

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, January 12, 2023, 4:00 p.m.

Dunkirk Town Hall, 4737 Willow Road, Dunkirk, NY 14048

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Vice Chairman Walker called the meeting to order at 4:02 p.m.

The roll was called and a quorum was present.

**Members Present:** Dave Hazelton, Rich Lewis, Dan Pacos, John Walker, Richard Lascola, Terry Niebel, Brian Purol

**Members Absent:** Richard Purol, Craig Miller

**Others:** Kathy Tampio, Juan Pagan, Seth Krull, Eric Wies, Randy Woodbury, Mitch McGursky, Dale Carlson, Jim Crowell, Alex Zentz

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**Privilege of the Floor** – No one spoke.

**Communications**

1. **ESD** Grant – MWBE documentation for waiver process.
2. Chautauqua County – required Annual Ethics training and Financial Disclosure requirements.

**Unfinished Business**

- CBI Water Works Assessment & Emergency Response Plans – *Seth Krull reported it is still in process and should be completed by the next monthly meeting.*
- Discussion/Action – Phase II Capital Project Change orders – *Seth Krull and Eric Wies discussed options for change orders to be an action item for the next monthly meeting.*

**New Business**

1. MOVED by Hazelton, SECONDED by Lewis, to approve payment of Municipal Solutions, Inc. Invoice #18584 for financial services for EFC grant administration pursuant to contract #21-39-01 in the amount of \$488.40.  
***Unanimously Carried***
2. MOVED by Niebel, SECONDED by Lewis, to approve payment of Municipal Solutions, Inc. Invoice #18585 for financial services for ESD grant administration pursuant to contract #21-39-02 in the amount of \$1,864.80.  
***Unanimously Carried***
3. MOVED by Hazelton, SECONDED by B. Purol, to approve payment of CBI Water Works Invoices pursuant to Contract #19-39-02 as listed:

- a. Invoice # 6-22 for National Grid electric in the amount of \$11,768.25
- b. Invoice # 7-22 for Village of Brocton electric in the amount of \$75.90
- c. Invoice # 8-22 for Chautauqua Metal/chemicals in the amount of \$1,258.00
- d. Invoice # 9-22 for Lakeside Lawn in the amount of \$1,360.00
- e. Invoice # 10-22 for Route 5 Pump Station in the amount of \$983.00
- f. Invoice # 11-22 for USA Bluebook in the amount of \$918.85
- g. Invoice # 12-22 for National Fuel in the amount of \$60.89

***Unanimously Carried***

4. MOVED by Lewis, SECONDED by Pacos, to approve payment of City of Dunkirk water bill for Arrowhead Drive master meter in the amount of \$7,456.17 pursuant to contract # 18-39-04.

***Unanimously Carried***

**Reports**

- **Financial Report and Administrative Update** – Kathy Tampio (Hard copy Capital Report and 2022 and 2023 Budget to date provided to Board members and placed on file)
  - **Grants Update** –
    - DOCCS – New contract must be developed with revised project scope and water use data.
    - ESD – 1<sup>st</sup> grant disbursement in process, MWBE documents to be completed
    - EFC – Draw #10 has been submitted in the amount of \$86,785.05
  - **CBI Water Works** – Current balance due in arrears = \$1,218,659.27  
Discussion of Brocton Trailer Park meter situation – working on solution with CBI WW board approval. Discussed standardizing of water meters – Badger vs. Neptune.
- **Capital Project Update** – by Seth Krull – See attached

**Discussion/Other**

- Pagan – Sewer extension status in north county.

MOVED to Adjourn by Lewis, SECONDED by Niebel and Unanimously Carried, the meeting ended at 5:35 p.m.

Respectfully Submitted,

Kathy Tampio, Financial Analyst - Chautauqua County Legislature/NCCWD Administrative Coordinator

- Next meeting – February 9, 2023, 4:00 pm, Dunkirk Town Hall

***Approved 2/9/2023***

## NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS

DATE: JANUARY 12, 2023, 4:00 PM

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Below is update on various projects that CPL is involved with. Updates in bold text.

