

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, November 9, 2023, 4:00 p.m.

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

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

Pledge of Allegiance

The roll was called and a quorum was present.

Members Present: Rich Lewis, Dan Pacos, Juan Pagan, Richard Lascola, Tom Wik, Brian Purol, Craig Miller, Bob Bankoski, John Penhollow, Terry Neibel, Dave Hazelton

Members Absent: None

Others: Randy Woodbury, Kathy Tampio, Natalie Whiteman, Jim Crowell, Pierre Chagnon, Seth Krull, Verity Merle, Mitch Magierski

MOVED by Miller, SECONDED by Niebel, the minutes of 10/12/2023 were approved as presented by unanimous vote.

Privilege of the Floor –

Verity Merle – re: CBI WW billings questions for her Brocton properties large meter readings to be addressed to CBI WW representatives and staff.

Dave Hazelton – suggest CBI WW group discuss customer issues and resolution process.

Communications

1. Email – from K. Tampio to Seth Krull (CPL) regarding new hydrant on route 20 E to be turned and place on punch list as action item.
2. Email – joint with Municipal Solutions, Seth Krull (CPL) and ESD regarding MWBE Waiver completion for 1st ESD Grant.

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – Natalie Whiteman to forward Vulnerability Assessment comments to Seth Krull (CPL)

New Business

1. MOVED by Miller, SECONDED by Pagan, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. 0002964-23-31 for Willow Road master meter in the amount of \$110,023.68
 - b. 0002965-23-32 for Lake Shore Dr W master meter in the amount of \$42,524.16
 - c. 0002971-23-33 for 181 Stegelski Ave master meter in the amount of \$30.72

- d. 0002972-23-34 for Stegelski Ave master meter in the amount of \$3.84
- e. 0002973-23-35 for Lake Shore Dr E master meter in the amount of \$22,014.72
- f. 0002974-23-36 for Brigham Rd master meter in the amount of \$69.12
- g. 0002975-23-37 for Vineyard Dr master meter in the amount of \$1,175.04

Unanimously Adopted

2. MOVED by Niebel, SECONDED by Hazelton, to approve Change Order #3 for St. St. George Watermain contract to increase the total contract amount by \$29,796.33. New total contract amount will be \$1,582,481.33.

Unanimously Adopted

3. MOVED by Lewis, SECONDED by Hazelton, to approve S. St. George Watermain Payment Application #7 in the total amount of \$346,657.18 less 5% retainage of \$17,332.86.

Unanimously Adopted

4. MOVED by Miller, SECONDED by Lewis, to approve payment of S. St. George Pump Station Payment Application #3 in the total amount of \$84,015.00 less 5% retainage of \$4,200.75.

Unanimously Adopted

Reports

- **Chairman's Report** – Dan Pacos – reported attendance at OSC Audit meeting at Chautauqua County for comments/questions re: draft report. Final Audit report expected to be released by the end of the year. When final report is issued, the County will have 90 days to submit a corrective action plan.
- **CBI Water Works Update** – Dan Pacos
Weekly financial updates are distributed to all member municipalities.
- **Financial Report and Administrative Update** –Financial Report prepared by Kathy Tampio (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,253,373.47
 - **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 submitted to EFC in the amount of \$413,248.80
- **Capital Project Update** – Seth Krull, see attached report

Discussion/Other

- Need a discussion of plan to pay NCCWD CBIWW outstanding water payments in arrears.
- Contract between NCIWD and CBI WW to be amended by resolution of the Chaut. County Legislature at November Legislature meeting. Amendment added to include amount for annual estimated water loss.

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: NOVEMBER 9, 2023 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: **goal is to have facilities operational by end of year. On 11/8/23, pump startup occurred with contractors and CBI. Testing of watermain and tank can now occur over next few weeks.**
 - i. Watermain
 1. **Construction complete. Awaiting testing. CPL preparing punchlist for minor work items.**
 - ii. Storage Tank
 1. **Site work complete and contractor recently restored site.**
 2. **Fill & test tank once watermain has passed testing.**
 - iii. Pump Station
 1. **Parking lot pavement and access gate installed.**
 2. **Watermain with pump station passed testing.**
 3. **CBI to manually operate pump over several days for testing of main and tank.**
 - b. Change Orders
 - i. **Watermain – Change Order 3 requested to incorporate additional work during construction and balance bid items. Total net increase of \$29,796.33.**
 - c. Pay Applications
 - i. **Watermain pay app 7 request for \$332,934.55**
 - ii. **Pump Station General pay app 3 request for \$80,314.25**
 - 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. **First progress meeting held 11/3. Next meeting to be 11/17.**
 - c. Majority of construction to be in 2023.
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 late 2023 with construction starting spring 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.**
 - b. **Testing occurring from 11/6 to 11/9. Once County DOH approves testing, tank can be placed into service.**
8. Brocton Central Ave Watermain
 - a. Preliminary review comments received. Coordinating with DOT for Route 20 construction method. Once resolved, resubmit final design documents. Anticipate bid late 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. 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 now seem interested. Town meeting to be scheduled for discussing process.
 - b. Contemplate future Phase 3 capital improvements. NYS EFC has yearly submission deadline at end of July.

- Response from County Attorney – re: Portland Pump Station Lot and Brocton Water Tank lot, Portland/Brocton liability insurance. County cannot assume transfer of ownership until Brocton EFC Loan satisfied. Insurance must remain with municipality ownership of Portland and Brocton.

MOVED to Adjourn by Hazelton, SECONDED by Lewis and Unanimously Carried, the meeting ended at 5:29 p.m.

Respectfully Submitted,

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

- Next meeting – December 14, 2023, 4:00 pm, Dunkirk Town Hall

Approved 12/14/2023