com

Thank you for your consideration,

Christine Plowucha
Enterprise Account Executive
Christine.plowucha@procomservices.com/716-799-2015

October 13, 2023

Mr. Nicholas Forster, Chairman
and Members of the Water Board
Niagara Falls Water Board
5815 Buffalo Avenue
Niagara Falls, New York 14304

Via Email: scostello@NFWB.org

Dear Chairman Forster and Members of the Water Board:

We are pleased to submit this Proposal for recruitment services for the position of Executive Director. We would be very interested in working with the Water Board on this search process. We believe that we would be able to attract a strong field of candidates that will meet the qualifications of this position.

If selected to conduct this search engagement, kick-off activities, stakeholder meetings, resume review meetings, as well as all candidate interviews will be enabled using Zoom Video Technology. No on-site visits or meetings will be conducted. We will move through the interview and selection stage expeditiously as the situation allows.

Ralph Andersen & Associates has conducted the following utility related recruitments (2020 to Present):

- Big Bear City Community Services District, CA - General Manager (2023)
- Big Bear Lake, CA - Chief Financial Officer, Department of Water & Power (Current Search)
- Central Contra Costa Sanitary District, CA - Director of Operations (2021)
- Clark County Water Reclamation District, NV
 - Principal Civil Engineer (2020)
 - Senior Civil Engineer (2020)
- Crescenta Valley Water District, CA - General Manager (2023)
- Delray Beach, FL - Utilities Director (2020)
- Denton, TX
 - Executive Manager of Energy Delivery (2020)
 - Executive Manager of Business Services (2020)
- Dublin San Ramon Services District
 - Assistant General Manager (2020)
 - Division Head, Field Operations Division (2022)
 - Engineering Services Director (2021)
 - General Manager (Current Search)
 - Operations Director (Current Search)
 - Water/Wastewater Superintendent (2022)
- Elsinore Valley Municipal Water District
 - Assistant General Manager (2020)
 - Principal Engineer (2023 & Current Search)
- Encinitas, CA - Water Operations Manager (2021)
- Fresno, CA - Director of Public Utilities (2022)
- Georgetown Divide Public Utility District - General Manager (2021)

S e r v i n g P u b l i c S e c t o r C l i e n t s S i n c e 1 9 7 2

5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 Phone: 916/630-4900 Fax: 916/630-4911 Website: www.ralphandersen.com

- Glendale, CA - General Manager, Water & Power Department (2021)
- Goodyear, AZ - Water Services Director (2023)
- Inland Empire Utilities Agency, CA
 - Assistant General Manager – Finance & Administration (2022)
 - Manager of Finance & Accounting (2021)
- Irvine Ranch Water District - Director of Safety & Security (2022)
- Manhattan Beach, CA - Utilities Manager (Current Search)
- Marin Municipal Water District, CA
 - Finance Director/Treasurer (2020)
 - Information Technology Manager (2020)
- Monroe, GA - Director of Electric Services (2022)
- North Kern Water Storage District, CA - General Manager (2021)
- North Marin Water District, CA - Assistant General Manager/Chief Engineer (2020 & 2022)
- Oro Loma Sanitary District, CA - General Manager (2022)
- Redding, CA - Director of Electric Utility (2022)
- San Lorenzo Valley Water District, CA - General Manager (Current Search)
- Santa Clarita Valley Water Agency, CA - Communications Manager (2023)
- Sewerage and Water Board of New Orleans, LA - Chief Financial Officer (2020)
- Solano County Water Agency, CA
 - Assistant General Manager (Limited Search) (Current Search)
 - General Manager (Limited Search) (2023)
- Solano Irrigation District, CA - Human Resources Director (2021)
- Solvang, CA - Utility Director (Current Search)
- Transmission Agency of Northern California - General Manager (2022)
- Tri-Dam Project, CA - General Manager (2022)
- Tucson, AZ - Tucson Water Director (2022)
- Valley Sanitary District, CA – Business Services Manager (Backgrounds) (2021)
- Water Facilities Authority, CA - General Manager (Current Search)
- Westside Water Authority, CA - Executive Director/General Manager (2020)

References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide additional references upon the Water Board's request.

