

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, January 11, 2024, 4:00 p.m.

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

Vice -Chairman Lewis called the meeting to order at 4:00 p.m.

Pledge of Allegiance

The roll was called and a quorum was present.

Members Present: Rich Lewis, Tom Wik, Brian Purol, Terry Neibel, Dave Hazelton, Craig Miller

Members Absent: Dan Pacos, Priscilla Penfold, Richard Lascola, Bob Bankoski, John Penhollow

Others: Randy Woodbury, Kathy Tampio, Natalie Whiteman, Jim Crowell, Pierre Chagnon, Dale Carlson, Juan Pagan, Mayor Kate Wdowiasz

MOVED by Niebel, SECONDED by Miller, the minutes of 12/14/2023 were approved as presented by unanimous vote.

Privilege of the Floor

Randy Woodbury – introduced new City of Dunkirk Mayor Kate Wdowiasz. Reported that the City will be working on the water rate calculation to be presented to the NCCWD Board for review and approval.

Communications

1. Emails – CBI Water Works profit and loss statements
2. Email – received Draft MOU between NCCWD and NCIWD for the installation of the chlorination station at the NCIWD water storage facility.

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – Seth Krull (CPL) to finalize plans. NCCWD Board member input will be required to finish the plans. Meeting to be determined.

New Business

1. MOVED by Purol, SECONDED by Miller to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0006423-23-40 –Arrowhead Drive Master Meter in the amount of \$3,959.04.

Unanimously Adopted

2. MOVED by Miller, SECONDED by Wik, to approve payment of CBI Water Works Invoices for Operation and Maintenance costs pursuant to contract #19-39-02 as listed:
 - a. Invoice 18-23 – National Grid July-September electric in the amount of \$3,666.76
 - b. Invoice 19-23 – Village of Brocton Electric Oct-Dec. in the amount of \$47.79
 - c. Invoice 20-23 – Enviroteknix for water testing Oct-Dec in the amount of \$2,759.00
 - d. Invoice 21-23 – Lakeside Lawn mowing – Oct-Dec. in the amount of \$840.00
 - e. Invoice 22-23 – Chautauqua Metal for Chemicals – Dec. in the amount of \$682.00

Unanimously Adopted

3. MOVED by Hazelton, SECONDED by Miller, to approve payment of Municipal Solutions Invoice #20356 for Fiscal Services for EFC Grant pursuant to Contract #20-39-01 in the amount of \$710.40.

Unanimously Adopted

Reports

- **CBI Water Works Update** – Weekly financial updates are distributed to all member municipalities. Dave Hazelton requested that the reports be sent to all NCCWD members.
- **Financial Report and Administrative Update** – Financial Report prepared by Kathy Tampo (Hard copy Capital Report and 2023 & 2024 Budgets to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,388,993.77
 - **Grants Update** –
 - DOCCS – letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
 - ESD – 1st grant disbursement still in process pending MWBE waiver approval
 - EFC – draw #17 received from EFC in the amount of \$413,248.80
- **Capital Project Update** – see attached report

Discussion/Other

- Kathy Tampo – Annual County required training will be distributed to all board members. Financial Disclosure forms will be sent by email to all board members.

MOVED to Adjourn by Hazelton, SECONDED by Miller and Unanimously Carried, the meeting ended at 4:30 p.m.

Respectfully Submitted,

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

- Next Board meeting – February 8, 2024, 4:00 pm, Dunkirk Town Hall
- Meeting with City of Dunkirk - 2/13/2024 10a.m. re: establish water rate per Water Purchase/Supply Agreement

Approved as amended 2-8-2024(see underlined)

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: JANUARY 11, 2024 4:00 PM

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

1. NCCWD Phase 2 Improvements
 - a. Construction schedule: Testing of watermain and tank to occur over next few weeks. Then facilities can be placed in service upon DOH approval.
 - i. Watermain
 1. Construction complete.
 2. CPL sent contractor punch list.
 3. Watermain pressure tested & passed.
 4. Need to flush main & bacteria test.
 - ii. Storage Tank
 1. Site work complete and contractor recently restored site.
 2. Watermain pressure tested & passed.
 - 3. Contractor pressure washed tank.**
 - 4. CBI filling tank halfway so that watermain backwash can occur.**
 5. Bacteria test watermain, then tank.
 - iii. Pump Station
 1. Generator tested and CBI able to manually operate pumps for testing purposes.
 2. Awaiting SCADA controls installation.
 - b. Change Orders
 - i. None currently.
 - c. Pay Applications
 - i. None this month
 - d. Total construction contract amount \$3,693,218.55 of which \$3,291,702.08 has been requested (89%), includes above pay requests.

2. Town of Portland Water District 2 Van Buren Point
 - a. Construction started 10/23/23.
 - b. Watermain installation within Point area complete. About 8,100 feet of watermain installed.**
 - c. Next progress meeting 1/19/24 at 1pm.**



3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Town obtaining remaining easements.
 - b. Anticipate bid fall 2023 with construction start spring 2024.

4. Town of Dunkirk Shorewood Water Improvements
 - a. Town obtaining easements.
 - b. Anticipate bidding spring 2024 with construction starting summer 2024.

5. Village of Brocton DOCCS
 - a. CPL provided Village letter with recent water consumption data and revised reimbursement request of \$1,459,643.95.
 - b. Village request to DOCCS in May 2023. Awaiting DOCCS response.

6. Water Meter Grant (GIGP)
 - a. NYS program has limited funding and focus in on awarding funds to communities that currently have no meters. On behalf of involved municipalities, Pomfret submitted application in 2022 and was not awarded.
 - b. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporated into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
 - c. Portland & Brocton to use Badger meters. Dunkirk, Pomfret and Sheridan to use Neptune Meters.
 - d. No applications made in 2023 funding round.

7. Industrial Tank
 - a. Rehabilitation work complete. Tank back in service since first week of December.
 - b. Contractor to restore lawn in spring.

8. Brocton Central Ave Watermain
 - a. Preliminary review comments received. **CPL submitted final design plans to NYS and County DOH 1/3/24. Can bid upon approval.**



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. This work is to be done under Phase 2 Pump Station contract.

10. Chlorination Booster Stations.
 - a. Two stations to be located at Phase 2 pump station and at Industrial Tank.
 - b. CPL to submit preliminary design plans to DOH in near future.
 - c. To be change order to Pump Station General and Electrical contracts. Waiting on preliminary pricing from contractors.

11. Future Projects
 - a. Sheridan is moving forward with forming water district around Phase 2 watermain so they can connect with service lines. District formation takes 3-5 months. Enough residents are interested. Town meeting to be scheduled for discussing process.
 - b. Pomfret Phase 2 & 3 water projects under design. EFC awarded this week \$5 million for Phase 3.
 - c. Contemplate future Phase 3 capital improvements. NYS EFC has yearly submission deadline at end of July.