

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, December 14, 2023, 4:00 p.m.

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

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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, Dan Pacos, Juan Pagan, Richard Lascola, Tom Wik, Brian Purol, Bob Bankoski, John Penhollow, Terry Neibel, Dave Hazelton

**Members Absent:** Craig Miller

**Others:** Randy Woodbury, Kathy Tampio, Natalie Whiteman, Jim Crowell, Eric Wies, Priscilla Penfold

MOVED by Hazelton, SECONDED by Pagan, the minutes of 11/9/2023 were approved as presented by unanimous vote.

**Privilege of the Floor** –

- Rich Lewis – recommended that there be no discussion of specific CBI WW business by the public during NCCWD Board meetings due to the confusion by the public and to maintain separation of public concerns/issues during NCCWD meetings. Specific public concerns to be addressed to CBI WW members outside of NCCWD meetings.

**Communications**

1. CCIDA notice of Coordinated Review and Intent to act as Lead Agency for the Silver Creek Apartments, LLC Project
2. Email – CBI Water Works profit and loss statements
3. National Grid – Notification of Routine Tree Maintenance

**Unfinished Business**

- CBI Water Works Assessment & Emergency Response Plans – Natalie Whiteman to coordinate with Seth Krull (CPL) to finalize plans.

**New Business**

1. MOVED by Pagan, SECONDED by Purol, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
  - a. Invoice #0002432-23-38 – Greenhurst & Franklin Ave. Master Meter in the amount of \$6,163.20.
  - b. Invoice #0002433-23-39 – Roberts Rd. & Urban Rd Master Meter in the amount of \$58,540.80.

***Unanimously Adopted***

2. MOVED by Wik, SECONDED by Bankoski, to approve Municipal Solutions, Inc. Invoice #20057 for financial services for ESD grant administration in the amount of \$4,662.00 pursuant to contract #21-39-02.

***Unanimously Adopted*****Reports**

- **Chairman's Report** – Dan Pacos – Waiting with interest to hear status of Village of Fredonia engineering report regarding next steps for their Water Treatment and Distribution system. Discussion of proposed Town of Pomfret North End Water District expansion.
- **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 = \$1,401,602.07
  - **Grants Update** –
    - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
    - ESD – 1<sup>st</sup> 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** – Eric Wies, see attached report

**Discussion/Other**

- Juan Pagan – re: his last meeting as Town of Dunkirk Supervisor. Expressed many thanks for all members of NCCWD and their accomplishments and contributions to the regional water system. Wished everyone well in the future.
- Dan Pacos – re: many thanks to Juan Pagan for his service to the NCCWD and Town of Dunkirk.

MOVED to Adjourn by Niebel, SECONDED by Lewis and Unanimously Carried, the meeting ended at 5:02 p.m.

Respectfully Submitted,

## NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: DECEMBER 14, 2023 4:00 PM

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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 to pressure wash tank, fill to backflush all watermain.**
      - 4. 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. Next progress meeting 1/5/24 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 obtained DOT comments for allowable work within Route 20. Plans to finalized and submitted for approval. Anticipate bid early 2024.**



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. 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.**

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

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

*Approved 1/11/2024*