- **Elsinore Valley Municipal Water District**
Greg Thomas, General Manager
(951) 674-3146 ext. 8243
Recruitment: General Manager
- **City of Cincinnati, Ohio**
Cathy Bernardino Bailey, Executive Director, Greater Cincinnati Water Works
(513) 675-7014 (cell)
Recruitment: Water Works Director

- **City of Tucson, Arizona**
Timothy Thomure, Assistant City Manager
(520) 250-4708
Recruitment: Tucson Water Director

Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the *full search* process, which can be tailored to fit the specific needs of the Water Board, should include:

- Extensive *personal outreach*, via telephone or email, to qualified candidates within New York, the Eastern Region, and across the Nation.
- A *marketing strategy* that uses selected advertising to supplement the extensive candidate identification process using the Internet and using the firm's vast network of professional contacts.
- A *screening process that narrows the field of candidates* to those who most closely match the needs of the Water Board and is based on *preliminary research and video interviews* with the top candidates.
- *Delivering a product in the form of an electronic search report that recommends the top group* of candidates and provides the Water Board with detailed information about their backgrounds and experiences.
- *Assistance facilitating the final interview* and the selection process.
- Being available, as needed, to *assist with the negotiation* and development of an employment agreement during the final stages of the process.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***The Niagara Falls Water Board will have Mr. Robert Burg, Executive Vice President of Ralph Andersen & Associates, as the Project Director on this search assignment.*** Mr. Burg will have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process.



Mr. Robert Burg, Project Director

Mr. Burg is the Executive Vice President of Ralph Andersen & Associates. As a senior executive, his area of concentration is on executive search and management consulting. His client base, as a retained consultant and high-level advisor, is focused on all facets of government, non-profit, and private enterprise. Mr. Burg has a total of 44 years of experience in the area of government. Mr. Burg has successfully completed some of the most challenging, complex recruitments in the United States. Mr. Burg has extensive leadership and consulting experience in both the public and private sectors. He has held senior administrative positions in organizations ranging in size from less than 100 employees to over 1,000. Mr. Burg has a Bachelor of Arts degree in Economics and a Master of Business Administration with a specialty in Healthcare both from the University of Miami, Coral Gables, Florida. He has taught business management courses and lectured at several prestigious organizations.

Mr. Burg can be reached at (916) 630-4900, on his cell at (805) 264-2663, or via email at robert@ralphandersen.com.

