

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

Held on the 23rd day of March 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

EXCUSED: Commissioner Lee Wallace
Robert P. Lannon, GHD Consulting Services
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
Casey Cowan, 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 Mark C. Crocker, it was resolved that the minutes of the February 24, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis, 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	11.40
Dig Safely	Digging Notifications	25.00
Frontier	Mapleton Rd PS	57.55
National Fuel	Plant	3,913.54
National Grid	East Canal PS	991.59
National Grid	Mapleton Rd	188.41

National Grid	Moyer Lift	72.74
National Grid	Plant	8,756.74
National Grid	Shawnee Road PS	198.72
National Grid	Tonawanda Creek Rd PS	609.50
National Grid	Townline Road	646.02
National Grid	2044 Niagara Falls Blvd (meter)	21.56
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSEG	Rapids Rd PS	745.99
Time Warner	Internet	757.65
Town of Wheatfield Water	Plant	1,058.55
Verizon	East Canal	25.20
Verizon	Moyer Lift PS	25.20
Verizon	Plant	135.48
Verizon	Rapids Rd PS	25.14
Verizon	Shawnee Road PS	24.85
Verizon	Tonawanda Creek Rd PS	29.58
Verizon	Townline Road PS	25.20
Verizon Wireless	Cellular Phones	45.92
TOTAL		\$ 18,412.55

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	792.00
AmeriPride	Carpet Floor Protection	89.50
Applied Sciences Group Inc.	Engineering Services at plant (program & install new isolator modules for manual speed control)	425.00
Bison Laboratories, Inc.	Sodium Hypochlorite	2,991.36
Blodgett, Thomas	Travel Mileage	123.12
Buffalo Lift Trucks	Preventative Maintenance - Forklift	217.34
Chudy Paper Co	Paper towels	193.15
City Electric	Electrical Supplies	129.28
Evoqua	Lab Grade Water	221.88
Fisher Scientific	Laboratory Supplies	1,739.14
Flanders, Daniel	Travel Mileage	17.28
GFS Chemicals, Inc.	Lab Supplies	257.72
GHD	February Monthly Retainer	750.00
GHD	2015 Roof Replacement (Project #631123)	2,475.60
GHD	Screen Room Ventilation Project (Project #631139)	534.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	1,137.50
GHD	Flow Study Implementation (631132)	2,735.00
GHD	SPDES Compliance Update (Project #11110349)	7,850.00

Hach	Final Effluent Sampler	4,995.00
Idexx Laboratories	Lab Supplies	946.26
Industrial Appraisal Company	Complete Appraisal of all buildings & equipment (60%)	6,975.00
JP Industrial Supply	Maintenance Supplies	162.10
Kanouff, Walter	2016 Clothing Allowance	400.00
Kummer, Daniel	Travel Mileage	4.86
Lang, Jason	2016 Clothing Allowance	400.00
Lawnsmith	Lawn, Tree & Shrub Care for 2016	1,317.00
M&T	Administrative Fee for Bond Payment	3,687.00
McMaster-Carr	Maintenance Supplies	1,350.93
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	160.00
Napa Auto Parts	Battery	308.07
Niagara GCS	Calibrate gas meter	225.00
Progressive Roofing	2015 Roof Replacement - Final Payment	15,392.76
PVS Technologies	Ferrous Chloride Solution	4,066.51
Republic Services	Recycling Service	36.65
Republic Services	Sludge Disposal	15,225.23
Safety Kleen	Parts, Washer Service	160.00
Sampson Cleaning Services	Cleaning for February 27, March 5, 12, 19	280.00
Share Corporation	Maintenance Supplies	770.65
Staples	Office Supplies	2.36
Sunrise Doors & Woodworks	Repair & Maintenance on doors	672.60
Uline	Maintenance Supplies	283.48
Vona, P. Andrew	Monthly Retainer-February 2016	2,500.00
WW Grainger	Vent Actuators for East Canal PS, maintenance supplies	1,376.54
TOTAL		\$ 84,552.14

TOTAL FORWARDED	\$ 18,412.55
TOTAL APPROVED O&M	84,552.14
GRAND TOTAL APPROVED	\$ 102,964.69

This motion was carried.

Review of the February 2016 Financial Report showed an Operation and Maintenance balance of \$5,005,838.69.

