

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 27th day of July 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman
Commissioner Wright H. Ellis, Vice-Chairman
Commissioner Steve Broderick
Commissioner Mark C. Crocker
Commissioner Joel M. Maerten
Commissioner Lee Wallace

EXCUSED: Teresa Misiti, GHD Consulting Services

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the minutes of the June 22, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	27.90
Dig Safely	Digging Notifications	54.50
Frontier	Mapleton Rd PS	57.57
National Fuel	Plant	340.62
National Fuel	Shawnee Road PS	47.01
National Fuel	Townline Road PS	84.73
National Grid	East Canal PS	525.72
National Grid	Mapleton Rd	137.71

National Grid	Moyer Lift	43.82
National Grid	Plant	7,126.53
National Grid	Shawnee Road PS	147.36
National Grid	Tonawanda Creek Rd PS	306.51
National Grid	Townline Road	354.16
National Grid	2044 Niagara Falls Blvd (meter)	21.96
National Grid	2059 Niagara Falls Blvd (meter)	21.34
Niagara County Public Works	Elec Supply - Ton Creek Road (March 2016)	255.42
Niagara County Public Works	Elec Supply - Mapleton PS (April 2016)	109.21
Niagara County Public Works	Elec Supply - East Canal PS (April 2016)	888.74
Niagara County Public Works	Elec Supply - Moyer Lift (April 2016)	37.02
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2016)	84.02
Niagara County Public Works	Elec Supply - Townline Rd (April 2016)	479.75
Niagara County Public Works	Elec Supply - Plant (April 2016)	11,310.59
Niagara County Public Works	Elec Supply - Rapids Road (March & April 2016)	471.12
NYSDEC	Annual Air Facility Fee	160.00
NYSEG	Rapids Rd PS	489.01
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet	757.74
Town of Pendleton Water	East Canal PS	31.55
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Town of Wheatfield Water	Mapleton Road PS	12.60
Town of Wheatfield Water	Moyer Lift PS	12.60
Town of Wheatfield Water	Shawnee Rd PS	12.60
Town of Wheatfield Water	Townline Rd PS	39.60
Verizon	East Canal	25.16
Verizon	Moyer Lift PS	25.19
Verizon	Plant	138.56
Verizon	Rapids Rd PS	25.34
Verizon	Shawnee Road PS	24.84
Verizon	Tonawanda Creek Rd PS	29.53
Verizon	Townline Rd PS	50.39
Verizon Wireless	Cellular Phones	45.91

TOTAL

\$ 24,838.28

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	1,169.50
AmeriPride	Carpet Floor Protection	89.50
Bison Laboratories, Inc.	Sodium Hypochlorite	2,971.90
Blodgett, Thomas	Travel Mileage	36.18
City Electric	Electrical Supplies	118.12
Corrpro	Annual Inspection Water Tanks	1,510.00

Dival	Laboratory Supplies	296.88
Evoqua	Lab Grade Water	246.81
Fisher Scientific	Laboratory Supplies	178.75
GHD	June Monthly Retainer	750.00
GHD	2016 O&M Projects (Project #11119361)	8,750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	4,723.50
GHD	Map & Plan Document & Fin Analysis for Phase 1 (Project #11110253)	970.00
GHD	Interceptor Sewer System Hydraulic Model Dev. (Project #11119601)	13,970.00
GHD	NCSO 2015 District I&I Project #631143	3,085.00
Gizmo Products, Inc.	Tank Alarms/batteries/remote box	989.00
Greater Niagara Newspapers	Ad for 2016 O&M Projects/Polymer Bid/Manhole Rehab Project	735.60
Gui's Lumber	Maintenance Supplies	237.13
Heritage Products, LLC	Laboratory Supplies	567.50
John W. Danforth	Replacement of Sash Glass on Fume Hood in Lab & Annual Fume Hood Certification for lab	1,915.00
JP Industrial Supply	Maintenance Supplies	207.75
Kroening, Carl	Reimbursement for CEU Training Course	249.95
Lennox, David	2016 Clothing Allowance (pro-rated)	200.00
Lock City Supplies	Maintenance Supplies	226.53
Masterman's	Laboratory Supplies	196.88
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Motor Repair	737.50
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building & Administration Building	250.00
NYSDEC	Hazardous Substance Bulk Storage Application	125.00
Occustar	First Aid Training May 5-6, 2016	1,445.00
Praxair	Maintenance Supplies	109.28
PVS Technologies	Ferrous Chloride	4,281.50
Republic Services	Sludge Disposal	15,130.95
Republic Services	Recycling Service	39.10
Ronco	Maintenance Agreement/Phone System	367.50
Sampson Cleaning Services	June 25, July 3, 10, 17, 23	350.00
Se-Mar Electric Co., Inc.	Contact for Centrifuge	1,059.00
Sherwin Williams	Paint - Maintenance Supplies	2,709.59
Staples	Office Supplies	30.71
Sunrise Door & Woodworks, Inc.	Repair cables off pump room door	116.00
Thomas Scientific	Laboratory Supplies	201.72
Town of Wheatfield	Fuel for District Vehicles	1,035.63

Vona, P. Andrew	Monthly Retainer-June 2016	2,500.00
WW Grainger	Label Cartridges, safety glasses, maint. supplies, ladder, mercury sponge, wardrobe locker, drill, batteries, saw blade	1,616.71
TOTAL		\$ 76,671.94

TOTAL FORWARDED	\$ 24,838.28
TOTAL APPROVED O&M	76,671.94
GRAND TOTAL APPROVED	\$ 101,510.22

This motion was carried.

