

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, March 14, 2024, 4:00 p.m.

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

Chairman Pacos 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, Brian Purol, Terry Niebel, Dave Hazelton, Craig Miller, John Penhollow, Priscilla Penfold, Dan Pacos, Richard Lascola

Members Absent: Bob Bankoski, Tom Wik

Others: Randy Woodbury, Kathy Tampio, Natalie Whiteman, Jim Crowell, Pierre Chagnon, Eric Wies, Mayor Kate, Paul Parker, Dr. Reinelt, Mitch Magierski

MOVED by Niebel, SECONDED by Miller, the minutes of 2-8-2024 were approved as presented by unanimous vote.

Privilege of the Floor – No one spoke

Communications

None

Unfinished Business

- **CBI Water Works Assessment & Emergency Response Plans** – Dan Pacos – Supervisors and Mayor have been working with Natalie Whiteman (CCDOH) and Seth Krull (CPL) to provide necessary documents for the Vulnerability and Risk/Resiliency Assessment by Friday 3/15/2024. The Assessment will be provided to CCDOH by paper form or share file by the end of the month when she will report receipt to EPA. Emergency Response plan final copy must be submitted by 6/29/2024.

New Business

- I. MOVED by Miller, SECONDED by Purol, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0002432-24-8 – Greenhurst & Franklin Ave. Master Meter in the amount of \$6,186.24
 - b. Invoice #0002433-23-9 – Roberts Rd. & Urban Rd Master Meter in the amount of \$62,204.16

Unanimously Adopted

2. MOVED by Hazelton, SECONDED by Lewis to select Option 1 as presented by Eric Wies (CPL) for the Phase 3 Capital Improvement project to be described in the Map, Plan and Report to be provided by CPL – components to be as described in the March 14, 2024 cost estimate and map:
 - a. Route 20 Water Main (Portland)
 - b. Williams Street Water Main (Dunkirk)
 - c. Route 60 Water Main (Pomfret & Dunkirk)
 - d. Route 5 Water Main (Dunkirk)
 - e. Route 5 Water Main (Portland)
 - f. Master Meters

Unanimously Adopted

3. MOVED by Lewis, SECONDED by Niebel, to approve CPL amendment to contract 16-01-01 *Agreement with County of Chautauqua for Architectural & Engineering Services North Chautauqua County Water District* by increasing the contract amount by \$26,400 to cover the cost of master meter work described in the March 3, 2024 proposal.

Unanimously Adopted

4. February Sampling – Natalie Whiteman, CCDOH – Discussion of a positive water sampling report that was not reported correctly to CCDOH by the vendor. CBI WW will consider alternate water testing from other vendors including the potential to contract with the City of Dunkirk for water testing services.
5. Proposed City of Dunkirk Water Rate Calculation – presented by City of Dunkirk and Dr. Reinelt.

MOVED by Lewis, SECONDED by Miller to approve the new City of Dunkirk Water Rate for the year 2024 set at \$5.16/1,000 gallons metered water. New rate to commence in the April 2024 City water invoices to the NCCWD.

Unanimously Adopted

6. MOVED by Lewis, SECONDED by Niebel to set NCCWD water rate charged to customer CBI Water Works and their member municipalities at \$6.30/1,000 gallons metered water. New rate to commence in the April 2024 invoices to CBI WW based on the April 2024 invoices received from the City of Dunkirk to NCCWD. The rate calculation is based on the following per 1,000 gallons metered water;

- a. City of Dunkirk rate = \$5.16
- b. Debt Service for NCCWD = \$1.00
- c. O&M costs for NCCWD = \$0.14

TOTAL = \$6.30

Unanimously Adopted

7. MOVED by Penfold, SECONDED by Miller, to approve payment of S. St. George Pay Application #8 in the total amount of \$271,917.72 pursuant to Contract #21-30-06 Phase 2 Watermain improvements.

