

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, June 16, 2022, 4:00 p.m.

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

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

The roll was called and a quorum was present.

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

**Members Absent:** Village of Brocton Mayor (TBD – pending Village board appointment)

**Others:** Kathy Tampio, Jim Crowell, Dale Carlson, Susan Parker, Randy Woodbury, Seth Krull, Dunkirk Mayor Willie Rosas, Fredonia Mayor Doug Essek, Fredonia Trustees Esperson and Twitchell

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MOVED by Hazelton, SECONDED by Niebel, the minutes of 5/12/2022 were approved as amended by unanimous vote.

**Privilege of the Floor**

- Mayor Rosas (City of Dunkirk) – In reference to a recent article in the Observer Today newspaper and questions from individuals, Mayor Rosas asked NCCWD board to make clear that the City is the current sole water supply contract between the City of Dunkirk and the NCCWD.. He encourages and supports the ongoing good relationship between the City and the District and urges the District to let him know of any issues that may arise.
- Jim Crowell – Referred to a recent Sheridan Town Board meeting where the Sheridan Fire Chief expressed concern that he be informed of any future expansion of District customers and knowledge of size of Fire Hydrant connections.
- Mayor Essek (Village of Fredonia) – Asked the Board to clarify what official was talking to the Board regarding getting water from NCCWD through the City of Dunkirk water supply. (Chairman Purol replied that Trustees Twitchell and Siracuse had attended previous NCCWD meetings to discuss water supply options)

**Communications**

- Email, 6/14/2022 – Dale Carlson inquiry re: water hydrant flushing and maintenance data.

**Unfinished Business**

1. City of Dunkirk Water Rate Calculation – Randy Woodbury – City of Dunkirk 2020 Audit has been completed and will be forwarded to Dr. Reinelt to recalculate the City water rate for NCCWD. After Dr. Reinelt finishes his calculations, there may be a reduction of the current rate of approximately 3 cents/1,000 gallons. Telemetry setup is in process in coordination with the City Water Dept. and the Brocton Water Tank SCADA system.

**New Business**

1. MOVED by Lewis, SECONDED by Walker, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
  - 0002432-22-18, Greenhurst & Franklin Ave. Master Meter in the amount of \$1,779.27
  - 0002433-22-19, Roberts Rd. & Urban Rd. Master Meter in the amount of \$54,437.28

***Unanimously Carried***

2. MOVED by Lewis, SECONDED by Pacos, to approve payment of CPL Invoice #82824 in the amount of \$39,060.00 and Invoice #82643 in the amount of \$6,330.00 pursuant to Contract #16-01-01.

***Unanimously Carried***

3. MOVED by Niebel, SECONDED by Lewis, to approve payment of H&K Services, Inc., pay request #6 in the amount of \$199,456.00 less 5% retainage in the amount of \$9,972.80 pursuant to Contract # 21-39-04 for Sheridan Water Tank Phase II Capital Project.

***Unanimously Carried***

4. MOVED by Walker, SECONDED by Pacos, to approve payment of CBI Water Works O&M invoices pursuant to Contract #19-39-02 as listed;
  - a. National Grid electric charges January 2022-March 2022 - \$4,021.72
  - b. Lakeside Lawncare January & February snowplowing - \$525.00
  - c. Village of Brocton electric, January-March - \$82.32
  - d. Chautauqua Metal Finishing, chemicals - \$497.00
  - e. National Fuel gas charges, March - \$206.01

***Unanimously Carried***

5. MOVED by Lewis, SECONDED by Walker, to approve payment of Municipal Solutions, Inc. Invoice #17334 for financial services for ESD grant administration pursuant to contract #21-39-02 in the amount of \$606.80.

***Unanimously Carried***

6. MOVED by Lewis, SECONDED by Hazelton to approve payment of S. St. George Pay Application #1 – Water Main Improvements pursuant to Contract #21-39-06 in the amount of \$290,604.44 less 5% retainage in the amount of \$14,530.22 pending executed signed pay application.

***Unanimously Carried*****Reports**

- **Financial Report and Administrative Update** – Kathy Tampio (Hard copy Capital Report and 2022 Budget to date provided to Board members and placed on file)

- **Grants Update** –
  - DOCCS – amendment in process for project scope.
  - ESD – 1<sup>st</sup> grant disbursement in process
  - EFC – Draw #5 was submitted to EFC by Municipal Solutions and funds have been received from the Short Term Financing of Phase II Capital Project. Total funds received to date = \$1,023,492.16 (Draws #1-4)
- **CBI Water Works** – Current balance due in arrears = \$1,376,643.39. John Walker reported that CBI Water Works has begun flushing hydrants in Brocton and Portland, Sheridan and Town of Dunkirk. Letters have been sent out to water customers informing them of water rate increases and water shut off/turn on fees. John discussed staff changes and a replacement truck has been purchased. Water loss data has been developed and is available for CBI members inspection.