Review of the June 2016 Financial Report showed an Operation and Maintenance balance of \$8,542,232.19.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Sewer District's June 2016 Financial Report be approved as presented. This motion was carried.

Communications:

a. Financial Statement and Audit Report - Drescher & Malecki - Chairman Cliffe introduced Luke Malecki and Carl Widmer from Drescher & Malecki to present an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2015 to the Board. Mr. Malecki's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. Mr. Malecki provided each Commissioner a complete copy of the presentation and report for their review.

Old Business:

There is nothing to report this month.

Chief Operator's Report:

a. NYSDEC Chemical and Petroleum Bulk Storage Inspections - Mr. Timkey stated that he is working with GHD to finalize the outstanding inspection items and will report back at the next Board meeting. Mr. Timkey also reported that the NYSDEC has agreed to allow the District to perform

inspections of the chemical bulk storage tanks Monday through Friday (not including Holidays) at our unmanned pump stations.

b. Alfa Laval Centrifuge - Mr. Timkey reported that the Alfa Laval centrifuge is currently operational, but still awaiting a part from the manufacturer. Mr. Timkey thanked Chairman Cliffe and the Board for their quick approval to authorize an Alfa Laval service representative to come to the District on July 2, 2016 to assist the District in troubleshooting the issues with the centrifuge controls. Mr. Timkey stated that the part is scheduled to be shipped from Alfa Laval July 27, 2016.

c. Westfalia Centrifuge - Mr. Timkey reported that the Westfalia centrifuge is still inoperable and the District is awaiting the final options and estimates from the manufacturer. Preliminary estimates for replacement parts are at approximately \$60,000. He stated that we are looking into getting parts from a third party, using rebuilt parts, and/or having the existing damaged parts rebuilt locally.

d. Quotes for 250HP Aeration Blower Soft Start - Mr. Timkey reported that he has received quotes from Ferguson Electric and CIR Electric, and that we are still waiting for a third quote. He stated that he will present the final quotes at a later Board meeting once all quotes have been received.

Administrative Directors Report:

a. 2017 Budget Schedule Mr. Blodgett distributed a copy of his tentative 2017 Budget to the Board for review and discussion. He stated that the tentative budget contains an approximate 0.54% increase from the 2016 Budget; however, also holding tax revenue relatively consistent through the use of appropriated fund balance, as applicable. Mr. Blodgett reported that the tentative budget includes some prioritized Operations & Miscellaneous Equipment Projects, various Repairs & Maintenance Projects and Professional Services and Regulatory Compliance-Related Projects; including Process Water Tank repairs and complete recoating, Plant-wide SCADA system upgrades, and grit screw conveyor replacement. Mr. Blodgett requested the Board review the tentative budget, and contact him with any questions, concerns, or modifications. Mr. Blodgett stated he is still awaiting some final numbers for the budget from the County, and that he would present his final tentative budget to the Commissioners at the August meeting

to request Board approval to forward it to the County Budget Office which is due no later than September 9, 2016.

Upon Mr. Blodgett reviewing the importance of the Plant-wide upgrade to the SCADA system with the Board, describing the issues that the District has been having with the outdated system, and discussing in detail the extended timeframe to complete the design and overall implementation of the system upgrades with Mr. Lannon from GHD; the Board determined that the upfront work for the project begin as soon as possible and requested GHD submit a proposal for the Board to consider in order to begin the process to upgrade the District's SCADA system.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby requested GHD Consulting Services, Inc. prepare a proposal to begin the process to upgrade the District's aging SCADA system for the Board to consider. This motion was carried.

b. Liquid Polymer Bid - Mr. Blodgett reported that the District received two bids for liquid polymer, one was from Polydyne, Inc (our current supplier) and the other bid was from Solenis, LLC. Mr. Blodgett stated that after detailed review of the bid packages with Mr. Vona and Mr. Lannon, there was a concern that some clarifications to the bid specifications was needed. Mr. Timkey stated that the District currently has about a four month supply of liquid polymer on hand at the plant. Based on discussions with Mr. Vona and Mr. Lannon, Mr. Blodgett requested Board approval to reject all bids in order to revise and clarify the bid specifications.