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

Communications:

a. Niacet Corporation - Mr. Timkey reported that Niacet Corporation has not brought waste for processing in about a month. Mr. Timkey stated that he has been in communication with Salvatore D'Angelo, Manager, Quality Assurance & Regulatory Affairs of Niacet and he stated that their process was currently not operating due to a stop in product orders, and that he would keep Mr. Timkey updated. Mr. Blodgett stated that Niacet Corporation's process waste is an approximate \$10,000/month source of revenue for the District.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Rapids Road Pump Station Drive Replacements - Mr. Timkey reported that the Rapids Road Pump Station is approximately 16 years old, and two of the three original pump drives require immediate replacement. Mr. Timkey stated that the original drives/parts are an OEM replacement. Mr. Timkey requested Board approval for the purchase of 2 Allen Bradley drive packages (equipment/parts) at \$5,782.50 each from Rexel Associates in the total amount of \$11,565.00 for the Rapids Road Pump Station.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the purchase of 2 Allen Bradley drive packages (equipment/parts) at \$5,782.50 each from Rexel Associates in the total amount of \$11,565.00 for the Rapids Road Pump Station. This motion was carried.

b. NYSDEC Inspection of Chemical and Petroleum Bulk Storage Tanks, Treatment Plant - Mr. Timkey reported that a NYSDEC representative came to the District for an inspection of the chemical and petroleum bulk storage tanks, which happens every couple of years as part of a compliance inspection. Mr. Timkey stated that there were a few items of concern regarding the sodium hypochlorite tanks, but will not know any specific areas of concern until he receives the final NYSDEC report.

c. NCSD #1 Industrial/Non-Residential User Questionnaire - Mr. Timkey distributed a letter and NCSD #1 Industrial/Non-Residential User Questionnaire to all of the Commissioners. Mr. Timkey stated that the same letter and questionnaire were sent to each sewer foremen and building inspector within the NCSD #1 service area as a reminder regarding new businesses in their Towns that have the potential to discharge pollutants into the sewer system. The questionnaire must be completed prior to start up by any business that could discharge anything other than domestic sewage. Included in this category would be any type of industrial establishment. It would also include food service establishments (restaurants, bakeries etc.) due to the potential grease problems associated with these types of facilities. Use of this questionnaire has been a requirement for quite some time. It is essential that it is used on a consistent basis in order to help the District enforce Federal Pretreatment Regulations as well as local discharge regulations. The form should then be forwarded to the District for review. When warranted, the District will regulate applicable companies under our Industrial Pretreatment Program/County Sewer Use Law.

Administrative Directors Report:

a. Solar Development - Mr. Blodgett distributed the Final Credit Compensation Model options to the Board, which were provided for consideration based on a meeting held on March 9, 2016 that he attended along with Chairman Cliffe and P. Andrew Vona, the District's attorney. The Commissioners indicated that this was also discussed prior to the Water District Board meeting where Dawn Timm, Director, Niagara County Division of Environmental/Solid Waste reviewed the options which were available for credit compensation to the District, County, and Niagara County Water District. Further discussion highlighted that there was only a window of a month or so to come to an agreement with the selection of a final credit compensation option, and to enter into the Power Purchase Agreement with Solar Liberty due to the existing bank of incentive blocks being used up.

b. Electronics Technician Position - Mr. Blodgett reported that he was in receipt of a letter from Walter Kanouff the District's Electronics Technician, informing the District of his retirement on May 20, 2016. Mr. Blodgett stated that an established list has not been generated from yet from the exam which

was given on February 6, 2016. Mr. Blodgett requested Board approval to canvass off of the Niagara County Civil Service Electronics Technician - Wastewater list once it has been received so that a selection may be brought to the NCSO #1 Board for approval as soon as possible.

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 hereby approves Mr. Blodgett's request to canvass off of the Niagara County Civil Service Electronics Technician - Wastewater list once it is received so that a selection can be brought to the NCSO #1 Board for approval at as soon as possible. This motion was carried.

c. Jacobsen Mower Bids - Mr. Blodgett reported that after having provided notice to each Member Town of the availability and opportunity to inspect the plant's Jacobsen 5-Gang Reed Mower, the District received one bid/purchase offer from the Town of Niagara in the amount of \$2,501.00. Mr. Blodgett requested Board approval to accept the Town of Niagara's bid/purchase offer for the Jacobsen 5-Gang Reel Mower in the amount of \$2,501.00.

Upon motion duly made by Mark C. Crocker and seconded by Joel M. Maerten it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the formal bid from the Town of Niagara in the amount of \$2,501.00 for the purchase of the District's Jacobsen 5-Gang Reel Mower. This motion was carried.

d. Cummins Northeast – Generator Planned Maintenance Renewal Agreement - Mr. Blodgett reviewed a proposal from Cummins Northeast to provide semi-annual maintenance of the emergency generators at Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations. Cummins Northeast proposes to provide said services for \$5,257.36 which is an approximate 4.9% increase from last year. Mr. Timkey stated that this is an OEM service and that the District continues to be satisfied with the service that they provide. Mr. Blodgett requested Board authorization to accept the proposal from Cummins Northeast in the amount of \$5,257.36 to provide semi-annual maintenance of the

emergency generators at the Tonawanda Creek, East Canal, Shawnee and Rapids Road Pump Stations, as outlined in said proposal. Said agreement period from April 1, 2016 until March 31, 2017.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal from Cummins Northeast in the amount of \$5,257.36 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee and Rapids Road Pump Stations, as outlined in said proposal. Said agreement period from April 1, 2016 until March 31, 2017. This is an OEM Service. This motion was carried.

