



MINUTES

Business Meeting of the Niagara Falls Water Board March 4, 2024 at 5:00 p.m.

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

Meeting could be attended in person or via videoconference.

1. Preliminary Matters

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

a. Attendance:

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

Forster (Chairman) *Present*

Kimble (Board Member) *Present via Videoconference*

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

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

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. 2024 Budgeted Expenses - Expenditures of User Rates, Fees, and Charges Less Debt Service

- d. Presentations (none scheduled)
- e. Letters and Communications
 - i. 2024-02-16 - COVID Wastewater Surveillance Update Memorandum
 - ii. WWTP Order on Consent Q4 2023 Quarterly Progress Report
- f. Prior Meeting Minutes
 - i. Draft January 22, 2024 Meeting Minutes

Motion by Board Member Larkin and seconded by Board Member Asklar to approve the March 15, 2024 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)

Mr. Eagler noted that review of the Emergency Action Plan (“EAP”) has been completed. Several minor revisions have been identified and will be addressed before a revised version of the EAP is finalized and distributed.

3. Operations Executive – David Conti

- a. Confined Space Inventory / Procurement of Fall Arrest Equipment

Mr. Conti noted that updated fall arrest equipment is on order.

In connection with the Lead Service Line inventory, crews will be hydro-excavating and we have developed an application to enter service line material data into the system.

For the hydrant replacement program, the 2024 goal is 100 hydrants, 25 are completed.

4. Outside Infrastructure Updates – Cortez Bradberry

5. Engineering – Douglas Williamson

a. Update on Capital Projects RFP

Mr. Williamson informed the Board that seven proposals were received. Staff is reviewing the proposals and expects to recommend award of several projects to one consultant. This may be more efficient and reduce inspection-related costs.

6. Personnel Items – David San Lorenzo

- a. March 4, 2024 Personnel Actions**
- b. Union Time Paid by Water Board**

Mr. San Lorenzo stated that Union Time utilization compares similarly to last year at this time.

Motion by Board Member Larkin and seconded by Board Member Asklar to approve Sections A and B on the Personnel Actions report.

Asklar Y Forster Y Kimble Y Larkin Y Leffler A (internet disconnection)

Motion carried, 4-0.

7. Information Technology (IT) – Jonathan Joyce

Mr. Joyce reported that IT has deployed Darktrace monitoring software and implemented a change to prevent bad actors from spoofing the NFWB.org email domain. CISA has been scanning our systems, no critical or high vulnerability issues have been identified. IT has deployed some Windows 11 computers, beginning to prepare for the end of Windows 10 support next year.

8. Finance – Brian Majchrowicz

- a. Audit Status Update**
- b. Key Bank and Bank on Buffalo Balance Report**
- c. Wilmington Trust Balance Report**
- d. Treasury Account Balance Report**
- e. January 2024 Capital Payments**
- f. Revenue Budget Performance Report through 12/31/2023**
- g. Sewer Fund Expense Budget Performance Report through 12/31/2023**
- h. Water Fund Expense Budget Performance Report through 12/31/2023**
- i. Board Fund Expense Budget Performance Report through 12/31/2023**
- j. Budget Amendments Report**

Mr. Majchrowicz reported that the audit is progressing well and is anticipated to be completed on time for approval at the March 25 Board meeting.

9. Questions Regarding January 2024 Operations and Maintenance Report

10. Safety – John Accardo

Mr. Accardo noted that a process safety analysis for the Water Treatment Plant disinfection process is underway.

11. General Counsel and Secretary – Sean Costello

12. From the Chairman

13. Resolutions

**2024-03-001 – PROCUREMENT FROM NYS OFFICE OF GENERAL SERVICES
INFORMATION TECHNOLOGY UMBRELLA CONTRACT**

- a. 2024-01-19 - Insight Quotation for Verkada, No. 0227038940**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2024-03-002 – AWARD BID FOR WTP EMERGENCY CHLORINE SCRUBBER
a. WTP Chlorine Scrubber Bid Award Recommendation Letter and Bid Tabulation

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.

2024-03-003 – AUTHORIZING SETTLEMENT OF PERSONAL-INJURY LITIGATION WITH WILLIAM LOBIANCO

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.

2024-03-004 – AUTHORIZING CPL SERVICES FOR REPLACEMENT OF ADDITIONAL SECTION OF 77TH STREET WATER MAIN

- a. 2024-01-19 - CPL Proposal for Engineering Services to Add to 77th Street Water Main Replacement Project**
- b. 77th Street Water Main Replacement Location Map**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2024-03-005 – PROJECT 1 CHANGE ORDER FOR WWTP SEDIMENTATION BASIN NO 2 CATWALK CONCRETE REPAIRS *

***Note: This is Resolution No. 2024-01-004, renumbered but otherwise the same as resolution tabled at January 22, 2024 meeting.**

- a. 2024-01-09 - Hohl Proposal for Sedimentation Basin No 2 Catwalk Concrete Repairs**

Chairman Forster stated the Board still has no way to know if this price is good, or high. He wants three bids.

Mr. Eagler noted that JM Davidson engineering has been asked to review whether full replacement is needed, or if less extensive repairs are possible.

Motion by Board Member Forster and seconded by Board Member Kimble to table this Resolution.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion to table carried, 5-0.

14. Unfinished/Old Business

15. New Business & Additional Items for Discussion

16. Executive Session (if needed)

17. Adjournment of Meeting

Motion by Board Member Larkin and seconded by Board Members Leffler and Kimble to adjourn the meeting at 5:26 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.