

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, December 8, 2022, 4:00 p.m.

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

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

The roll was called and a quorum was present.

Members Present: Dave Hazelton, Rich Lewis, Richard Purol, Dan Pacos, John Walker, Craig Miller, Terry Niebel, Brian Purol

Members Absent: Richard Lascola

Others: Kathy Tampio, Juan Pagan, Seth Krull, Mitch McGursky, Paul Snyder

MOVED by Niebel, SECONDED by Miller, the minutes of 11/17/2022 were approved as presented by unanimous vote.

Privilege of the Floor

- **Paul Snyder** – Reported that he will be leaving employment with Chautauqua County as an engineer for the Environmental Health Department to take a position with Jamestown BPU effective January 3, 2023. He thanked all for a very positive working relationship and efforts to accomplish the NCCWD Capital Project. The Board thanked him for all his efforts on behalf of the NCCWD.

Communications

- **National Grid – Re:** agreement and permit fee to install utility poles to provide electric and phone to the new Water Storage Tank in Sheridan.
- **Chautauqua County Hazard Mitigation Plan** – Re: consultants request for information related to the NCCWD infrastructure.

Unfinished Business

- City of Dunkirk Water Purchase/Supply Contract and Water Rate Calculation
MOVED by Pacos, SECONDED by Lewis to agree to the City of Dunkirk water rate increase for 2023 as proposed in the communication received from the City dated 10/13/2022. The new water rate to increase by 3 cents from \$3.81 to \$3.84/1,000 gallons metered. In addition to begin the process to amend by addendum the agreement with the City of Dunkirk for Water Purchase/Supply Agreement #18-39-04, subject to approvals by the City of Dunkirk Council, NCCWD board and by resolution of the Chautauqua County Legislature.
Unanimously Carried

- CBI Water Works Assessment & Emergency Response Plans – *Seth Krull reported it is still in process.*
- Discussion/Action – Phase II Capital Project Change orders – *Seth Krull reported change orders are still in process with project contractors.*
- Discussion/Action – Village of Fredonia Water Billing for water consumed for Phase II Capital Project Water Storage Tank testing pursuant to Contract #21-39-01 – *Village of Fredonia Water Billing received by CBI Water Works to be forwarded to K. Tampio for Capital Project payment processing.*

New Business

1. MOVED by Lewis, SECONDED by Miller, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0002432-22-38 – Greenhurst & Franklin Ave. Master Meter in the amount of \$4,370.07.
 - b. Invoice #0002433-22-39 – Roberts Rd. & Urban Rd Master Meter in the amount of \$54,757.32.

Unanimously Carried

2. MOVED by Walker, SECONDED by Lewis to increase the 2023 NCCWD water rate charged to CBI Water Works by 3 cents, from \$4.93 to \$4.96.

Unanimously Carried

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, MWBE documents to be completed
 - EFC – Draw #10 has been submitted in the amount of \$86,785.05
 - **CBI Water Works** – Current balance due in arrears = \$1,379,461.92
Walker reported – Water loss report status – unable to calculate per municipality due to not enough water meters. Open Meetings of CBI WW – if a meeting with all five CBI members it is subject to open meetings law and public notice. Five is required to set rate changes and policy. Need to work on procurement policy.
- **Capital Project Update** – by Seth Krull – See attached

Discussion/Other

- Hazelton – Brocton Trailer Park water meters.
- All – discussion of project infrastructure security needs, battery backup and additional chlorination stations.

NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS
DATE: DECEMBER 8, 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 except Thruway drill. 2nd master meter vault at Portland/Pomfret Town line installed and passed testing. Installed pipe is filled with water by obtaining water from Pomfret/Sheridan master meter vault in early September.
 - ii. Storage Tank – majority of site earthwork and concrete tank completed. Testing and disinfection anticipated early 2023 when pump station is operational. Tank has been filled with several feet of water from Pomfret/Sheridan meter vault mid-October. Tank will be completely filled once pump station operational.
 - iii. Pump Station – site work started August 2022. Watermain connection to South Roberts road and concrete foundation completed. Pump station delivery anticipated early 2023.
 - b. Change order to be process with St George for watermain contract to account for additional work during construction and balance over/unders.
 - c. **CPL has finished reviewing change order paperwork submitted by H& K for storage tank. CPL to discuss with H&K in near future. CPL will then present formal requests to the Water Group.**
 - d. Emergency contract approved between Village of Fredonia, Town of Pomfret and NCCWD. Water has been obtained to fill watermain and partially fill tank. **Billing process to be: Fredonia -> Pomfret -> NCCWD.**
 - e. Total construction contract amount \$3,475,240.00 of which \$2,233,540.94 has been requested (64%).
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 and 9/1/22.
 - c. CPL finalizing design and easements during 2022 and bid 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. Additional easements needed for roadways. CPL working with Town and their attorney.
 - c. Anticipate finalize design and easements during 2022 and bid Winter 2022 with construction 2023.

4. Town of Dunkirk Shorewood Water Improvements
 - a. Preliminary design documents submitted to regulatory agencies 9/7/22.
 - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
 - c. Anticipate finalize design and easements during 2022 and bid 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.
 - d. CPL sent Group members information regarding above to assist in reaching resolution with DOCCS.

6. Water Meter Grant (GIGP)
 - a. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporating into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
 - b. To assist with future grant application, Badger can prepare propagation study & cost estimate. This information is needed to prepare engineering report for submission. Badger can meet with group to discuss remote meter operation and billing options.
 - c. CFA application under Town of Pomfret made in July 2022 to obtain funding for replacing 2,200 meters with total cost of \$1,420,000.
 - d. NYS EFC announced awards 11/14/22 and application was not approved.
 - e. Consider applying again in 2023 with applicant again as Pomfret or NCCWD/CBI.



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. Enough residents now seem interested. Town meeting to be scheduled for discussing process.
 - b. Contemplate future Phase 3 capital improvements.**
 - c. Town of Pomfret was awarded \$5.5 million grant from EFC WIIA program for North End Water project.

8. Industrial Tank
 - a. CPL submitted funding application to EFC WIIA program. Program offers subsidized loans plus possibility of grant award.
 - b. Anticipate EFC announce funding awards late 2022.
 - c. NYS EFC announced awards 11/14/22 and application was not approved.
 - d. CPL starting design. County funding to be utilized.

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.

MOVED to Adjourn by Hazelton, SECONDED by Lewis and Unanimously Carried, the meeting ended at 5:28 p.m.

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

- Next meeting – January 12, 2023, 4:00 pm, Dunkirk Town Hall

Approved 2/9/2023