Paraprofessional and Support Staff

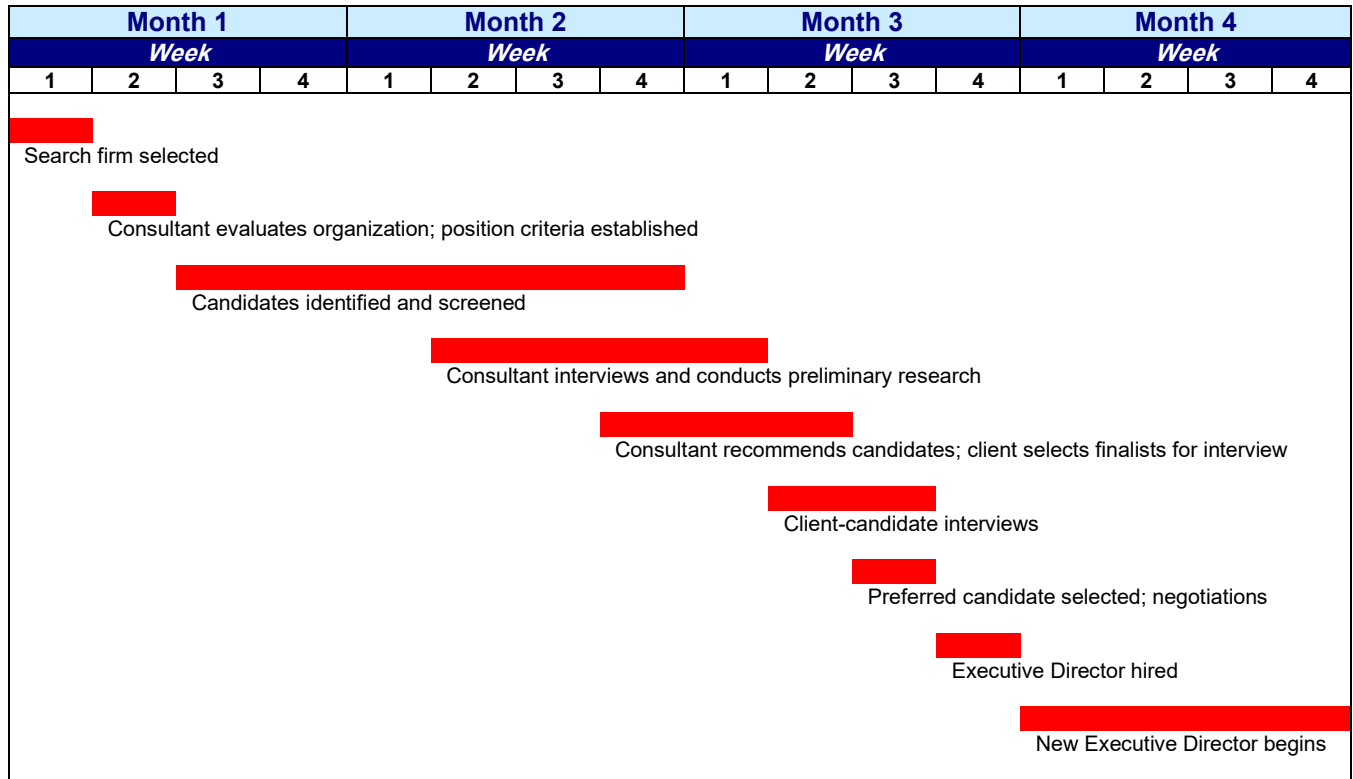
Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Teresa Heple, Ms. Karen AllGood, and Ms. Tina Keller.



Project Timeline

Ralph Andersen & Associates will complete the search within 75 to 90 days from the execution of the agreement to the presentation of candidates.

A brief overview of the recruitment schedule is presented below. The schedule does not include transition time by the selected candidate to join the Water Board. For the position of Executive Director, 30 to 60-day notice provisions are customary from candidates.



*Timeframe for the new Executive Director to transition to the Water Board is dependent upon the selected candidate’s notification to his or her current employer.

Project Cost

The recruitment for the position of Executive Director will be a national search effort. The review of resumes and qualifications will be conducted on all candidates that submit giving the Water Board the ability to select from a broad field of qualified candidates. **The fee to perform this search for the position of Executive Director will be the fixed fee of \$50,000* for professional services and all expenses.**

***Expenses** included in the above fixed fees include such items as advertisements, consultant interaction (anticipated to be done 100% through videoconferencing), clerical, graphic design, research, verifications and Internet and Lexis/Nexis searches on the top two (2) candidates, and long-distance telephone charges. Printing and shipping charges have also been eliminated due to all electronic files provided via DropBox or ShareFile. Additionally, this pricing structure includes one full background and reference checks on the top candidate. Should the Water Board request to have full backgrounds (including reference checks) on more than one candidate, a fee of \$1,800 will be charged for each additional candidate. Should the Water Board desire the Project Director to attend any additional in-person meetings, the fee of \$2,500 per day plus expenses will be invoiced to the Water Board in addition to the fixed fee stated above.

Ralph Andersen & Associates is leveraging cloud-based applications to operate in a total virtual environment. All meetings and interviews will be conducted by video (Zoom Technologies), all work products provided to the Water Board will be electronically transmitted (properly organized and tabbed) using either DropBox or ShareFile.

