

**Minutes**

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, January 9, 2020, 4:00 p.m.

Fireside Manor Restaurant

5377 W. Lake Road, Dunkirk, NY 14048

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Clerk Tampio called the meeting to order at 4:00 p.m.

The roll was called and a quorum was present.

**Members Present:** Dan Pacos, Richard Purol, John Walker, Richard Frost, Jay Warren, Terry Niebel, Dave Hazelton, Brian Purol

**Members Absent:** Dan Schrantz

**Others:** Kathy Tampio, Juan Pagan, Tom Wik, Eric Wies, Jim Crowell, Jacqueline Phelps, Randy Woodbury, Art Miller, Natasha Matteliano

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ELECTION OF BOARD CHAIRMAN

MOVED by Walker, SECONDED by Frost to elect Richard Purol as Board Chairman.  
*Unanimously Carried*

MOVED by Frost, SECONDED by Niebel to elect John Walker as Board Co-Chairman to officiate at board meetings when the Chairman is absent.  
*Unanimously Carried*

MOVED by Niebel, SECONDED by Warren, the minutes of 12/12/2019 were approved by unanimous vote.

**Privilege of the Floor** – Jim Crowell asked if snow markers will be installed on new fire hydrants in the Town of Sheridan. Supervisor Walker responded that it is in the Town’s budget to do install snow markers.

**Communications**

1. Email and phone conference between Randy Woodbury and Clerk Tampio regarding the status of turn-over of City water billing to East side Route 5 customers and NCIWD. Target date for turn-over is January 31, 2020.

**Unfinished Business**

1. **Fredonia Interconnections** – Clerk Tampio was directed to send follow-up request communication to new Village of Fredonia Mayor and all Trustees regarding interconnection approval. (Detail map to be provided with cover letter).
2. **Amendment to the Water Purchase/Supply Agreement with the City of Dunkirk** – Clerk Tampio was directed to communicate follow-up request to City of Dunkirk Mayor and Attorney with amendment language regarding emergency water use.
3. **Decision on pump station options and NCIWD Water Storage Tank** – Eric Wies (CPL) recommended that option 2 to construct new remote pump station on Town of Dunkirk property located at Roberts and Tenney roads. This will eliminate the need to install water mains through private property and thereby eliminate the need for private easements.

MOVED by Hazelton, SECONDED by Walker to approve pump station option 2 – Install a new prefabricated pump station at a new location on Town property.

*Unanimously Carried*

NCIWD Water Storage Tank – Eric Wies (CPL) reported that he has investigated similar tank conditions and rehabilitation efforts, particularly at Ellicottville where they have rehabbed a similar condition tank. He will explore the possibility of applying for a WIIA grant in the next round with a potential 60% match grant funding. He has estimated the cost to rehab the NCIWD tank at \$743,000 versus \$2.88 million to build a new replacement tank.

**New Business**

1. Lateral Restriction Resolution –
  - MOVED by Hazelton, SECONDED by Frost to approve the Lateral Restriction Resolution as presented.

*Unanimously Carried*
2. Phase II Easements – several listed are not necessary now that the new pump station will be in another location. Will have to transfer ownership of Town of Dunkirk property to NCCWD for the pump station and Town of Sheridan property for the new water storage tank.
3. Ethics Training – Confirmation of Receipt distributed for signatures
4. Financial Disclosure Statements – Received from several board members, balance to be forwarded to County Executive's office
5. Press Release – Capital Project Update, new Chairman, new board member – postponed until after activation of water service completed from City of Dunkirk to Route 5 East and NCIWD.

**Reports**

1. Financial Report and Administrative Update – Kathy Tampio

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report**

Prepared by Kathy Tampio

1/7/2020

balance  
increase

**CAPITAL PROJECT EXPENSE**

| VENDOR                   | Contract Amount | Expense to date | DESCRIPTION                             |
|--------------------------|-----------------|-----------------|---|
| CPL-3RD amended          | \$ 1,372,902.00 | \$ 1,096,092.00 | Professional Services - Engineering     |
| Chaut. County Engineer   |                 | \$ 20,311.94    | Professional Services of Paul Snyder    |
| CSX                      |                 | \$ 6,850.00     | Permit Fee                              |
| CSX - Engineer fee       |                 | \$ 25,130.84    | Inspection Fees per Agreement           |
| Norfolk Southern         |                 | \$ 12,500.00    | Permit Fee                              |
| Norfolk Southern         |                 | \$ 11,431.84    | Engineering/inspection fees             |
| NYS DEC                  |                 | \$ 330.00       | Base permit fee                         |
| National Grid            |                 | \$ 3,300.00     | Permit Fee                              |
| Empire State Development |                 | \$ 250.00       | Grant application fee                   |
| Chaut. County            |                 | \$ 913.90       | Map & Plan amendment printing           |
| Chaut. County            |                 | \$ 5,797.73     | Map & Plan amendment mailing postage    |
| Observer/P-J             |                 | \$ 54.27        | Legal Ads - Notice required by NYS DEC  |
| Observer/P-J             |                 | \$ 117.90       | Legal Ads- Map & Plan amendment         |
| Brocton Village          |                 | \$ 63,560.25    | Capital Project Overrun Reimbursement   |
| Brocton Village          |                 | \$ 365,350.07   | Capital Lease - EFC Loan Debt Service   |
| Contract 8 - 716         | \$ 1,367,675.00 | \$ 1,278,129.50 | Contract 8 - Sheridan Water Main const. |
| Contract 5 - DJM         | \$ 531,000.00   | \$ 214,517.50   | Contract 5 - meter vaults const.        |
| Dunkirk Upsizing         | \$ 271,000.00   | \$ 271,000.00   |   |
| ESD GDA Fee              | \$ 10,384.19    | \$ 10,384.19    |   |