Upon motion duly made by Steve Broderick and seconded by Joel Maerten it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's recommendation that the District reject all bids in order to revise and clarify the bid specifications with the District's Engineer (GHD) and to go to a new bid for liquid polymer based on the revised bid package. This motion was carried.

c. Union Negotiations Update - Mr. Blodgett reported that the union negotiation meeting that was scheduled to be held on July 12, 2016 was postponed and that that he would continue to update the Board as discussions develop.

d. Annual I/I Projects - Mr. Blodgett reminded all of the Commissioners who have 2016 I/I Program projects in the works to submit their paperwork prior to the end of the year in order to receive Board approval for their individual Town's allocated \$20,000 reimbursable funds toward their projects for this calendar year.

e. NFTA - Execute NFIA Agreement - Mr. Blodgett presented to the Board the executed agreement on behalf of the NFTA. He stated that he had worked with Mr. Vona in revising the agreement which will extend the contract through 2019. Mr. Blodgett requested Board approval to authorize Chairman Robert B. Cliffe to execute the Wastewater Treatment Services Agreement between the Niagara Frontier Transportation Authority ("NFTA") and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board approval to authorize Chairman Robert B. Cliffe, to execute the Wastewater Treatment Services Agreement between the Niagara Frontier Transportation Authority ("NFTA") and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District. This motion was carried.

f. Chief Operator's Exam - Mr. Blodgett reported that the Chief Operator's Exam has been posted, and the exam is being given both promotional and open competitive to create a list for the chief operator position. The applications for the exam are due by August 22, 2016 and the exam is scheduled to be given on October 15, 2016.

Engineering Report:

1. General Retainer (GHD Project No. 630191)

- Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Project underway.
 - BOARD ACTION REQUESTED – None
 3. 2016 O&M Projects (GHD Project No. 11119362)
 - Bids received on July 20.

- **BOARD ACTION REQUESTED – Recommend Award of Contract**

Mr. Lannon presented a letter dated July 21, 2016 to the Board stating that six bids were received for the rebid of the 2016 Operation and Maintenance Project. Mr. Lannon stated that a significant savings was realized by rebidding the project, and recommended the Board award the bid to the lowest bidders as follows: Contract No. 1R - General to STC Construction, Inc. in the total bid amount of \$473,300.00; and Contract No. 2R - Electrical to Frey Electric Construction Co. in the total bid amount of \$79,000.00 upon review by the District's legal counsel.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 approve Mr. Lannon's recommendation to award the District's 2016 O&M Project to the lowest bidders: Contract No. 1R - General to STC Construction, Inc. in the total bid amount of \$473,300.00; and Contract No. 2R - Electrical to Frey Electric Construction Co. in the total bid amount of \$79,000.00 upon review by the District's legal counsel. This motion was carried.

Mr. Lannon also requested Board authorization for the District's 2016 O&M contracts to be signed and executed by NCSD #1 Chairman of the Board, Robert B. Cliffe on the District's behalf.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for the District's 2016 O&M contracts to be signed and executed by NCSD #1 Chairman of the Board, Robert B. Cliffe on the District's behalf. This motion was carried.

4. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
 - Model database being built. Project underway.
 - BOARD ACTION REQUESTED – None

5. 2016 District I&I Project (GHD Project No. 631143)

- Bids received on July 14.
- **BOARD ACTION REQUESTED – Recommend Award of Contract**

Mr. Lannon presented a letter dated July 18, 2016 to the Board stating that two bids were received for the District's 2016 I/I Project - Sanitary Sewer Systems Improvements - 24-inch Sanitary Sewer Re-Lining and Manhole Rehabilitation Project. Mr. Lannon recommended the Board award the bid to the lowest bidder Kandey Company, Inc. in the total bid amount of \$185,100.00 upon review by the District's legal counsel, and for the contract to be signed and executed by NCSD #1 Chairman of the Board, Robert B. Cliffe on the District's behalf.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 approve Mr. Lannon's recommendation to award the District's 2016 District I&I Project - Sanitary Sewer Systems Improvements to the lowest bidder Kandey Company, Inc. in the total bid amount of \$185,100.00 upon review by the District's legal counsel, and for the contract to be signed and executed by NCSD #1 Chairman of the Board, Robert B. Cliffe on the District's behalf. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Cambria I/I - Mr. Ellis requested Board approval for the Town of Cambria to be reimbursed \$20,000 towards their completed repair work on various sanitary sewer lines and manholes which were identified by the Flushing and Television completed in 2015. The work was satisfactorily completed by Skanex Pipe Services, Inc. of Victor, New York, at a total cost of \$41,100.00.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved

that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Ellis's request that the Town of Cambria be reimbursed \$20,000 towards their completed repair work on various sanitary sewer lines and manholes which were identified by the Flushing and Television completed in 2015. The work was satisfactorily completed by Skanex Pipe Services, Inc. of Victor, New York, at a total cost of \$41,100.00. This motion was carried.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace the meeting adjourned at 5:05 p.m.