Brochure – A full color digital brochure will be developed for this recruitment. All pictures will be the responsibility of the Water Board. The Water Board will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the Water Board will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

Invoicing for Services – Ralph Andersen & Associates will bill the Water Board in four installments.

- Following kick-off and finalization of recruitment brochure - \$15,000
- After the closing date - \$15,000
- After finalist interviews - \$15,000
- Upon placement - \$5,000

Progress payments will be due upon receipt.

Exception – Any candidate travel is the full responsibility of the Water Board.

Guarantee

Ralph Andersen & Associates offers a guarantee on our full search services. If within a one-year period after appointment the Executive Director resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The Water Board would be expected to pay for the reimbursement of all incurred expenses.

Should the initial outreach efforts not result in a successful placement, Ralph Andersen & Associates will continue the outreach efforts until the ideal candidate is found. The Water Board will be responsible for expenses based on actual receipts.



Should you need any additional information, please feel free to call Mr. Burg at (916) 630-4900 or more directly on his cell at (805) 264-2663.

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates

Assignment

The Niagara Falls Water Board is preparing to enter into a search for a new Executive Director (ED).

The ED is to be located at 5815 Buffalo Avenue, Niagara Falls, New York 14304. This proposal is designed to outline the process Systems Personnel will use to locate and secure the best candidates available for this exciting opportunity.

- An experienced and highly motivated leader, with a well-rounded operational leadership experience is required.
- A ED level candidate from a mid-size organization, governmental organization or a VP/Director level candidate from a larger organization. Former industry experience preferred.

Process

- ✓ We follow a strict process named **“Smart Sourcing”** that is worked by a team of competent recruiters.
- ✓ The process begins with a thorough **analysis of the job requirements** through interviewing the important stakeholders and the individual who the new employee will work for.
- ✓ Those requirements get documented by Systems Personnel and are agreed upon by the client. This acts as our **blueprint for the recruiting staff**.
- ✓ The requirements become a **‘homework’ document** that acts as the job description sent to the candidates and a writing assignment the candidates must complete in order to compete for the job.
- ✓ The completed **homework assignment is submitted along with the CV**.
- ✓ Each candidate will be **screened a minimum of two times by our office prior to submittal**. Local candidates will be screened face to face. Out of town candidates will receive a Teams screening prior to submittal. All final screenings will take place by Jon Poliseno, Vice President. We provide **detailed reporting** on where we have recruited into and what the results have been.
- ✓ We provide a **candidate comparison** matrix to better evaluate finalists.
- ✓ We **include internal candidates**, as part of our screening process if the client agrees. All internal candidates must go through the process and receive a face to face screening by Jon Poliseno.
- ✓ We coordinate all interviews, travel and feedback sessions to **keep client, candidate and agency aligned and the process moving**.
- ✓ We provide **candidate personality profiling** using the Workplace Big5 and our proprietary candidate/client comparison report.
- ✓ We provide a complete set of **targeted references** that includes at least one reference outside of the names the candidate provided. Those references are asked specific questions pertaining to concerns identified in the screening and profiling process.
- ✓ We provide **behavioral based interviewing questions** designed to elicit personality traits and core values. These questions also dive into any areas that we have identified as concerns or needing more information.
- ✓ We verify all **degrees and credentials**.

- ✓ We **broker the offer and acceptance process** with the goal that no offer will be delivered that gets turned down.
- ✓ We **minimize counter offer** surprises and competing offer negotiations.
- ✓ We provide **optional drug and background** checking.
- ✓ We **guarantee our success**.

Finding Candidates

- ✓ In addition to traditional advertising we identify **similar organizations to yours within the agreed upon recruiting radiuses and provide the Commission with a target list**.
- ✓ Social media sites and research tools are used to obtain critical inside information about the target companies including **executive profiles**.
- ✓ **Targeted recruiting techniques** are used to connect with the candidates at work, home and socially.
- ✓ A minimum of **100 targeted and qualified prospects** will be connected with and screened in order to achieve success. In the Niagara Falls Bridge Commission’s case this would include GM’s, CEO’s, COO’s, VP’s and Director level professionals at diverse organizations.

