

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, August 11, 2022, 4:00 p.m.

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

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, Richard Lascola, Rich Lewis, Richard Purol, Dan Pacos, Craig Miller

Members Absent: Brian Purol, John Walker, Terry Niebel

Others: Kathy Tampio, Randy Woodbury, Juan Pagan

MOVED by Hazelton, SECONDED by Miller, the minutes of 7/14/2022 were approved as presented by unanimous vote.

Privilege of the Floor

- Randy Woodbury – Thankyou to Brian Purol for working with the City of Dunkirk to quickly stop the leak in NCIWD system and sustain water supply to District customers.

Communications

- Seth Krull – email request to Village of Fredonia, Town of Pomfret and City of Dunkirk to request “emergency” water use to provide water to the newly constructed water tank in Sheridan in order to complete tank testing and complete construction.
- Eric Wies – request made to prepare and send completed MWBE forms required for ESD grant disbursement.

Unfinished Business

1. City of Dunkirk Water Rate Calculation – Randy Woodbury – working with Mark Woods, City Treasurer and Marcia Beach to correspond with Dr. Reinelt to verify \$3.81/1,000 gallons water rate and develop simplified formula for future year calculations. Will make amendment recommendations regarding timing issues with rate calculations per the contract with NCCWD.

New Business

1. 2023 NCCWD Budget – Review and Approval – MOVED by Hazelton, SECONDED by Lewis to approve the 2023 NCCWD Budget as presented to the County Executive in preparation of the 2023 Tentative Budget to be reviewed and approved by the Chautauqua County Legislature.
Unanimously Carried
2. MOVED by Lewis, SECONDED by Miller, to approve payment of CPL Invoice #83698 in the amount of \$35,610.00 pursuant to Contract #16-01-01.
Unanimously Carried
3. MOVED by Pacos, SECONDED by Hazelton, to approve payment of Municipal Solutions, Inc Invoice #17697 for financial services for EFC grant administration pursuant to contract #21-39-01 in the amount of \$1,539.20
Unanimously Carried
4. MOVED by Lewis, SECONDED by Pacos, to authorize payment of S. St. George Pay Application #3 in the amount of \$156,561.81 less 5% retainage of \$7,828.08 pursuant to Contract #21-39-06 for Watermain Water System Improvements.
Unanimously Carried
5. MOVED by Hazelton, SECONDED by Lewis, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - 2964-22-21 Willow Road Master Meter in the amount of \$103,510.08
 - 2965-22-22 Lake Shore Dr W Master Meter in the amount of \$51,404.52
 - 2971-22-23 181 Stegelski Ave Master Meter in the amount of \$7.62
 - 2972-22-24 Stegelski Ave Master Meter in the amount of \$7.62
 - 2973-22-25 Lake Shore Dr E Master Meter in the amount of \$46,066.71
 - 2974-22-26 Brigham Rd Master Meter in the amount of \$160.02
 - 2975-22-27 Vineyard Dr Master Meter in the amount of \$1,581.15*Unanimously Carried*
6. Discussion – Direct Tampio to develop a letter regarding opposition to Wind Turbine project in Lake Erie to be signed by Chairman Purol on behalf of the NCCWD Board. Send to NY Senator Borrello, NY Assemblyman Goodell and Governor Hochul.
7. Discussion – status of NCIWD Tank Rehabilitation project – Resolutions to authorize grant application, project bonding and SEQR determination are on the County Legislature agenda for their 8/24/2022 meeting.
8. Discussion – Consideration of bulk CBI Water Works rate for temporary agriculture use.
9. Discussion – Standardization of water meters for municipal water distribution systems.

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 – New contract must be developed with revised project scope and water use data.
 - ESD – 1st grant disbursement in process
 - EFC –Draws #6 and #7 have been received from EFC from the Short Term Financing of Phase II Capital Project. Total funds received to date = \$1,702,752.79 (Draws #1-7)

NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS
DATE: AUGUST 11, 2022, 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:
 - i. Watermain – **installation of all main almost complete with portions of Miller Road remaining along with Thruway drill.**
 - ii. Storage Tank – majority of site earthwork and concrete tank completed. **Testing and disinfection anticipated end of 2022 or early 2023 when pump station is operational.**
 - iii. **Pump Station – site work to start summer/fall 2022. Pump station may be delivered end of 2022 but possible delay into early 2023 as backup natural gas generator that is contained within station has severe material delays.**
 - b. **Progress meeting number 2 held on 8/5/22. Additional meetings to be around end of August.**
 - c. **Emergency contract between Village of Fredonia, Town of Pomfret and NCCWD to be used for providing several hundred thousand gallons of water to fill tank with several feet of water. CPL made request to the above entities. At July trustee meeting, Fredonia is acceptable with request and will pass resolution. City of Dunkirk has discussed with Fredonia and is also acceptable. CPL coordinating with parties to determine when water can be obtained. Notification will be provided prior to starting.**
 - d. Total construction contract amount \$3,452,240.00 of which \$1,912,547.31 has been requested (55%).
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. **Another meeting possible in late August. Look to get easements by 9/15, then finalize design after.**
 - c. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 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.
 - c. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 2023.



4. Town of Dunkirk Shorewood Water Improvements
 - a. Preliminary design underway with design documents to be ready Summer 2022 for submission to review agencies. Desired easements will be identified on documents.
 - b. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 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.**

6. **Water Meters**
 - a. Group to standardize on meter. This meter can then be incorporating into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk). **Group has met with Neptune and Badger representatives.**
 - b. Company of selected meter can prepare propagation study & cost estimate. This information is needed to prepare engineering report for submission.
 - c. Look to submit in 2023, typical CFA submission deadline is end of July.**

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. **Residents were at 7/13 Sheridan Town Board meeting. Residents attempting to obtain petition.**
 - b. Contemplate future Phase 3 capital improvements. **Refer to CPL 11x17 figure noting possible projects. If seeking EFC funding, amended Map Plan & Report is required.**

8. Industrial Tank
 - a. CPL preparing funding application to EFC WIA program with 9/9/22 submission deadline. Program offers subsidized loans plus possibility of grant award.**
 - b. Anticipate EFC announce funding awards late 2022**



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.**

- **CBI Water Works** – Current balance due in arrears = \$1,268,861.65
- **Capital Project Update** – by Seth Krull – See attached Report

MOVED to Adjourn by Lewis, SECONDED by Pacos and Unanimously Carried, the meeting ended at 5:14 p.m.

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

- Next meeting – September 8, 2022, 4:00 pm, Dunkirk Town Hall

Approved 9/8/2022