**Capital Project Update** – by Eric Wies –

- Phase II NCCWD project meeting was held (Minutes attached)
- Discussed several water main replacement projects along Lake Erie – Shorewood, Pomfret/Portland
- CFA grant application for Brocton water meters
- Discussion of need to develop standard water meter
- New water main projects being pursued by Ripley and Westfield (Rt. 5 to Portland line)

MOVED to Adjourn by Lewis, SECONDED by Lascola and Unanimously Carried, the meeting ended at 5:01 p.m.

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

• Next meeting – July 14, 2022, 4:00 pm, Dunkirk Town Hall

*Approved 7/14/2022*

NCCWD 2022 OPERATING BUDGET		8310	6/16/2022
BUDGET		EXPENSE YTD	
\$ 6,001.00	.1 base pay	\$ 2,601.92	Payroll Allocation-Admin
\$ 1,096,000.00	.4 contractors	\$ 231,435.73	City Dunkirk Water & CBI O&M
\$ 254,786.00			depreciation of assets
\$ 1,235.00		\$ 859.82	Supplies - laptop,
\$ 4,394.00	.5 Indirect Cost	\$ 4,392.85	Ins. & Indirect Dept. costs
\$ 1,515.00	.8 Benefits	\$ 980.07	Payroll Allocation-Admin
\$ 1,363,931.00	TOTAL EXPENSE	\$ 240,270.39	
\$ 1,401,000.00	Revenue	\$ 324,624.20	Water Charges *
\$ 132,000.00	Revenue	\$ -	Misc Revenue - Asset Value vs Debt
\$ 1,533,000.00	TOTAL REVENUE	\$ 324,624.20	
\$ 169,069.00	OVER/(UNDER)	\$ 84,353.81	

9730

\$ 48,326.00	.7 Interest		Debt Interest
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2021 Expense Accrual	\$ 119,775.00	City Water Charges
2021 Expense Accrual	\$ 10,487.00	CBI O&M Charges
2021 Revenue Accrual	\$ 156,681.00	CBI Water Purchase

CBI WATER WORKS		
* Account in Arrears	Previous balance	\$ 1,331,368.77
	Payments Received this report period	\$ (129,769.96)
	Invoices billed this report period	\$ 175,044.58
	<b>Current Balance Due to Date</b>	<b>\$ 1,376,643.39</b>

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report**

Prepared by Kathy Tampio

6/16/2022

**CAPITAL PROJECT EXPENSE**

VENDOR	Contract Amount	Expense to date	DESCRIPTION
CPL-3RD amended	\$ 1,372,902.00	\$ 1,241,016.00	Professional Services - Engineering
Chaut. County Engineer		\$ 26,055.21	Professional Services of Paul Snyder
CSX		\$ 6,850.00	Permit Fee
CSX - Engineer fee		\$ 25,130.84	Inspection Fees per Agreement
Norfolk Southern		\$ 12,500.00	Permit Fee
Norfolk Southern		\$ 11,431.84	Engineering/inspection fees
NYS DEC		\$ 922.65	Base permit fees
National Grid		\$ 3,800.00	Permit Fee
ESD GDA Fee		\$ 250.00	Grant application fee
Chaut. County		\$ 913.90	Map & Plan amendment printing
Chaut. County		\$ 5,797.73	Map & Plan amendment mailing postage
Observer/P-J		\$ 54.27	Legal Ads - Notice required by NYS DEC
Observer/P-J		\$ 117.90	Legal Ads- Map & Plan amendment
Observer/P-J		\$ 83.25	Legal Ads-RFP Tree Clearing
Observer/P-J		\$ 92.34	Legal Ads-BIDS Phase II
Brocton Village		\$ 63,560.25	Capital Project Overrun Reimbursement
Brocton Village	<b>Removed - Capitalized expense</b>		Capital Lease - EFC Loan Debt Service
Municipal Sol.	\$ 30,000.00	\$ 15,162.63	Financial Services - EFC Grant
Municipal Sol.	\$ 10,000.00	\$ 10,315.60	Financial Services - ESD Grants
Contract 8 - 716	\$ 1,367,675.00	\$ 1,359,161.00	Contract 8 - Sheridan Water Main const.
Contract 5 - DJM	\$ 531,000.00	\$ 528,600.00	Contract 5 - meter vaults const.
Contract - Legend	\$ 5,850.00	\$ 5,850.00	Tree clearing & culvert - tank property
Contract - S. St. George	\$ 1,552,685.00		Contract - water main & interconnects
Contract - H&K	\$ 1,379,400.00	\$ 1,038,384.00	Contract - Water Storage Tank
Contract - St. George	\$ 520,155.00		Contract - Pump Station
Contract - BECC	\$ 23,000.00		Contract - Pump Station electric
Dunkirk Upsizing	\$ 271,000.00	\$ 271,000.00	
ESD Audit - Bonadio	\$ 5,000.00	\$ 5,000.00	Required audit for project cost cert.
EFC FINANCE		\$ 8,000.00	Bond Counsel fee - EFC short-term
ESD GDA Fee	\$ 10,384.19	\$ 10,384.19	
<b>TOTAL CAPITAL EXPENSE TO DATE</b>		<b>\$ 4,650,433.60</b>	