Executive Placement Success Stories

As the following success stories indicate, we are extremely adept at attracting and recruiting C-Level executives for our local clients. **We follow a strict process that is defined up front with the client’s input.** We are the most deeply connected organization for senior executives in the area, and we place more “C” and “VP” level individuals in WNY than any agency in Buffalo. **We founded and run 4 Strategic Alliance Groups for top level area executives.** These groups total over **1400 senior leaders** from the area. The Niagara Falls Bridge Commission will have access to a proprietary network of executives that can confidentially lead us to hidden talent. You receive a full retained search and maximum value available on the market.

1. CFO – Peace Bridge

Systems Personnel was exclusively engaged to conduct the search to find the Peace Bridge Authorities next CFO as their current CFO was retiring. They needed someone who could quickly yet thoroughly learn all of the inner workings and tribal knowledge lost by a long time employee. The individual need to have a CPA, audit experience and come with high level financial management experience. Systems filled the position successfully and the new CFO is doing very well in her role.

2. GM and CFO – Niagara Falls Bridge Commission

Systems Personnel won an exclusive RFP to located and secure both of the NFBC’s highest level executives. They required a true leader who could carry the commission into the future while maintaining the integrity of their organization.

3. CEO of Compeer

Due to Systems Personnel's excellent work with both Niagara Falls Bridge Commission executive placements, one of the NFBC's board members recommended Systems Personnel to Compeer to complete a search for their next CEO. We need to locate an individual that had specific industry knowledge and a person with the right heart to carry on their mission.

4. Director Finance - Columbus McKinnon

Columbus McKinnon was in need of a Director of Finance as part of the succession planning for the CFO. After failing with an out of town retained agency who produced candidates, but none sincerely interested in Buffalo, Systems was able to successfully locate and place the Director out of Pittsburgh. The candidate was not found in Buffalo because McKinnon required publicly traded, global manufacturing experience.

5. CFO - Harper Industries

A new president took the reins of a manufacturing company and needed a CFO that had the ability to bring financial strategy to the organization for the aggressive growth that they were preparing for. They required a CPA and a CFO from the manufacturing industry who was a CFO in a leadership role for 10 years, implement strong internal controls, create procedures to improve financial policies and practices across the organization. Systems Personnel was able to locate this individual in Ohio and he relocated to Buffalo.

6. CIO – Fidelis Care NY

After turning over two CIO's in a two year period, the Fideliscare IT department was in need of a restructuring. Fidelis needed a CIO with experience restructuring departments. Fidelis hired Systems Personnel to recruit the CIO and two Vice Presidents, which we did successfully. The department has since been restructured and the company has begun successfully delivering projects for the first time in two years.

7. CFO - Whiting Door

Whiting Door, a large local manufacturer was at the onset of a generational transition. In preparing for that, they decided to make a change in their Finance department from someone who was there for approximately 25 years to new innovative thinking. They needed someone from manufacturing who had a strong background in Costing, Process Improvement and Financial Reporting. We were asked to exclusively conduct the search and successfully located a candidate. Since then, the entire costing system has been revamped and a whole new financial reporting package has been put in place.

8. Director of Finance - Saint Gobain

Saint Gobain, a Global Manufacturer, needed a Director to manage the financial operations of multiple plants here in the US and abroad. They needed someone who could improve the productivity and profitability. Saint Gobain's Headquarters' is located in Paris, France and this person would need to communicate with Headquarters and also their plant in Brazil. We were

successful in finding the technical experience, but also someone who was both fluent in French and Spanish. He is now operating as the North American General Manager.

9. CIO – Merchant’s Insurance

Merchant’s had a 10+ year CIO who was retiring. Merchant’s CEO is involved with Vistage, and because of a relationship between Jim Cipriani and Alan Weinstein, Systems was chosen to recruit for the CIO position. Merchants needed a VP who was ready to move to a CIO role. The individual needed to have built a Business Intelligence / Data Warehouse system and been involved with ERP system search and implementation. Systems filled the assignment successfully and the company is on its way to building the BI system to be delivered in 2013.