|                                      |                            |
|--------------------------------------|----------------------------|
| <b>TOTAL CAPITAL EXPENSE TO DATE</b> | <b>\$<br/>3,386,021.93</b> |
|--------------------------------------|----------------------------|

**County Interim funding - Capital - CC RES 236-19 extended up to \$4mil to 12/31/2020**

| <b>NCCWD 2019 OPERATING BUDGET</b> |                      |                    |                            |
|------------------------------------|----------------------|--------------------|----------------------------|
| Expense                            | .1 base pay          | \$<br>1,253.12     | Payroll Allocation-Admin   |
|                                    | .4 contractors       | \$<br>400,155.57   | City Dunkirk Water/CBI O&M |
|                                    | .8 Benefits          | \$<br>555.51       | Payroll Allocation-Admin   |
|                                    | <b>TOTAL EXPENSE</b> | \$<br>401,964.20   |                            |
|                                    | <b>TOTAL REV</b>     | \$<br>165,257.29   | CBI Water Works            |
|                                    | <b>DEFICIT</b>       | \$<br>(236,706.91) |                            |

|                     |                 |                  |                  |
|---------------------|-----------------|------------------|------------------|
| Outstanding Revenue | CBI Water Works | \$<br>156,963.37 | 2nd quarter 2019 |
|                     |                 | \$<br>188,420.49 | 3rd quarter 2019 |
|                     |                 |                  | 4th quarter 2019 |
|                     |                 | \$<br>345,383.86 | <b>TOTAL DUE</b> |

- **Agreement of Service** for Municipal Solutions for Financial Services for the \$3million WIIA grant is near completion in county contract system.
- **SAM GRANT** - the SAM grant disbursement agreement in the amount of \$100,000. Chautauqua County Legislature passed a resolution to accept the grant at their 12/18/19 Legislature meeting. Paperwork is being processed to execute the grant agreement.
- **2019 ACCRUALS** – Accruals will be processed for outstanding 2019 revenue (CBI Water Works – water charges) and 2019 expense (City Water Bill)

2. Capital Project Construction Update – Eric Wies

- Contract 8 – Route 5 Sheridan Water Main is almost complete except for connection by Silver Creek.
- All Meter Vaults, except Brigham Road, passed and have been submitted to Paul Snyder (CCDOH) for approval.
- Design Status – Phase II – 80% complete for water tank and water mains. NYSDOH has asked for updated engineering report with Phase II construction.
- Pump Station design being prepared for submittal to DOH.
- Phase II projects to be bid March/April.
- Town Projects in process –
  - Town of Dunkirk – at Shorewood
  - Town of Portland – at Van Buren

- Town projects under discussion –
  - Route 5 water main from city to conference center – possible Town of Dunkirk project
  - Roberts Rd. East on Route 20 – town extension
  
  - Route 5 West – Portland to Westfield – town extension
- Eric Wies to contact NYS Department of Corrections to inquire status of additional grant for water system improvements

**Discussion:**

- Warren – NCCF is in the process of applying for a Ralph Wilson Foundation Grant and asked that all municipal leaders submit letters of support for that effort.
- Hazelton – request for information from CBI Water Works regarding water loss data and financial audit for FY 2019.
  - MOVED by Hazelton, SECONDED by Warren to request CBI Water Works perform an audit of FY 2019 financials and provide a copy of said audit to the NCCWD Board.

*Unanimously Carried*

MOVED to Adjourn by Walker, SECONDED by B. Purol

*Unanimously Carried*

The meeting ended at 5:42 p.m.

Respectfully Submitted,

Kathy Tampio, Clerk, Chautauqua County Legislature/NCCWD Administrative Coordinator

- Next meeting – February 13, 2020, 4:00 pm, Fireside

*Approved 2/13/2020*