remaining contract expense

\$ 131,886.00 **add this period** \$ 2,550.00

**add this period** \$ 122.10

Paid in Full - Closed

Paid in full - closed

Paid in Full - Closed

**add this period** \$ 255,300.00

Paid in full - Closed

**County Interim funding - Capital - CC RES 11-21 extended up to \$4mil to 12/31/2021**

\$ 4,650,433.60 Total expense to date

<b>REVENUE REC'D</b>	<b>\$ 100,000.00</b>	<b>DASNY SAM GRANT 6990</b>
	\$ 23,024.96	EFC loan/grant disbursement
	\$ 750,978.60	EFC loan/grant disbursement
	\$ 6,346.80	EFC loan/grant disbursement
	\$ 243,141.80	EFC loan/grant disbursement
	<b>\$ 1,023,492.16</b>	<b>Total EFC Loan funds received</b>

## NCCWD - CAPITAL PROJECT GRANT STATUS

6/16/2022

Source	Number	Amount	Status
ESD	Y884	\$ 1,000,000	Pending Disbursement - applied to Phase I construction cost
ESD	Z706	\$ 1,000,000	Open - Disbursement available at Phase II completion
EFC	18321	\$ 3,000,000	Available for Phase II project costs as incurred when Short-Term financing exhausted
EFC	18321	\$ 1,993,061	<i>Short Term Financing for Phase II Construction costs - available as costs incurred- <b>Received to date = \$1,023,492.16</b></i>
DASNY - SAM	6990	\$ 100,000	Grant Funds Received
DOCCS	C16197	\$ 1,472,000	In amendment process to negotiate new amount due - funds to be disbursed to Village of Brocton, Brocton to forward to NCCWD per Agreement

**NOTE:** At total project completion and receipt of all project grant funds, Chautauqua County will bond on behalf of the district for remaining costs - estimated at approximately \$2,000,000 at which time debt service schedule will be determined and accounted for in the NCCWD County Budget

## **PROGRESS MEETING NO. 1 MINUTES**

PROJECT: North Chautauque County Water District Phase 2  
PW-1-21, Contract 9 Watermain, DWSRF #18321  
CPL PROJECT NO.: 15204.00  
DATE: June 2, 2022 9:00 am

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1. Attendees
  - a. Complete attached sign in sheet.
2. Progress to Date
  - a. Watermain installed along South Roberts Road from Thruway to Route 20.
  - b. Directional drills, two at South Roberts and Route 20, one at South Roberts and Miller Road.
  - c. Master meter pit at Route 20 and Christy Road.
3. Future Work
  - a. Remaining watermain via open trench and directional drill. Services are not part of project.
  - b. Second master meter pit at Portland/Pomfret town line near Brocton.
  - c. Testing of watermain. This is dependent upon pump station being complete for source water.
4. Contract Time/Notice to Proceed
  - a. Substantial completion is December 31, 2022 per Change Order 1 time extension, previously was May 30, 2022.
  - b. Final completion is May 31, 2023 per Change Order 1 time extension, previously was September 30, 2022.
5. Permits
  - a. DEC water quality permit obtained.
  - b. SWPPP permit has been obtained.
  - c. DOT requires bond by contractor for work within their right of way.
  - d. Thruway Authority occupancy permit obtained. Contractor and any subcontractors working within Authority property to obtain work permit.
  - e. County Highway Department permit obtained by contractor.
  - f. Sheridan Town road permit not needed.
6. Maintenance and Protection of Traffic
  - a. Adhere to DOT, County Highway and Town permit requirements.