10. CIO – Baillie Lumber

Baillie had a 10+ year CIO who was retiring. Baillie’s CEO too was involved with Vistage and decided to hire Systems Personnel for the search. Baillie needed a CIO from a manufacturing background who had both legacy and new technology experience. Baillie had a strong candidate that came recommended, and had all the proper experience. Systems Personnel was hired to make the decision thorough. In the end Systems found a candidate more suitable than the pre-chosen candidate. Systems filled the assignment and the company has undergone significant positive change in the department.

Fees / Deliverables / Terms / Guarantee

<u><i>Fee Option #1</i></u>	<u><i>Deliverables</i></u>	<u><i>Fee Option #2</i></u>	<u><i>Deliverables</i></u>
25% of base pay	-Candidate Homework -Workplace Big5	30% of base pay	-Candidate Homework -Workplace Big5 -Dedicated resources -Activity Reporting -Comparison Reporting -Behavioral questions

Terms:

- Payment 1: 15% of total fee due upon taking the assignment.
- Payment 2: 25% of total fee due upon successfully interviewing multiple candidates who are in consideration.
- Payment 3: 60% of total fee due upon successful candidate start date.

Guarantee:

- Payment 1: Guaranteed 100% refund if we are not providing an adequate flow of resumes within 30 days of embarking upon assignment.
- Payment 2: Non refundable.
- Payment 3: Unconditional guarantee for 90 days

References

1. David Szabad – GM IT – National Fuel – szabadd@natfuel.com
2. Jill Meyer – VP HR - Baillie Lumber – jillm@baillie.com
3. Kathleen Neville – Niagara Falls Bridge Commission Board Member - kneville@nevilleconsultants.com
4. Karen Macris – Sr Dir HR – Bryant & Stratton – kmacris@bryantstratton.edu

Wet-Tek Executive Search

Proposal

Niagara Falls Water Board

October 17, 2023



www.wet-tek.com

12 N. Chestnut St.

PO Box 1043 (mail)

New Paltz, NY 12561

845 255 7400 office

845 532 1822 mobile

don@wet-tek.com

Statement of Qualifications:

Wet-Tek Executive Search LLC has worked exclusively in the water and wastewater treatment niche since the 20th century with particular focus on the municipal arena.

In addition to the company's track record in successfully filling executive positions, founder and Sr. Technical Recruiter Donald Kerr has served as a municipal trustee in New Paltz, NY. Smaller communities rely on elected officials to be their Water Board. Don has walked in the shoes of NFWB members and participated in upgrades to the local water treatment plant during his tenure. Kerr's executive experience also includes being elected by his peers to serve as President of the local school board.

Mr. Kerr has authored articles in the monthly magazines of American Water Works Association (*Journal AWWA*) and Water Environment Federation (*Water Environment & Technology*). A 20-year member of the advocacy organization WWEMA, Don attends annual briefings by leadership of the water section of the US EPA, managers of State Revolving Funds and experts on PFAS, Buy America Build America Act, and other issues of the day in the water sector.

For a large industry, the Water/WWT niche is a somewhat closed community. Municipal water treatment and the interaction between water boards and regulators, consultant engineers, and legislators is not in any book. It is a unique industry.

Wet-Tek has built a business by understanding that it is far easier to hire an executive or employee who already understands the rules of the game than to spend valuable time and resources training someone new to the niche. The fact that almost all our business is with repeat clients or referrals from same demonstrates a track record characterized by ethics and effective results. Reputation is everything, and Wet-Tek Executive Search has earned a reputation as the go-to recruiters within the Water/WWT space.

Methodology

Networking and active recruiting:

There are individuals in NY State who - by definition of their current position - would likely have the qualifications and skillsets which could qualify them as candidates for the role of Executive Director in Niagara Falls. This group would include, but not be limited to, other Executive Directors and their direct reports who might desire career growth.