Unanimously Adopted

Reports

- **Chairman’s Report and CBI Water Works Update** - CBI WW P&L reports forwarded by email to members – closing 2023 FY showing in the black. Hazelton – provided a water loss calculation to board for discussion. CBI WW staff will contact Rural Water to inquire about assistance to provide testing for potential water loss within the municipal

systems. Hazelton asked who authorizes meter estimating for accounts without functioning water meters. CBI WW staff coordinate data utilized for estimated meter readings. Miller discussed how to facilitate needed meter replacements in the village of Brocton system. It was suggested that local officials assist with contacting property owners where meters need to be replaced so CBI WW staff can make an appointment for meter replacements that are located within the building. Penhollow suggested CBI WW develop an effective meter replacement plan.

- **Financial Report and Administrative Update** –Financial Reports prepared by Chautauqua County Budget Director Swan and by Kathy Tampio (Hard copy Capital Report and 2024 Budget to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,596,778.09
 - **Grants Update** –
 - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response. Suggested Brocton involve municipal attorney and state representatives.
 - ESD – 1st grant disbursement still in process pending MWBE waiver approval. Documents provided to ESD for 2nd grant processing.
 - EFC – draw #18 submitted to EFC in the amount of \$263,694.23
- **Capital Project Update** – see attached report

Discussion/Other

- **NCCWD Administration** – Pierre Chagnon (Chautauqua County Legislature Chairman) – In view of the pending retirement of Kathy Tampio as NCCWD Administrative Coordinator, discussion has begun to successfully prepare for a succession plan. Chairman Chagnon has suggested the creation of a full-time executive director that would administer the NCCWD as well as the PPDS and the NCIWD and NCISD. A job description is being developed and a consultation with the Chautauqua County Human Resources Department will be arranged to start the hiring process.
- **OSC Audit – Corrective Action Plan (CAP)** – Pierre Chagnon – reported that the Chautauqua County Legislature approved the CAP and it has been sent to the NYS OSC for their official approval.
- MOVED by Pacos, SECONDED by Lewis, in support of the effort by Chautauqua County Legislature to create a Full-Time management position of Executive Director for the county districts of NCCWD, PPDS and the NCIWD & NCISD.
Unanimously Adopted

MOVED to Adjourn by Lascola, SECONDED by Lewis and Unanimously Carried, the meeting ended at 5:27 p.m.

NCCWD CAPITAL PROJECT UPDATE

PROJECT: Various Projects

DATE: March 14, 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: 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. Watermain flushed.
 - 5. Chlorination & bacteria test completed. CPL to submit results to County DOH for approval.**
 - ii. Storage Tank
 1. Site work complete and contractor recently restored site.
 2. Watermain pressure tested & passed.
 3. Contractor pressure washed tank.
 4. Watermain flushed. Tank filled now with several feet of water.
 - 5. Chlorination & bacteria test needed. To be in next several weeks. County DOH to then approve.**
 - iii. Pump Station
 1. Generator tested and CBI able to manually operate pumps for testing purposes.
 2. Backup generator gas piping installed, and National Fuel turn on service.
 3. Awaiting SCADA controls installation.
 - b. Change Orders
 - i. None currently.
 - c. Pay Applications
 - i. Contract 9 Watermain – S. St. George, pay app #8 for \$258,321.83 (95%). Next pay app to be final for 5% retainage release.**
 - d. Total construction contract amount \$3,693,218.55 of which **\$3,550,023.91** has been requested (**96%**), includes above pay requests.



2. Town of Portland Water District 2 Van Buren Point
 - a. Construction started 10/23/23.
 - b. About **82%** or **19,000** feet of watermain installed.
 - c. Next progress meeting **3/15/24** at 1pm. **Likely to be update email and not in person meeting.**

3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Town obtaining **two** remaining easements.
 - b. Anticipate bid in next month or two.**

4. Town of Dunkirk Shorewood Water Improvements
 - a. Town sending easement requests to property owner in next few weeks.**
 - b. Anticipate bidding **late 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.
 - c. CPL working with Brocton and CBI to send requested information and letter to DOCCS.**

6. Water Meter Grant (GIGP)
 - a. Portland & Brocton to use Badger meters. Dunkirk, Pomfret and Sheridan to use Neptune Meters.
 - b. 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. Bid opening 3/13/24. CPL reviewing bids for possible 3/20/24 Village Board award.**



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. Additional master meter pits within district.**

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

- Next Board meeting – April 11, 2024, 4:00 pm, Dunkirk Town Hall

Approved 4-11-2024