7. SWPPP & Erosion Control
  - a. SWPPP permit obtained. CPL to perform inspections once per week.
  - b. Ensure clean site with no erosion (soil kept off roads, inlets protected, waterways protected).
  
8. Pay Requests & Stored Materials
  - a. Total contract amount \$1,552,685.00.
  - b. Draft Pay app 1 being processed. Anticipate NCCWD review at June 16, 2022 group meeting. Reimbursement request to EFC after.
  
9. RFI, ESI and Change Orders
  - a. Change order 1 processed for bid wage rates and time extension.
  - b. Directional drill under Route 20.
  
10. Progress Meeting
  - a. Next meeting to be determined, near end of June.
  
11. Other / Miscellaneous
  - a. Majority of product submittals approved, and American Iron Steel certificates obtained. Contractor to provide remaining certifications.
  - b. Easement #1 for John Schuk property along South Roberts Road near Thruway not yet obtained. Can it be obtained or can contractor install main within right of way.
  - c. St. George inquired if source water for testing could be obtained from Fredonia as part of project includes installing master meter vault to existing watermain at Route 20 and Christy Roads. Water Group to discuss with Fredonia. Watermain is anticipated to be ready for testing in August 2022.
  - d. CPL noted that additional stormwater and grading work may be necessary at storage tank access drive where it meets Miller Road. As St. George will be installing watermain across access drive, CPL may direct them to perform additional work. CPL to determine additional work and discuss with St. George and storage tank contractor (H&K).





The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions in the basic discussion, please notify the Author in writing within seven days.

Respectfully submitted,  
CPL

Seth L. Krull, P.E.  
Project Engineer

cc: All attendees (via email)  
DOT, TA, County Highway (via email)  
NCCWD Group Members (via email)  
NYSDOH (via email)  
EFC (via email)

## **PROGRESS MEETING NO. 1 MINUTES**

PROJECT: North Chautauque County Water District Phase 2  
PW-3-21, Contract 11 Pump Station, DWSRF #18321  
CPL PROJECT NO.: 15204.00  
DATE: June 2, 2022 9:45 am

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1. Attendees
  - a. Complete attached sign in sheet.
2. Progress to Date
  - a. No site construction,
3. Future Work
  - a. St. George noted site work to start in June 2022.
  - b. BECC Electric to install electric facilities in summer 2022 and will coordinate with St. George.
  - c. Install watermain and tapped connections to existing main.
  - d. Concrete foundation.
  - e. Site work & parking area.
  - f. Install pump station
  - g. Testing of watermain and pump station.
4. Contract Time/Notice to Proceed
  - a. Both general and electrical contracts; substantial completion is December 31, 2022 per Change Order 1 time extension, previously was May 30, 2022.
  - b. Both general and electrical contracts; final completion is May 31, 2023 per Change Order 1 time extension, previously was August 31, 2022.
5. Permits
  - a. Contractor to work with CPL for submitting building permit to County & NYS.
6. Maintenance and Protection of Traffic
  - a. Adhere to DOT, County Highway and Town permit requirements.
7. SWPPP & Erosion Control
  - a. SWPPP permit not required. Ensure site kept in cleanly manner. Follow erosion and sediment control measures in contract documents.
8. Pay Requests & Stored Materials
  - a. Total contract amounts; General \$520,155.00, Electric \$23,000.00.
  - b. No pay applications to date.



9. RFI, ESI and Change Orders
  - a. Change order 1 processed for bid wage rates and time extension.
  
10. Progress Meeting
  - a. Next meeting to be determined, near end of June.
  
11. Other / Miscellaneous
  - a. Majority of product submittals approved, and American Iron Steel certificates obtained. Contractor to provide remaining certifications.
  - b. Need NCCWD to select building colors (shingles, siding, trim, doors, etc.). CPL to provide NCCWD with manufacturer color sheets. If samples needed, St. George can provide.
  - c. SCADA control consultant working on necessary components for pump station and tank. Services are direct with NCCWD.
  - d. Pump station has been ordered. Anticipate late 2022 delivery but could be delayed as backup generators are experiencing long lead times. Contractor to provide updates from manufacturer.
  - e. Kathy Tampo inquired as to how gas and electric utility accounts will be setup and coordination. Project is funded and owned by County so Finance Department will be involved. Paul Snyder noted that similar situation for County with South & Center Pump Station project. Kathy will investigate this project.
  - f. CPL noted that bid allowance items for any utility connection or permit fees.

The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions in the basic discussion, please notify the Author in writing within seven days.