1. NCCWD Phase 2 Improvements
  - a. Construction schedule:
    - i. Watermain – installation of all main except Thruway drill. 2<sup>nd</sup> master meter vault at Portland/Pomfret Town line installed and passed testing. Installed pipe is filled with water by obtaining water from Pomfret/Sheridan master meter vault in early September.
    - ii. Storage Tank – majority of site earthwork and concrete tank completed. Testing and disinfection anticipated early 2023 when pump station is operational. Tank has been filled with several feet of water from Pomfret/Sheridan meter vault mid-October. Tank will be completely filled once pump station operational.
    - iii. Pump Station – site work started August 2022. Watermain connection to South Roberts road and concrete foundation completed. Pump station delivery anticipated **March 2023**.
  - b. Change order to be processed with St George for watermain & pump station contracts to account for additional work during construction and balance over/unders.
  - c. **H&K recently submitted revised request and additional paperwork**. CPL has reviewed and to discuss with H&K in near future. CPL will then present formal requests to the Water Group.
  - d. Emergency contract approved between Village of Fredonia, Town of Pomfret and NCCWD. Water has been obtained to fill watermain and partially fill tank. Billing process to be: Fredonia -> Pomfret -> NCCWD.
  - e. Total construction contract amount \$3,475,240.00 of which \$2,233,540.94 has been requested (64%).
2. Town of Portland Water District 2 Van Buren Point
  - a. Preliminary design complete and submitted to review agencies.
  - b. Town meeting with residents 7/21/22 and 9/1/22.
  - c. CPL finalizing design and easements during 2022 and bid Winter 2022 with construction start 2023.



3. Town of Pomfret Van Buren Bay Water Improvements
  - a. Preliminary design documents completed and submitted to review agencies February 2022.
  - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
  - c. Anticipate finalize design and easements during 2022 and bid Winter 2022 with construction start 2023.
  
4. Town of Dunkirk Shorewood Water Improvements
  - a. Preliminary design documents submitted to regulatory agencies 9/7/22.
  - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
  - c. Anticipate finalize design and easements during 2022 and bid Winter 2022 with construction start 2023.
  
5. Village of Brocton
  - a. December 2020 request to NYS Department of Corrections for remaining financial assistance amount of \$1,472,000.
  - b. CPL recently spoke with DOCCS staff. Their legal department reviewed request and has deemed that a new agreement is needed as project work scope and cost has changed enough from prior agreement. They recommended providing documentation that the recent Village improvements still benefit DOCCS along with what percentage of water DOCCS facility uses versus overall area usage.
  - c. DOCCS also informed CPL that they provided a response to Senator George Borrello's aide as he previous contacted DOCCS staff.
  - d. CPL sent Group members information regarding above to assist in reaching resolution with DOCCS.
  
6. Water Meter Grant (GIGP)
  - a. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporating into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
  - b. To assist with future grant application, Badger can prepare propagation study & cost estimate. This information is needed to prepare engineering report for submission. Badger can meet with group to discuss remote meter operation and billing options.
  - c. CFA application under Town of Pomfret made in July 2022 to obtain funding for replacing 2,200 meters with total cost of \$1,420,000.
  - d. NYS EFC announced awards 11/14/22 and application was not approved.
  - e. Consider applying again in 2023 with applicant again as Pomfret or NCCWD/CBI.



7. Future Projects
  - a. Sheridan residents investigating forming water district around Phase 2 watermain so they can connect with service lines. District formation takes 3-5 months. Enough residents now seem interested. Town meeting to be scheduled for discussing process.
  - b. Contemplate future Phase 3 capital improvements.**
  - c. Town of Pomfret was awarded \$5.5 million grant from EFC WIIA program for North End Water project.
  
8. Industrial Tank
  - a. CPL submitted funding application to EFC WIIA program. Program offers subsidized loans plus possibility of grant award.
  - b. Anticipate EFC announce funding awards late 2022.
  - c. NYS EFC announced awards 11/14/22 and application was not approved.
  - d. CPL starting design. County funding to be utilized. Anticipate bid around February/March 2023.**
  
9. SCADA
  - a. NCCWD phase 2 improvements include control data from new storage tank and pump station that will be connected to CBI office, CBI staff and City of Dunkirk. As part of phase 2 work, control data from NCCWD phase 1 storage tank and pump station will also be connected to the same facilities.