When such a potential candidate rules themselves out, the next logical step will be to ask for a referral to an associate or peer who might be open to a discussion about being considered by Niagara Falls.

Wet-Tek often taps our industry contacts in NYS as sources of referrals, and our extensive database of resumes has been built over decades.

Active Job Seekers

Wet-Tek subscribes to Linked In's Recruiter platform and holds licenses with TheLadders, Indeed, Monster.com, Career Builder and Zip Recruiter to be aware of active job seekers. We are experts at utilizing these tools.

Advice From Niagara Falls Water Board members

No one might know better about potential recruits and avenues to pursue than the membership of the Water Board. Wet-Tek would appreciate the opportunity to be added as an agenda item of your board's next meeting and/or interview members individually toward that end. Six to twelve months of meeting minutes would be helpful for us to review.

In conclusion, we are honored and gratified to be considered for this important search. Wet-Tek has spent decades developing the skills and networks required to be successful on your behalf.

Respectively submitted - Wet-Tek Executive Search.

Professional References

Brian Bates
Chief Executive Officer
Walkerton Clean Water Centre
Walkerton, Ontario, Canada
bbates@wcwc.ca
519 901 3406

Jason West
Director of Sustainability - City of Albany, NY
Mayor - New Paltz, NY 2011-2015
JWest@albanyny.gov
518-312-9714

Michael Dimitriou
CEO (current)
President (2010-20)
Water Remediation Technologies
901 W. 116th Avenue
Westminster CO 80234
mdimitriou@wrtnet.com
(303) 915-7392

Submittal Package

- * This Proposal
- * Search Agreement letter with terms and fees
- * Journal AWWA article
- * References

Sean W. Costello
General Counsel and Secretary
Niagara Falls Water Board
5815 Buffalo Avenue
Niagara Falls, NY 14304

ENGAGEMENT RETAINER AGREEMENT

October 16, 2023

Mr. Costello,

Thank you for considering including Wet-Tek in Niagara Falls Water Board's resources for hiring.

This letter shall outline and confirm a mutual agreement between Niagara Falls Water Board and Wet-Tek LLC about a search as per specifications provided by your firm.

Wet-Tek will agree to search for, prescreen, and arrange interviews for qualified applicants who will be presented to you for consideration. Wet-Tek will act as an agent for you and keep you apprised of our progress on a weekly basis.

Wet-Tek LLC will be compensated after the start date of the newly hired employee with a fee for services of 20% (twenty percent) of starting salary.

There are two options for retaining our firm:

- a) Niagara Falls Water Board will remit an engagement retainer fee of \$3,000.00 to initiate the search. The full \$3000 retainer will be deducted from the total invoice due upon completion of the search. Wet-Tek will also agree to replace an employee, if the employee hired through us terminates or is terminated with cause within 90 days from their start date. This guarantee is not applicable if the termination is due to insufficient work for the employee.
- b) Niagara Falls Water Board will remit an engagement retainer fee of \$5,000.00 to initiate the search. The full \$5000 retainer will be deducted from the total invoice due upon completion of the search. Wet-Tek will also agree to replace an employee if the employee hired through us terminates or is terminated with cause within 365 days from their start date. This guarantee is not applicable if the termination is due to insufficient work for the employee.

The total balance due is payable on or before fifteen (15) days from the applicant's start date. The fees are payable should you, or an affiliate, engage such a candidate for any position within one year after our most recent communication relating to such candidate. These candidates are referred to you in confidence.

We are looking forward to successfully completing this search. If the above terms are agreeable, please select an option, scan and return a signed copy. Invoice for the retainer fee will be forwarded to you upon receipt of the signed agreement.

Feel free to call me at 845-255-7400 any time if you have any questions. Sincerely,

Donald Kerr
Wet-Tek
183 Main St.
New Paltz, NY 12561
(845) 255-7400
don@wet-tek.com
www.waterjob.com

Signed _____ Date _____