e. Public Outreach - Wheatfield Letter - Mr. Blodgett reported that Wheatfield residents have been receiving a public outreach/education letter from the Town Water and Sewer Department included with recent water bills. He stated that several residents have approached him regarding the letter, saying that they were not aware of the sewer maintenance problems involved with some commonly flushed items, and they were surprised that these items were a significant cause of clogged pipes and pump stations, and increasing the likelihood of potential backups into their individual homes. Mr. Blodgett applauded the Town for the initiative, and said that it was a very informative letter as many common grocery and pet items are advertised as "flushable" (such as wipes, etc.), but are not biodegradable and these items cause unnecessary and expensive operation and maintenance activities to our wastewater treatment plant systems, pump stations and associated infrastructure. Mr. Blodgett stated that he felt it would be a great idea for all of the NCSO #1 individual Towns to include a similar informational letter in their water bills and/or town newsletters. This would not require an additional mailing, and is an excellent way for public outreach and education to District residents. This education would help both District and Member Town infrastructure maintenance activities, and also contributes towards the District's SPDES NYSDEC guidance program goals and objectives.

c. Permit Fees - Industrial Users - Mr. Blodgett reported that in October 2013 the District enacted a permit fee for the District's significant industrial users. The fee is charged for processing new

permits, permit renewals, and modifications to existing permits. Each permit can take up to a few days to complete, not including the additional time it takes for the issuance of paperwork for the permit. Mr. Blodgett stated that the fee schedule is \$400 for a new permit, \$300 for modification of an existing permit and \$200 for the renewal of an existing permit. This fee schedule is on par with other comparable wastewater treatment plants. Mr. Blodgett stated that the way the schedule was approved in October 2013, was that it only applied to the District's Significant Industrial Users (SIUs), not for both significant and non-significant industrial users. The original intent for the fee schedule was to include all industrial users that require a permit as the permitting process is the same for both. He stated that recently we have had several non-significant industrial users modify their permits. Mr. Blodgett requested Board approval to amend the wording of Part III of the Procedures for Discharge of Industrial Wastewater and Other Non-Residential Wastewater to take out the word "Significant" so it reads as "Rates for All Industrial Users".

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to amend the wording of Part III of the Procedures for Discharge of Industrial Wastewater and Other Non-Residential Wastewater to take out the word "Significant" so it reads as "Rates for All Industrial Users". This motion was carried.

d. 2016 District I/I Project - Mr. Blodgett reported that in 2014 the District spent significant funds for an emergency interceptor repair at the intersection of Transit Road and Robinson Road in the Town of Lockport. Mr. Blodgett stated that upon the inspection of the CCTV work conducted in the adjacent areas after the repair was completed and during the District's Manhole Inspection project, it was identified that lining the 24" interceptor which crosses under Transit Road at Robinson Road needs to be completed, along with the lining of the two manholes on the east and west sides of Transit Road.

Mr. Blodgett stated that GHD had received quotes on behalf of the District for the project last year, and they came in between \$80,000 - \$90,000, which was more than what the District had budgeted

for in 2015 with the other work that was completed. He stated that there is \$100,000 in the 2016 Budget and the technical bid specifications have already been developed by GHD, and there is additional budget still available for GHD to formally bid the project this year. The project Contract Document would have to be assembled go out for competitive bids to get completed under that line item. Mr. Blodgett requested Board approval to designate the 2016 District I/I Project as the lining of the 24" interceptor pipe crossing under Transit Road at Robinson Road in the Town of Lockport along with the lining of the two manholes at that same location. Once the Contract Documents are completed by GHD and approved by District staff, Mr. Blodgett stated that he will ask for Board approval to advertise for bids at that time.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Blodgett's request to designate the 2016 District I/I Project as the lining of the 24" interceptor pipe and manholes crossing under Transit Road at Robinson Road in the Town of Lockport. This motion was carried.

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. Flow Study Implementation Project (GHD Project No. 631132)
 - Project underway. Wet weather data collected. Awaiting further wet weather field observations.
 - BOARD ACTION REQUESTED – None
3. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
 - Startup complete. Addressing condensation concern.
 - BOARD ACTION REQUESTED – None
4. Wet Weather Operating Plan (GHD Project No. 631132)
 - Draft report in development. Submission date extended to June 1, 2016.
 - BOARD ACTION REQUESTED – None

5. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Project underway.
 - BOARD ACTION REQUESTED – None
6. 2015 SPDES Compliance Annual Updates (GHD Project No. 11110349)
 - Project ongoing. Draft MMP Annual Update progressing – due April 1
 - Draft submitted March 18
 - BOARD ACTION REQUESTED – None
7. 2016 O&M Projects (GHD Project No. 11119362)
 - Project kick-off meeting scheduled
 - BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona stated that he would speak with Mr. Dan Seaman, Niagara County Water District's attorney, regarding the solar development project and report back at the April Board meeting with further developments.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten the meeting adjourned at 5:00 p.m.