Respectfully submitted,  
CPL

Seth L. Krull, P.E.  
Project Engineer

cc: All attendees (via email)  
DOT, TA, County Highway (via email)  
NCCWD Group Members (via email)  
NYSDOH (via email)  
EFC (via email)

## **PROGRESS MEETING NO. 1 MINUTES**

PROJECT: North Chautauque County Water District Phase 2  
PW-2-21, Contract 10 Storage Tank, DWSRF #18321  
CPL PROJECT NO.: 15204.00  
DATE: June 2, 2022 10:30 am

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1. Attendees
  - a. Complete attached sign in sheet.
  
2. Progress to Date
  - a. Cleared site of trees and brush.
  - b. Roughed graded site by striping topsoil and stockpiling.
  - c. Installed access road from Miller Road back to tank site. Ring road around tank also installed. Geotextile fabric and oversized stone used. Once work complete, additional stone to be added on top for finished surface.
  - d. Installed temporary erosion & control measures such as swales, stone check dams, silt sock filters, soil stockpiles, stabilized construction entrance and soil stockpiles
  - e. Removed 3-7 feet of unsuitable soil under proposed tank per geotechnical report.
  - f. Installed and compacted 3-7 feet of select stone backfill under proposed tank per geotechnical report.
  - g. Installed 12 inch watermain and hydrant.
  - h. Installed tank concrete foundation, floor, walls, and roof.
  - i. Installed concrete drainage inlet & piping. Also installed concrete vault for maintenance hut.
  - j. Painting of tank exterior.
  
3. Future Work
  - a. Electrical service.
  - b. Remaining site earthwork. Tank manufacturer does not recommend backfilling around tank until testing complete. H&K will look to complete site work beyond tank as much as possible in near future. Work near tank to be performed once testing done.
  - c. Completion of access road.
  - d. Site restoration.
  - e. Testing of tank and watermain
  - f. Telemetry
  
4. Contract Time/Notice to Proceed
  - a. Substantial completion is December 31, 2022 per Change Order 1 time extension, previously was May 30, 2022.



- b. Final completion is May 31, 2023 per Change Order 1 time extension, previously was August 31, 2022.
5. Permits
  - a. Building permit application send to County & NYS. Under review.
6. Maintenance and Protection of Traffic
  - a. Adhere to DOT, County Highway and Town permit requirements.
7. SWPPP & Erosion Control
  - a. SWPPP permit obtained. CPL to perform inspections once per week.
  - b. Ensure clean site with no erosion (soil kept off roads, inlets protected, waterways protected).
8. Pay Requests & Stored Materials
  - a. Total contract amount \$1,379,400.00
  - b. Pay application 1 in amount of \$195,842.50 approved and processed.
  - c. Pay application 2 in amount of \$188,635.80 approved and processed.
  - d. Pay application 3 in amount of \$93,119.00 approved and processed.
  - e. Pay application 4 in amount of \$266,332.50 approved and processed.
  - f. Pay application 5 in amount of \$242,535.00 approved and processed.
  - g. Draft pay application 6 in amount of \$189,483.20 under review.
9. RFI, ESI and Change Orders
  - a. Change order 1 processed for bid wage rates and time extension.
  - b. Change order 2 pending for stormwater facility changes needed for SWPPP permit from DEC office.
  - c. Several additional items were discussed. H&K to provide CPL with information for review.
    - i. extra fill material
    - ii. if testing cannot be done within next several months, water needs to be trucked into site for having some water in tank per manufacturer recommendations.
    - iii. Usage of backup generator and fuel to provide site power for tank construction as National Grid has been delayed in installing permanent electric service.
10. Progress Meeting
  - a. Next meeting to be determined, near end of June.



11. Other / Miscellaneous

- a. Discuss filling and testing of tank and watermain. Desired method is to obtain water once pump station and watermain are functional. This may be end of 2022 or spring 2023.
- b. Access road near entrance may need additional grading and stormwater changes due to wet soils. Watermain contractor will be performing work in this area, so coordination is needed.
- c. SCADA control consultant working on necessary components for pump station and tank. Services are direct with NCCWD.
- d. BECC Electric summarized coordination efforts with National Grid to setup site meeting and get permanent service installed. CPL and Water Group to inquire with National Grid to push project along.

The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions in the basic discussion, please notify the Author in writing within seven days.

Respectfully submitted,  
CPL

Seth L. Krull, P.E.  
Project Engineer

cc: All attendees (via email)  
DOT, TA, County Highway (via email)  
NCCWD Group Members (via email)  
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